

# State Tuition Assistance Program of Texas

## Fall 2020/Spring 2021

### Instructions Page

#### **I. Application Steps:** *(save a copy of this form to refer back to the required actions and future due dates)*

##### **1. Complete an application form:**

- a) The best option is to access the web-based version at: <https://tmd.texas.gov/state-tuition-assistance-program>
  - web-based version is mobile-device-friendly
  - can be completed on desktop, laptop, or mobile device
  - on a mobile device it can be electronically signed with your finger
- b) If unable to complete the web-based version,
  - complete this PDF fillable form electronically or manually fill out a printed copy
  - Pages 1, 2, and 3 are the minimum required for a complete submission. Pages 4 and 5 are optional
  - Sign using either a CAC signature, electronic signature, or pen and ink signature.
  - Attach the saved electronic file in an email to [ng.tx.txarng.mbx.trp@mail.mil](mailto:ng.tx.txarng.mbx.trp@mail.mil)
  - Applicants of all qualifying components should send their form to this same email address

##### **2. Submit Additional Documents** After the beginning of the semester

- a) ALL applicants are required to send a tuition statement, a course schedule and financial aid information
  - We will send an email asking you to send these AFTER the Census Date (just after start of semester)
  - Do not send documents until after the beginning of the semester
  - If you access your documents too early, it could be missing information that changes at the start of the semester
- b) More information will be sent to each applicant regarding the document requirements. Monitor your emails.

##### **3. 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. Due Dates/Deadlines:** Actions when requesting State TA for one semester only or both semester combined?:

| <b>Fall Semester only or Both** Combined</b> | <b>Deadline</b>           | <b>Spring Semester Only</b>                  | <b>Deadline</b>         |
|--|---------------------------|--|-------------------------|
| <b>Action 1: Submit Application Form</b>     |                           | <b>Action 1: Submit Application Form</b>     |                         |
| • Primary due date:                          | <u>August 14, 2020</u>    | • Final deadline:                            | <u>February 5, 2021</u> |
| • Final deadline:                            | <u>September 4, 2020</u>  |  |                         |
| <b>Action 2: Submit Other Documents</b>      | <u>September 30, 2020</u> | <b>Action 2: Submit Other Documents:</b>     | <u>March 1, 2021</u>    |
| <b>Action 3: Submit Official Transcript</b>  | <u>January 15, 2021</u>   | <b>Action 3: Submit Official Transcript:</b> | <u>June 7, 2021</u>     |

***\*\*If requesting State TA both semesters, you must meet due dates for All 3 Fall actions PLUS Action 2 & 3 under Spring Semester***

- 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 and same degree level during the entire school year (Aug. thru May)
  - application form must be received in our office prior to Fall Final deadline
- Applications properly filled out and received in our office by the **Primary Due Date** for Fall will have better odds of being selected for an award upgrade *(see page 4 for upgrade details)*
- Applications received in our office after the **Final Deadline** are considered Late and will be placed on a Wait List
  - Applications requesting aid for both semesters received after the Fall Final deadline, will be processed as a Wait List for Fall and as an on-time request for the Spring semester
  - Applications for Fall or Spring Only and received after the corresponding Final Deadline will go on a Wait List
  - Wait List applications will be considered only if funding is available after all on-time requests are approved
- 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
  - classes beginning in or after August and ending in or before December will count as Fall term classes
  - classes beginning in or after January and ending in or before May will count as Spring term classes

# State Tuition Assistance Program of Texas

## Fall 2020/Spring 2021

### 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.

*Last Name*

*First Name*

*MI*

*Last 4*

2.

3. I am an Active Member (Not AGR) of the:

Texas State Guard

Texas Army National Guard

Texas Air National Guard: (Select one below)

136<sup>th</sup> AW

147<sup>th</sup> RW

149<sup>th</sup> 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.

*Student ID#*

2. Name of College/University

(must be a Texas-based school)

3. I am:

- filling out this form prior to the Fall semester
- attending the same school for the whole school year
- and requesting State TA for both semesters (Fall & Spring)

If "yes" to ALL 3 items, then check here:

Or, request STA just one term check here:

5. Education Level currently registered in at this school:

6. Major/Area of Study currently declared:

4. My expected graduation date for this degree at this school:

MM/DD/YYYY

#### 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?

YES

NO

• If yes, a copy of the VA Benefits Verification must be submitted.

