

State Tuition Assistance Program of Texas

Fall 2019/Spring 2020

Instructions Page

I. Application Steps:

1. Download and fill out this form:

- a) It is recommended that applicants fill out this fillable PDF form electronically.
- b) If unable to complete the form electronically, print out form and fill out manually.
- c) Pages 1, 2, and 3 are required information.
- d) Pages 4 and 5 are optional.

2. Sign this form.

- a) Signatures on pages 2 and 3 are REQUIRED. Sign page 4 if applicable (*see pg. 4 for details*).
- b) Sign using a CAC electronic signature, Adobe electronic signature tool, or hand written signature.

3. Submit this form

- a) Attach the saved electronic file in an email to this office at ng.tx.txarng.mbx.trp@mail.mil.
- b) All Army Guard, Air Guard, and State Guard applicants send forms to this office.
- c) Air Guard and State Guard Members can "CC:" other persons or offices in their component as needed.

4. Submit Additional Documents

- a) ALL applicants are required to send a tuition statement and a course schedule.
 - Information will be more accurate if you send these AFTER the Census Date (usually 1st week of classes).
 - See the examples available on our website for the specific information required on these items.
- b) Applicants receiving financial aid, send documentation on any and all other aid you are receiving:
 - Some examples include: FTA approval form, 9/11 GI Bill COE, financial aid letter, etc.
 - Send scanned images of paper documents or screen shot images of your online account.
- c) Documents should be sent in an email separate from this application form to ng.tx.txarng.mbx.trp@mail.mil.
 - Documents for Fall should be submitted in September.
 - Documents for Spring semester should be submitted in February.

5. Submit an Official Transcript AFTER the end of each semester.

- a) An Official Transcript is required to confirm passing grades for each semester.
- b) **ONLY OFFICIAL TRANSCRIPTS** will be accepted. Order a PDF electronic version if available.
- c) Awards for Fall and Spring are paid out separately. A transcript is required for each semester.

II. Deadlines: There are 3 separate actions shown below; each has a deadline for each semester:

<u>Fall Semester</u>	<u>Deadline</u>	<u>Spring Semester</u>	<u>Deadline</u>
Action 1: Submit Application Form		Action 1: Submit Application Form	
• Primary deadline:	<u>August 11, 2019</u>	• Primary deadline:	<u>December 1, 2019</u>
• Secondary deadline:	<u>September 8, 2019</u>	• Secondary deadline:	<u>February 2, 2020</u>
Action 2: Submit Other Documents:	<u>September 30, 2019</u>	Action 2: Submit Other Documents:	<u>February 29, 2020</u>
Action 3: Submit Official Transcript:	<u>January 12, 2020</u>	Action 3: Submit Official Transcript:	<u>June 7, 2020</u>

- This application form will count as a request for both Fall and Spring semesters if the following criteria are met:
 - must be attending the same school during the entire school year (Aug. thru May)
 - application form must be received in our office prior to Fall Secondary deadline
- If an application is accepted for both semesters, additional documents must still be sent separately for each semester
- Applications received in our office by the **Primary** deadline qualify for:
 - the standard award of up to 6 credit hours of tuition and mandatory fees, not to exceed \$2,250
 - **higher** priority consideration for the exemption of the standard award limit (*see page 5 for details*)
- Applications received in our office by the **Secondary** deadline, but after the Primary deadline will qualify for:
 - the standard award of up to 6 credit hours of tuition and mandatory fees, not to exceed \$2,250
 - **lower** priority consideration for an exemption of the standard award limit (*see page 5 for details*)
- Applications received late
 - after the Fall Secondary deadline, will be processed only for a Spring semester award
 - after the Spring Secondary deadline, will go on a Wait List and may not be approved for funding
- Deadlines may be extended for extenuating circumstances, on a case-by-case basis. You must contact our office for extension approval as soon as you are aware that you will miss a deadline
- Schools operating on quarters instead of semesters will be processed in the closest standard semester

State Tuition Assistance Program of Texas Fall 2019/Spring 2020

APPLICATION FOR 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

1a. I have previously received State TA.

1b. 2.

