



# Texas Higher Education Coordinating Board

## GRANTS AND SPECIAL PROGRAMS

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### MEMO

TO: Superintendent of Schools  
FROM: Grants and Special Programs Department  
DATE: March 23, 2009  
SUBJECT: College Tuition and Partial Fee Exemption for Educational Aides

Texas Education Code §54.214 authorizes an exemption from tuition and mandatory fees other than class and laboratory fees for individuals who have been employed as full-time educational aides for at least one school year during the prior 5 years at a public school in Texas and who are attending a public institution of higher education in Texas to become certified as a teacher\*.

Effective the date of this memo, application packets will no longer be mailed. To get a current Educational Aide Exemption Application, instructions and information, visit our web-site, [www.collegeforalltexans.com](http://www.collegeforalltexans.com), select Get All the Facts, Paying for College, Types of Financial Aid, Exemptions, Educational Aide Exemption and then scroll down to Application Process to download the appropriate application.

Also, you may either copy or paste the following link into your browser:

<http://www.collegeforalltexans.com/index.cfm?ObjectID=D0460E0E-A7AE-8357-3F6879ABDF612A88>

We would appreciate it if you would share this memo with the persons employed in your school district as educational aides, substitute teachers and school employees who have met the requirement of having 1 school year of full-time educational aide experience within the past 5 years for their initial exemption. Educational aides are aides working in the classroom directly with students. The experience required is for students who are receiving their initial exemption. If the educational aide experience is not within the past 5 years, the student cannot receive the exemption.

If an employee is participating in our program and leaves your school district, you must notify us. Regarding substitute teachers participating in our program, they must accept work assignments during the term which they are receiving the exemption. Please notify us if no assignments are accepted.

Spring Rosters will be mailed once a year, on November 1 to the Superintendent of Schools with a response date of December 1. It is your responsibility to make sure these rosters are completed and submitted for your employees in order to receive spring awards. Your employees cannot be approved until the roster is received.

Thank you for your cooperation with this program. If you have any questions, please contact the Grants and Special Programs staff at 1-800-242-3062, press option 3#, 4# and 5# or send us an email at [Edaide@thecb.state.tx.us](mailto:Edaide@thecb.state.tx.us).

\* The program is now open to school employees employed in any capacity including substitute teachers.  
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