

# State Tuition Assistance Program of Texas - Spring 2017

Applicant's Name:

(Last)

(First)

(MI)

SSN Last:

College/University:

## I. Application Instructions

1. Complete this fillable PDF form:
  - a) It is recommended that applicants fill out this application electronically. Red fields are required information.
  - b) Sign using a CAC electronic signature. If CAC reader is not available, print out form and hand sign.
  - c) Submit by clicking on the "Submit" button at the top of the form or save the completed form and email to the Education Office at [ng.tx.txarng.mbx.trp@mail.mil](mailto:ng.tx.txarng.mbx.trp@mail.mil).
  - d) Additional documents can be sent at the same time or at a later time. (see "Deadlines" section for more details)
2. If unable to complete the form electronically:
  - a) Print out this form.
  - b) Manually fill out. Signatures on pages 3 and 4 are required. Sign page 5 if applicable.
  - c) Scan and Email the complete application to [ng.tx.txarng.mbx.trp@mail.mil](mailto:ng.tx.txarng.mbx.trp@mail.mil).
  - d) Additional documents can be sent at the same time or at a later time. (see "Deadlines" section for more details)
3. Save a copy of the completed application for your own records.
4. All Members of Army, Air and State Guard should email their applications to [ng.tx.txarng.mbx.trp@mail.mil](mailto:ng.tx.txarng.mbx.trp@mail.mil).
  - a) Air Guard and State Guard Members can "CC:" other persons or offices in their components as required.
  - b) If the application is not sent to [ng.tx.txarng.mbx.trp@mail.mil](mailto:ng.tx.txarng.mbx.trp@mail.mil), it may not be received by the deadline which could disqualify the applicant from receiving a tuition award.

## II. Deadlines

1. **Application Form.** There are 2 separate submission deadlines:
  - a) **January 15 is the primary deadline for all applicants.**
    - Applications received by this deadline are eligible for the standard award up to 6 credits of tuition and mandatory fees, not to exceed \$2,250.
    - Additionally, **the applicant qualifies to request the High Need Exemption (HNE)** from the 6 credit award limit.
    - The HNE allows consideration for an award of up to 12 credits of tuition and mandatory fees, not to exceed \$4,500. See page 5 of this application for more details and to fill out the HNE request.
    - All applicants are encouraged to submit applications before this deadline.
  - b) **February 05 is the extended deadline to submit applications.**
    - Applications received in our office by this deadline will **be eligible to receive the standard award.**
    - The standard award is for up to 6 credits of tuition and mandatory fees, not to exceed \$2,250.
  - c) All awards are subject to availability of funds, regardless of how early the application is submitted. Award amounts are not guaranteed. Final award amounts are determined after final grades are confirmed.
2. **February 26 is the deadline for all Additional Document.** You do not need to submit additional documents together with your application. This includes your course schedule and fee statement.
  - a) Any additional documents that are required can be submitted separately from the application form. This will allow time to acquire needed documents.
  - b) Two items that are required for all applicants are a course schedule and a fee statement.
    - A fee statement should show amount for tuition, fees, and financial aid payments.
    - A "payment receipt" is not acceptable unless it includes the above information.
  - c) As soon as your schedule is set (after the add/drop period), email your course schedule and fee statement to [ng.tx.txarng.mbx.trp@mail.mil](mailto:ng.tx.txarng.mbx.trp@mail.mil).
  - d) Other documents that may be required include: FTA form, 9/11 GI Bill Certificate Letter, financial aid letter, etc.
  - e) Tuition awards may not be approved without these documents.
3. **June 04 is the deadline for transcripts.**
  - a) You must send in an Official Transcript to confirm passing grades for your tuition award.
  - b) **ONLY OFFICIAL TRANSCRIPTS** will be accepted.
  - c) Grade reports, screen shots of online records or unofficial transcripts will **NOT** be accepted.

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## APPLICATION FOR STATE TUITION ASSISTANCE

### Privacy Act Statement

Information contained in this application may be subject to the Privacy Act of 1974 (5 USC 552A). Personal information contained in this correspondence may be used only by authorized persons in the conduct of official business. Any unauthorized disclosure or misuse of personal information may result in criminal and/or civil penalties. If you are not the intended recipient of this correspondence please destroy all copies of this documentation after notifying the sender of your receipt of it.