<i>Last Name</i>	<i>First Name</i>	<i>MI</i>	<i>Last 4</i>
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3. I am an Active Member (*Not AGR*) of the:

Texas State Guard
 Texas Army National Guard
 Texas Air National Guard: (*Select one below*)

136th AW 147th RW 149th FW Reset

4. Pay Grade:

5. Basic Training Completion Date: *MM/DD/YYYY*

6. ETS/MRD Date: *MM/DD/YYYY*

7. Contact Information

(Provide at least one email address that you check regularly. Messages regarding your State TA request are emailed throughout the semester)

Email: Phone:

School Information

1. Name of College/University

2. 3. I am attending the same school for Yes
the whole school year (Fall & Spring): No

Student ID#

4. Education Level currently pursuing at this school 5. Major/Area of Study:

Certificate Associate Bachelor Master Professional/PhD

6. Semester & Year I began my current program: 7. My expected graduation date from this program at this school: *MM/DD/YYYY*

Term, Year

Financial Assistance Other Than State Tuition Assistance

If you answer "Yes" to any of the following questions, please provide the additional documentation indicated under each question as soon as it is available. Failure to disclose 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. Do you expect to receive Post 9-11 (GI Bill CH 33) benefits this semester? <i>If yes, a copy of the VA Benefits Verification must be submitted.</i> <i>You do NOT need to report Montgomery GI Bill benefits (Ch 1606 or Ch 30).</i>	YES	NO
2. Do you expect to utilize Hazlewood benefits this semester? <i>Account Summary or Invoice showing Hazlewood credits to student account must be submitted.</i>	YES	NO
3. Do you expect to receive funds from Federal Tuition Assistance/FTA/GoArmyEd this semester? <i>If yes, copies of the Tuition Assistance Authorization(s) must be submitted.</i>	YES	NO
4. Have you applied for other grants or scholarships? <i>(Send a FAFSA award letter and/or letter or email showing award amounts for private scholarships, employer tuition assistance, Texas Tomorrow Fund, etc.)</i>	YES	NO

State Tuition Assistance Program of Texas Fall 2019/Spring 2020

STUDENT STATEMENT OF UNDERSTANDING

Applicants must read and initial each statement below in order to receive State Tuition Assistance. If clarification is needed on any of the following statements, contact the State TA Office at ng.tx.txarng.mbx.trp@mail.mil.

BY INITIALING ALL STATEMENTS BELOW, I ACKNOWLEDGE AND UNDERSTAND ALL THE FOLLOWING:

My State Tuition Assistance (STA) award may be forfeited if I miss any of the deadlines listed on the Instructions Page of this form. (Exceptions to this rule will be considered on a case-by-case basis.)

I can be disqualified from receiving STA if I fail to maintain satisfactory participation with my unit, e.g., if I have a military personnel flag, fail a PT test, or have other unsatisfactory performance. My eligibility will be determined during the processing of this request, which can occur after the semester has begun.

If other grants and/or scholarships, including the Texas Tomorrow Fund, pay my tuition and qualifying fees, then I will NOT receive an STA award. Qualifying amounts for an STA award will be determined during the Financial Review phase of processing this request, which occurs midway into each semester.

My STA award is subject to the availability of funds and I am NOT guaranteed reimbursement of the full amount of tuition and fee charges.

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

In order to request STA for Fall/Spring together, I must submit this form prior to the Fall semester deadlines. Applications received after the Fall secondary deadline will be considered for Spring semester assistance only.

I am an actively participating member (not AGR) of either the 1) Texas Army National Guard, 2) Texas Air National Guard, or 3) Texas State Guard.

I have completed Basic Training, or the equivalent training, required for initial entry into my component.

I hold a rank equivalent to a pay grade falling within one of these ranges: E1-E9, W1-W3, or O1-O5.

If I separate from military service or enter into an inactive status before the end of the semester, I will lose eligibility for assistance for the same semester.

I have not previously completed a degree of the same level as the degree for which I am currently requesting assistance. State TA will not fund a 2nd degree of the same level I have already completed.

I understand that I am required to maintain at least a 2.0 cumulative GPA in order to remain eligible for STA.

I am attending and requesting assistance for a Texas college or university.

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

I understand that I am allowed to receive STA benefits for 5 academic years or 10 semesters.

I acknowledge that I am required to send an official transcript at the end of each semester I am awarded STA.

