



**LAMAR UNIVERSITY
OFFICE OF STUDENT FINANCIAL AID
CERTIFIED TEACHER'S AIDE EXEMPTION
COURSE APPROVAL FORM
2009-2010**

The Texas Higher Education Coordinating Board (THECB) requires all students applying for the Certified Teacher's Aide Exemption Program (CTAE) be enrolled in courses leading toward Teacher Certification. [Courses taken in order to increase a student's GPA to meet program eligibility requirements will not be covered through the CTAE program]

I verify, _____, (_____)
Student's Name SSN/ID

is enrolled in the _____ **TEACHING CERTIFICATION** program for the
Degree program

- Summer I Summer II Summer III Summer IV Fall Spring

term(s). The courses below are **REQUIRED** (not recommended) for his/her **TEACHING CERTIFICATION**.
 (All approved **TEACHING CERTIFICATION** programs can be found in Lamar University's General Catalog.) The student's required (not recommended) courses are as follows:

Signature of Department Chair

Printed Name of Department Chair

STUDENT SECTION

Some student fees are not covered by your Exemption. Those fees not covered by CTAE are your responsibility.

An Education Aide Course Approval Form must be completed for each academic session you are going to be attending. Approved courses will be checked by Lamar University's Office of Student Financial Aid after the class census date (twelfth class day for fall and fourth class day for summer) of the current semester to assure that you are still enrolled in these courses. If you drop and/or add courses before the 4th class day for summer/12th class day for fall, you must complete a new CTAE Course Approval form. If you are enrolled in courses not required for teacher certification as of the census day, your Educational Aide Exemption will be adjusted and/or removed from your student account and you will become responsible for ALL fees not covered by your CTAE Exemption.

Student Signature

Date