

State Tuition Assistance Program of Texas - Fall 2017/Spring 2018

Applicant's Name:

(Last)

(First)

(MI)

SSN Last:

College/University:

I. **Application Instructions:** State TA can now be requested for combined Fall and Spring using one application form.

1. Complete this fillable PDF form: (see our website for more details: <https://tmd.texas.gov/state-tuition-assistance-program>)
 - a) It is recommended that applicants fill out this form electronically. Red fields are required information.
 - b) If unable to complete the form electronically, print out form and complete manually.
 - c) Requests for both semesters using one application form must meet the following criteria:
 - 1) applicant must be attending the same school during both semesters and
 - 2) application form must be received prior to Fall semester. (see "School Information" section, question #8)
2. Sign the form.
 - a) Signatures on pages 3 and 4 are required. Sign page 5 if applicable (see pg. 5 for details).
 - b) Sign using a CAC electronic signature. If CAC reader is not available, print out form and hand sign.
3. Save the completed form.
 - a) If completed electronically, save a copy in PDF. Keep a copy for your own records.
 - b) If completed manually, scan and save as an electronic file. Keep a copy for your own records.
4. Attach the saved file in an email to 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, it may not be received by the deadline which could disqualify the applicant from receiving a tuition award.
5. Submit Additional Documents AFTER the add/drop period has passed.
 - a) Two items that are required for all applicants are a course schedule and a fee statement.
 - A fee statement should show amounts for tuition and fee charges, and financial aid payments.
 - A "payment receipt" is not acceptable unless it includes the above information.
 - b) Other documents that may be required include: FTA form, 9/11 GI Bill COE, financial aid letter, etc. (See the "Other Financial Assistance" section on page 2 to determine which are applicable)
 - c) All documents should be submitted separately from this form by email to ng.tx.txarng.mbx.trp@mail.mil.
 - d) Even if submitting a combined Fall/Spring application form, Additional Documents must be submitted for EACH separate semester.
6. Submit an Official Transcript AFTER the end of each semester.
 - a) An Official Transcript is required to confirm passing grades.
 - b) **ONLY OFFICIAL TRANSCRIPTS** will be accepted. Order a PDF electronic version if available.

II. **Deadlines:** There are separate deadlines for the application form, the additional documents, and the official transcript

1. **Application Form.** There are 2 separate submission deadlines each semester:
 - a) **The Primary deadlines are: Fall semester - August 13; Spring semester - January 14.**
 - Applications received by the primary 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, which could mean an award approved for 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.)
 - Submitting an application for both semesters prior to the Fall deadline also counts as meeting the Spring deadline.
 - b) **The Extended deadlines are: Fall semester - September 03; Spring semester - February 4.**
 - Applications received in our office by this deadline will **be eligible to receive the standard award ONLY.**
 - Forms received after this deadline will go on a Wait List and are likely to NOT receive a tuition award.
 - c) All awards are subject to availability of funds, regardless of how early the application is submitted. Award amounts are not guaranteed.
2. **Additional Document deadlines are: Fall semester - September 24; Spring semester - February 25 .**
DO NOT submit additional documents together with your application. This includes the course schedule and fee statement.
3. **Official Transcript deadlines are: Fall semester - January 14; Spring semester - June 10.**
 - a) Transcript deadlines may be extended for extenuating circumstances, on a case-by-case basis.
 - b) Applicants approved for an extended deadline will not be considered for a High Needs Exemption.

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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. _____
 (Last Name First Name MI) (SSN Last 4) (Student ID#)
4. I am an Active Member (Not AGR) of the: 5. Pay Grade
 Texas State Guard 6. Basic Training Completion Date
 Texas Army National Guard 7. ETS/MRD Date
 Texas Air National Guard: (Select one below) 8. I have previously received an
 136th AW 147th RW 149th FW Reset award from State TA. Yes No

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) 7. I am enrolled in and requesting State TA for 2 schools concurrently. Yes
 (a separate application is required for each school. No
 Max. of 12 hrs total are reimbursable per semester)
3. Major/Area of Study _____
4. Expected credits enrolled _____ 8. I am requesting State TA for: Fall Spring
5. First semester at this school _____
6. Anticipated graduation date _____ 9. Which degrees have you already completed?
 Certificate Associate's Bachelor's Graduate
10. I am in an ROTC Program. 10a. If yes, the ROTC program is located at: the same school a different school
 Yes No 10b. 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. Have you applied for Post 9-11 (GI Bill CH 33) benefits this semester? YES NO
 • If yes, a copy of the VA Benefits Verification must be submitted.
 • You do not need to report GI Bill Ch. 1606 or Ch. 30 benefits.
2. Will you be utilizing Hazlewood benefits this semester? YES NO
 Account Summary or Invoice showing Hazlewood credits to student account must be submitted.
3. Have you applied for Federal Tuition Assistance/FTA/GoArmyEd this semester? YES NO
 If yes, copies of the Tuition Assistance Authorization(s) must be submitted.
4. Have you applied for other grants or scholarships? (FAFSA, federal, state, Pell, Private, etc.) YES NO

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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 State TA Office at ng.tx.txarmg.mbx.trp@mail.mil for clarification on any of the following statements.)