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)

(Required Signature)

(Date)

(SAVE A COPY FOR YOUR RECORDS)

State Tuition Assistance Program of Texas

Third Party Release Form

TEXAS MILITARY DEPARTMENT STATE TUITION ASSISTANCE PROGRAM

2200 W 35 ST, Bldg 15
AUSTIN, TEXAS 78703

512-782-5515 - ng.tx.txarng.mbx.trp@mail.mil

By signing below, I authorize the offices of

(Name of School)

to release my tuition and fee charges, payment history and financial aid information for the **Fall 2019/Spring 2020** 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 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. Information on the State Tuition Assistance program can be found online at: <https://tmd.texas.gov/state-tuition-assistance-program>.

By signing below, I acknowledge that I am responsible for any remaining balance due to the school on my tuition and fee charges after the State Tuition Assistance award has been applied. I also acknowledge that I will not be granted any award funds for classes that are shown as Failed, Withdrawn, or Incomplete on my official transcript.

(Last Name)

(First Name)

(SSN last 4)

(Student ID#)

(Required Signature)

(Date)

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

Request For Exemption

(Last Name)

(First Name)

(Last 4)

I. The Standard Award Exemption

The current budget for the State Tuition Assistance program does not permit granting full reimbursement to all applicants. In order to work within our budget, we have established 2 categories of tuition awards, the **standard award*** and the **maximum award****. Our process begins each semester with assigning ALL eligible applicants with a standard award*, regardless of the number of credit hours registered by applicants. During later phases of processing, some applicants are selected to have their award upgraded to a maximum award*. The information on this page is the primary tool used in identifying which applicants will be approved for the upgraded award.

By filling out this page you are requesting an exemption to the standard award* limit of 6 credit hours, which means your application will be considered for an upgrade to a maximum award** amount. If you are registered for more than 6 credit hours per semester AND you meet at least one of the "qualifying criteria" below, then you can fill out this page to request this exemption.

If you do not meet ANY of the "qualifying criteria" below, then you do NOT qualify to request this exemption. However, please note that any applicant registered for more than 6 semester credit hours per semester may still receive the maximum award** even when this exemption is not requested. Applicants that do not meet the qualifying criteria to request this exemption will still be reviewed for an upgrade after all the qualified applicants have been reviewed. If funding is available, awards will receive an upgrade.

Our budget allows a maximum award** for only a limited number of applicants each semester. This exemption request is intended to help direct the limited upgrades to applicants that have the greatest need and those serving in positions or fields with high-value priority to the Texas Military Department.

* **standard award** – no more than the equivalent of 6 semester credit hours of qualifying tuition and mandatory fees, not to exceed \$2,250.00.

** **maximum award** – no more than the equivalent of 12 semester credit hours of qualifying tuition and mandatory fees, not to exceed \$4,500.00.

II. Qualifying Criteria

Applicants requesting priority consideration for this exemption must be registered for MORE THAN 6 semester credit hours per semester AND meet at least 1 of the following criteria. Check all that apply.

I am a graduate from Officer Candidate School (OCS), but have not completed a bachelor's degree.

I am in an ROTC program, but not receiving ANY scholarships from ROTC.

I have not been approved to receive ANY other scholarships, grants or tuition assistance, to include ANY military, public, or private sources of aid (other than loans).

I am attending a private college/university.

I have completed fewer than 30 semester credit hours of undergraduate study.

I am scheduled to complete my current degree program during this current school year.

III. Statement of Understanding of this Request for Exemption

By signing below, I acknowledge that I have read and understand each of the following statements:

- Approval of this request is NOT automatic or guaranteed. It is based on the availability of funds.
- Applicants are encouraged to seek other sources of aid in case this request is not approved.
- Approval is based on verification of my financial information and the criteria marked in Section II above.
- I am required to provide information to the State TA office on all sources of aid (other than loans) that I am awarded for this school year. I will provide this information as soon as the information is available.
- Exemption approval for the Fall semester does not guarantee approval for the Spring semester. Requests for exemption are reviewed and award upgrades are approved each semester independently.
- If this request is approved, the maximum award amount is the equivalent of tuition and qualifying mandatory fees for 12 semester credit hours, not to exceed \$4,500.
- Approval of this request does NOT exempt me from other limits and rules listed on page 2 of this form, e.g., State TA cannot reimburse for non-resident tuition, awards cannot pay on the same charges paid by grants or scholarships, etc.

Applicant's signature

Date

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
 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

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.