**Principal Purpose:** Used to apply for the State Tuition Assistance Program of Texas.

**Disclosure:** Voluntary, however, failure to provide all information could delay or prevent award

### Service Member Information

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
(Applicant's Last, First, MI) (SSN Last 4) (Student ID#)
4. I am an Active Member (Not AGR) of the: \_\_\_\_\_ 5. Pay Grade \_\_\_\_\_  
Texas State Guard  
Texas Army National Guard  
Texas Air National Guard  
136<sup>th</sup> AW 147<sup>th</sup> RW 149<sup>th</sup> FW Clear 6. Basic Training Completion Date \_\_\_\_\_  
7. ETS/MRD Date \_\_\_\_\_

### Contact Information

1. Primary Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_
2. Personal email \_\_\_\_\_ Military email \_\_\_\_\_@mail.mil  
(Provide an email address that you check regularly. Messages regarding your award will be sent to the email address provided here)

### School Information

1. Name of College/University \_\_\_\_\_
2. Education Level pursued (Select one) \_\_\_\_\_ 3. Will you be attending 2 schools concurrently? Yes  
(a separate application is required for each school. No  
Max. of 12 hrs total are reimbursable per semester)
4. Major/Area of Study \_\_\_\_\_ 5. Expected credits enrolled \_\_\_\_\_
6. First semester at this school was: \_\_\_\_\_ 7. Anticipated graduation date: \_\_\_\_\_
8. Are you in an ROTC Program? 8a. The ROTC program is located at: the same school  
Yes No a different school  
8b. If different, name of school: \_\_\_\_\_

### Other Financial Assistance

Failure to disclose other financial assistance requested and/ or received may be grounds for denial of an award and/or permanent disqualification from using this program as well as prosecution under the Texas Military Code of Justice.

1. Will you be receiving Post 9-11 (GI Bill CH 33) benefits this semester? YES NO  
• If yes, a copy of the VA Benefits Verification must be included with application.  
• You do not need to report GI Bill Ch. 1606 or Ch. 30 benefits.
2. Will you be utilizing your Hazlewood benefits this semester? YES NO  
Account Summary or Invoice showing Hazlewood credits to student account must be submitted.
3. Will you be receiving Federal Tuition Assistance/FTA/GoArmyEd this semester? YES NO  
If yes, copies of the Army Tuition Assistance Authorization(s) must be included with application.
4. Will you be receiving other grants or scholarships? (FAFSA, federal, state, Pell, Private, etc.) YES NO

# State Tuition Assistance Program of Texas - Spring 2017

## STUDENT STATEMENT OF UNDERSTANDING

### BY INITIALING ALL STATEMENTS BELOW, I ACKNOWLEDGE AND AGREE THAT:

*(Applicants must read and initial each one below in order to receive State Tuition Assistance. Contact the Education Office for clarification on any of the following statements.)*

I am aware and understand my tuition award is subject to availability of funds and that I am **NOT** guaranteed the full amount, regardless of past awards received.

I acknowledge that it is my responsibility to submit my **SPRING 2017 Official Transcript** no later than **04 June 2017**. Only Official Transcripts will be accepted. Grade reports and unofficial transcripts are no longer approved.

I acknowledge that my tuition award will be forfeited if my Official Transcript is not received on time.

I am aware that the best way to submit my transcript is via email to [nq.tx.txarnq.mbx.trp@mail.mil](mailto:nq.tx.txarnq.mbx.trp@mail.mil).

I am a Texas Army or Air National Guard Service Member (Not AGR) or a Texas State Guard Service Member.

I have completed Basic Military Training or Basic Combat Training or Officer Basic Course or RBOT.

I will remain in an active drilling status through the end date of the semester. My Expiration Term of Service (ETS) or Mandatory Retirement Date (MRD) is after the date of the last official day of the semester.

I am attending an eligible state college or university with headquarters in Texas. (If unsure check website for list of Texas Institutions: <http://www.collegeforalltexas.com>)

I will maintain at least a 2.0 cumulative GPA.

I am aware that tuition awards can only reimburse, in full or in part, in-district or in-state tuition rates. Any charged **out-of-district tuition/fees or out-of-state tuition/fees** are **NOT** eligible for reimbursement.

I understand that missing any submission deadline is cause to be denied a tuition award.

I must submit a State Tuition Assistance (STA) application each semester I wish to be considered for an award.

I am eligible to apply for STA benefits for up to 5 years from the date of first using this program.

I can be permanently disqualified from applying to STA if I fail to report other tuition assistance received from Federal Tuition Assistance, Hazlewood, Post 9-11 GI Bill (CH 33), Pell Grants, and other scholarships and grants.

If there is a change in my schedule or charged fees, I will submit an updated course schedule and fee statement promptly.

I will check the STA website and the Education Office FB for dates and other information about this program. (<https://tmd.texas.gov/txfm-strp>) (<https://www.facebook.com/TexasArmyNationalGuardEducation>)

I will comply with all applicable state laws and regulations of the State Tuition Assistance Program of Texas.