I am aware and understand my State Tuition Assistance (STA) award is subject to availability of funds and that I am NOT guaranteed the full amount of tuition charges, regardless of past awards received.

I am aware that STA awards can only reimburse up to the in-district or in-state resident tuition rates. Any charged **out-of-district tuition/fees or out-of-state tuition/fees** are NOT eligible for reimbursement.

I acknowledge that my STA award may be forfeited if this application form or my transcript is not received by the deadlines listed on page 1 of this form. Exceptions to this policy will be considered on a case-by-case basis.

I will submit my course schedule, fee statement and other supporting documents, which are identified in the "Other Financial Assistance" section on page 2 of this form, AFTER the adds/drops period at my school and before the Additional Documents Deadline on page 1 of this form.

I must submit a combined Fall/Spring application form prior to Fall semester or a separate application form each semester I wish to be considered for an STA award.

I understand that only Official Transcripts will be accepted.

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, Basic Combat Training, Officer Basic Course or an equivalent.

I hold a rank equivalent to a pay grade falling within the range of E1-E9, WO1-CW3, or O1-O5.

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 have not previously completed a degree of the same level as the degree for which I am currently requesting assistance.

I understand that I must currently have, and must maintain, at least a 2.0 cumulative GPA.

I am attending a Texas college or university.

(If unsure check website for list of Texas Institutions: <http://www.collegeforalltexas.com>)

I am aware that I retain eligibility to receive STA benefits for 5 years from the date of first using this program.

I understand that I can be disqualified from receiving STA if I fail to maintain satisfactory participation in my unit, if I have a military personnel flag, or 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.

I understand the State TA website and the Education Office FB site have dates and other information about this program. (<https://tmd.texas.gov/state-tuition-assistance-program>) (<https://www.facebook.com/TexasArmyNationalGuardEducation>)

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

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.

(Last Name)

(First Name)

(Last #4 SSN)

(Signature)

(Date)

(SAVE A COPY FOR YOUR RECORDS)

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TEXAS MILITARY DEPARTMENT
STATE TUITION ASSISTANCE PROGRAM
2200 W 35TH ST, Bldg 15
AUSTIN, TEXAS 78703
512-782-5515
ng.tx.txarng.mbx.trp@mail.mil

Financial Aid Release Form

By signing below, I authorize the offices of

(Name of School)

to release my student tuition and fee charges, payments and financial aid information for the **Fall 2017/Spring 2018** academic year 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 academic year. 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 will not be awarded payment of tuition and fees for classes that are Failed, Withdrawn, or Incomplete.

(Last Name)

(First Name)

(SSN last 4)

(Student ID#)

(Signature)

(Date)

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

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High Need Exemption Request Form

(This page is optional)

I. The purpose of this section is to request consideration to be exempt from the State TA standard 6 credit limit. Complete this page only if registered for more than 6 credit hours.

You must meet the Primary Submission deadline to have priority consideration for this exemption from the limit of a 6 credit award. If approved, the tuition award can be expanded up to a total of 12 credit hours of tuition and fees per semester, not to exceed \$4,500. Receipt of other assistance applied to tuition and fee charges may limit the amount of your final State TA award.

The actual amount of the final award will depend in large part to the availability of funds in our program. Approval for an exemption one semester does NOT guarantee approval the next semester. Fall and Spring semesters are reviewed and approved independantly. Expanded award approvals will be maximized as much as available funding allows each semester. There is NO guarantee that funds will be available.

II. BASIC INFORMATION

(Last Name)

(First Name)

(Last Four)

PAY GRADE

BASIC TRAINING COMPLETION DATE

SCHOOL

III. APPLICANTS REQUESTING THIS EXEMPTION MUST BE REGISTERED FOR MORE THAN 6 SEMESTER CREDITS HOURS.

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). <i>(must be a commissioned officer)</i>
	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/or have less than 30 hrs of academic credit towards my Associate's or Bachelor's Degree.
	I am NOT eligible for ANY grants or scholarships through FAFSA or other sources, i.e., I am not receiving Pell Grant, SEOG, Texas Grant or other scholarships or grants.
	I am attending a Private School.
	I am a member of the Texas State Guard.

Signature

Date

(sign only if registered for more than 6 credit hours AND requesting this exemption)

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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

Reset 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

Reset 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)*

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.