

**Instructions for Completing the 2005-06 Application
for an Educational Aide Exemption**

**THIS APPLICATION MAY BE SUBMITTED JUNE 1, 2005 THROUGH JULY 1, 2006
IF APPLYING FOR FALL 2005 ONLY, YOU MAY SUBMIT JUNE 1, 2005 THROUGH FEBRUARY 1, 2006
IF APPLYING FOR SPRING 2006 ONLY, YOU MAY SUBMIT NOVEMBER 1, 2005 THROUGH JULY 1, 2006**

Part I must be completed by the applicant; Part II by the Personnel Director of the school district or school by which the applicant is employed; Part III by the Financial Aid Office of the school the applicant is/will be attending. Keep in mind that the application changes each academic year and summer term. Applications with the wrong year will be rejected.

Questions Instructions

PART I

1-4 Self-explanatory

5 Give the estimated number of college hours you are to be taking. Be sure to list the number per term. Keep in mind that these are just estimates and if you take fewer than what you state, your financial need will drop and the amount you receive for both fall and spring through this program.

6 This is not a required item. Ethnic origin will not be used as a selection criterion. It is collected purely for statistical purposes.

Certification Be sure to sign and date the application. **DO NOT COMPLETE ANY SECTION OF PART II.**

PART II

1 Be sure and check school/district records before completing this section. The student should NOT complete this part. Is the applicant an educational aide or a substitute teacher in your school district? Initial the proper

2 Give the dates of employment the educational aide has been working for your district or other districts. List employment dates with another district separately. Dates must add up to 1 school year of experience as a full-time educational aide during the 5 years preceding the term or semester for which the student receives the exemption.

3 The substitute teacher must provide documentation of the 180 days full service in the past 5 years. School District will need to keep documentation on file.

4 The applicant must be employed by your school or school district during the fiscal year he/she is receiving this exemption.

Certification Person certifying application must be authorized to sign personnel actions. Please be sure to include your 6-digit county district number (example 123-456). This is the number that was issued to your school district by the Texas Education Agency, TEA.

PART III

1 Use your institution's residency classification. Remember, however, that to be eligible the student must be a Texas resident, not simply someone eligible to pay the Texas resident tuition rates. In general, to be a Texas resident a student must have been gainfully employed in the State of Texas for the 12 months prior to enrolling in the institution. If the student is claimed as a dependent for income tax purposes by his or her parents, the parents must have resided in the state for the 12 months prior to the student's enrollment.

2 Indicate the student's marital status. If the student is claimed on parent's income tax, the student is classified as a single dependent. If the parent's do not claim the student, the student is classified as a single independent.

3a Give the student's financial need for time period he/she is applying. This is the relevant time period's cost of attendance minus any estimated family contribution and/or gift aid which would be from their FAFSA.

3b If the student qualifies based on their adjusted gross income (using their most recent income tax form), please indicate in the space provided and leave the other blank.

If the student shows no financial need based on either of the above, indicate "0 need, based on FAFSA and AGI" and submit the application to the Coordinating Board.

The program maximum is equal to the student's tuition and fee charges excluding class and laboratory fees. If the student is qualifying based on their adjusted gross income, their award amount will equal to but not exceed the program maximum.

4 Self-explanatory

Certification Please be sure to include your institution's 6-digit fice code and telephone number.