I will direct payment inquiries to my school's Business Office/Student Accounts or 3rd Party Sponsor Coordinator

I declare under penalty of perjury, under the laws of the State of Texas that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in the application are subject to investigation. Any false or dishonest answer to any question may be grounds for denial and permanent disqualification from the program as well as prosecution under the Texas Code of Military Justice. I will provide documentation to verify all information submitted on this application, if requested.

**I agree to the above conditions of this SOU for the use of State TA as verified by my signature below.**

*Service Member's Printed Name*

*Last #4 SSN*

*Service Member's Signature*

*Date*

(PRINT A COPY FOR YOUR RECORDS)

# State Tuition Assistance Program of Texas - Spring 2017

TEXAS MILITARY DEPARTMENT  
STATE TUITION ASSISTANCE PROGRAM  
2200 W 35<sup>TH</sup> ST, Bldg 15  
AUSTIN, TEXAS 78703  
512-782-5515  
[ng.tx.txarng.mbx.trp@mail.mil](mailto:ng.tx.txarng.mbx.trp@mail.mil)

## Financial Aid Release Form

By signing below, I authorize the offices of

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*(Name of School)*

to release my student tuition and fee charges, payments and financial aid information for the **Spring 2017** Semester to the Texas Military Department's State Tuition Assistance Program office. I understand that this information is used solely for the purpose of determining the amount of state tuition assistance that I may be eligible to receive for this semester. This document is NOT a promissory note or a guarantee of funds.

I acknowledge that I am responsible for any remaining balance after the State Tuition Assistance award has been applied. I also acknowledge that I am responsible for any payment of tuition and fees for classes that are Failed or Dropped.

*(Type or print Last Name)*

*( First Name)*

*(SSN last 4)*

*(Student ID#)*

*(Applicant's Signature)*

*Date*

Please direct any questions or requests for additional information to: [ng.tx.txarng.mbx.trp@mail.mil](mailto:ng.tx.txarng.mbx.trp@mail.mil)

# State Tuition Assistance Program of Texas - Spring 2017

## High Need Exemption Request Form

(This page is optional)

### I. The purpose of this section is to request consideration for an expanded tuition assistance award.

You must meet the Primary Submission deadline in order to be considered for this exemption to the award limit of 6 credits. If approved, the tuition award can be expanded up to a total of 12 credit hours of tuition and fees, not to exceed \$4,500. The actual amount of the final award will depend in large part to the availability of funds in our program.

There is NO guarantee that funds will be available. Requests will be scored and prioritized according to a variety of factors. Expanded award approvals will be maximized as much as available funding allows.

### II. BASIC INFORMATION

NAME (Last, First)

LAST 4 SSN#

Pay Grade

BASIC TRAINING COMPLETION DATE

SCHOOL

### III. APPLICANTS REQUESTING AN EXPANDED AWARD MUST MEET ONE OR MORE OF THE FOLLOWING CRITERIA AND BE REGISTERED FOR MORE THAN 6 CREDITS.

Place your initials in the box to the left of ALL eligibility criteria that apply to you.

	I am currently an Officer Without a Degree (OWD). (must be a commissioned officer)
	I have less than 3 years Time In Service.
	I am graduating this current academic year. Projected graduation date: _____
	I am a Non-Scholarship Cadet in an ROTC program.
	I am in the first year of my undergraduate studies and have less than 30 hrs of academic credit towards my Associate's or Bachelor's Degree.
	I am NOT eligible for <u>ANY</u> Financial Aid through FAFSA or any other sources, i.e., I am not receiving Pell Grant, SEOG, Texas Grant or other scholarships or grants other than loans.
	I am attending a Private School.

Applicant's signature

(only required if qualified for consideration)

Date

# State Tuition Assistance Program of Texas - Spring 2017

## Gender, Ethnicity and Race Identification

The information requested in this section is *optional* and is being collected for reporting statistical data to the Texas Legislature only. This information has no impact on your application status.

Gender: Female

Clear selection

Male

Please select the Ethnicity and Race with which you most closely identify.

**Part 1. Ethnicity: Is the person Hispanic/Latino? \*** (Choose only one)

Hispanic/Latino

Clear selection

Not Hispanic/Latino

**Part 2. Race: What is the person's race? \*\*** (Choose one or more regardless of ethnicity)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian/Other Pacific Islander

White

*\*Hispanic/Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.*

*\*\* Based on the most recent guidance and information from the Texas Association for Institutional Research Data Advisory Committee and the Institute of Education Sciences (997 Standards, 62 FR 58789 October 30, 1997 and [http://nces.ed.gov/statprog/2002/std1\\_5.asp](http://nces.ed.gov/statprog/2002/std1_5.asp))*

*American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.*

*Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.*

*Black or African American: A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."*

*Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.*

*White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.*