

EDUCATIONAL AIDE EXEMPTION APPLICATION

INDICATE APPLICABLE TERM:

(A separate application is required for each term.)

Fall ☐	Spring ☐	Summer ☐
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The Educational Aide Exemption Program encourages educational aides to complete a full teacher certification. Recipients are exempt from the payment of tuition and certain mandatory fees at participating Texas public institutions of higher education (Texas Administrative Code, Section 21.1080).

The critical shortage areas at public schools in Texas, as determined by the Texas Education Agency (TEA) include:

- Bilingual/English as a Second Language
- Career and Technical Education (*secondary level only*)
- Computer Science/Technology Applications
- Special Education

Sections I and II of this application **must** be completed before submitting to your institution's Financial Aid Office.

SECTION I. COMPLETED BY APPLICANT (All items below must be completed.)			
Last Name		First Name	MI
Street Address		Student ID Number	
City		State	ZIP
Phone Number		EMAIL	
SECTION II. COMPLETED BY AUTHORIZED SCHOOL DISTRICT OFFICIAL (applicant's current employer)			
Applicant's Job Title		Initial Date of Employment	Applicant Currently Employed with District? Yes ☐ No ☐
School District Name		County District Number	
School District Address		Phone	
City		State	ZIP
Fax			
Employment history is based on the teacher service record. Complete the section that applies below			
Applicant has been employed as an Educational Aide by a public school district in Texas in a teaching capacity working in the classroom directly with students on a full-time basis. _____ Total number of full-time days in the last five years that meet the above criteria.		Applicant has been employed as a Substitute Teacher by a public school district in Texas in a teaching capacity working in the classroom directly with students. _____ Total number of full-time days in the last five years that meet the above criteria.	
Name of Authorized District Office		Title of Authorized District Official	
CERTIFICATION: I hereby certify that the information provided in the SECTION II is accurate and verifiable.			
Authorized District Official's Signature		Date	

SECTION III. COMPLETED BY FINANCIAL AID OFFICE		
Institution Name		FICE Code 009651
Applicant's Texas Resident Status Resident ☐ Non-Resident ☐	Applicant's Selectives Service Status Redistered ☐ Exempt ☐	Applicant's Financial Need (COA minus SAI)
Applicant's Program of Study In accordance with TAC Section 21.1083(a)(6), Educational Aide Exemption recipients must be enrolled in courses required for teacher certification in one or more subject areas experiencing a critical shortage of teachers at public schools in Texas, as determined by the <u>Texas Education Agency (TEA)</u> . The critical shortage area (select one): ☐ Bilingual/English as a Second Language ☐ Career and Technical Education (secondary level only) ☐ Computer Science/Technology Applications ☐ Special Education		
Name of Authorized Official		Title of Authorized Official
CERTIFICATION: I hereby certify that all rules and regulations were adhered to in determining applicant's eligibility.		
Signature Authorized Official		Date
The Financial Aid Office must confirm applicant's eligibility for every semester or term the exemption is offered.		
CERTIFICATION: I hereby certify that I am enrolled in courses required for teacher certification in one or more subject areas determined by the Texas Education Agency to be experiencing a critical shortage of teachers at Texas public schools. (See Section III of this form for a list of critical shortage areas).		
Applicant's Signature		Date