• You do NOT need to report **Montgomery** GI Bill benefits (Ch 1606 or Ch 30).

2. Do you expect to utilize Hazlewood benefits this semester?

YES

NO

Account Summary or Invoice showing Hazlewood credits to student account must be submitted.

3. Do you expect to receive funds from 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?

YES

NO

(Send a FAFSA award letter and/or letter or email showing award amounts for private scholarships, employer tuition assistance, Texas Tomorrow Fund, etc.)

# State Tuition Assistance Program of Texas

## Fall 2020/Spring 2021

### 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](mailto:ng.tx.txarng.mbx.trp@mail.mil).

**BY INITIALING BELOW, I ATTEST THAT I ACKNOWLEDGE AND UNDERSTAND EACH OF 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 or our website.** (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 all 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.**

The standard STA award amount is no more than 6 credit hours worth of tuition and fee charges. Award upgrades to a higher amount are subject to the availability of funds and are NOT guaranteed.

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 submit a combined STA request for Fall/Spring, I must submit this form prior to the Fall Final deadline. I have read and understood the instructions page section regarding late submissions.

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 forfeit my STA award for the 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 been awarded.

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

I understand that, if approved for an award, the payment will be sent to my school, just like other financial aid. Payments occur **AFTER** the end of the semester. The school may issue out the appropriate amount to me as a refund or apply the funds to existing charges.

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 to show passing grades.

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](mailto:ng.tx.txarng.mbx.trp@mail.mil)

By signing below, I authorize the offices of

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*(Name of School)*

to release my tuition and fee charges, payment history and financial aid information for the **Fall 2020/Spring 2021** academic 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 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 balance due to the school on my tuition and fee charges after the State Tuition Assistance award has been applied, to include if no award is approved at all. I also acknowledge that I will not receive any award of 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](mailto:ng.tx.txarng.mbx.trp@mail.mil)

# Request For Award Upgrade

(Last Name)

(First Name)

(Last 4)

## I. Award Upgrades

You must be registered in an undergraduate degree program for **more than 6** credit hours during a 16 week standard-semester time period in order to be considered for an award upgrade. If you will meet this criteria during either the Fall or Spring terms of this academic year, continue reading AND select all the "qualifying criteria" below that applies to you.

Our assignment of tuition awards occurs in 2 rounds. During the first round ALL eligible applicants are assigned a standard award amount. This amount is the equivalent of charges for up to 6 credit hours of tuition and fees, not to exceed \$2,250. All applicants will be assigned this standard amount during the first round, even when applicants are registered for a higher number of credit hours. During the second round, some applicants are selected to have their award upgraded to the maximum allowed. The upper limit of either a standard award or an upgraded award are confined to the qualifying charges not paid by other gift aid.

## II. Qualifying Criteria

The State TA program has a limited number of award upgrades available each semester. The upgrade process is intended to help direct our limited funds to applicants with the highest need for additional assistance and to those serving in positions or fields with high-value priority to the Texas Military Department. Award upgrades are primarily targeted to undergraduate students. Students in a graduate level program can request an upgrade, but will have a low priority level for upgrade consideration.

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

I am in an ROTC program, but have not and will not apply for a tuition scholarship from ROTC this school year.

I have not yet applied for, nor will I apply for, ANY scholarships, grants or tuition assistance other than State TA. In other words, State TA is the only aid I am requesting during this school year.

I am registered in a Science, Technology, Engineering, Mathematics (STEM) degree program.  
(must have a qualifying declared major shown on a degree plan)

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

I am scheduled to complete my undergraduate degree program during this current school year. (Fall, Spring or next summer)

*NOTE: In addition to the criteria above, the date an application is received in our office will also be used to prioritize award upgrade selection. Applications received before the Fall Primary Due Date will have better odds of being selected for an upgrade. For applicants requesting State TA aid for both semesters (see page 1), this request for an upgrade will also apply to both semesters.*

If you do not meet ANY of the "qualifying criteria" above, then you do not qualify for "priority" consideration for an upgrade. However, you could still be approved for an upgrade. For undergraduates, it can put you higher on the list for an upgrade. If you are not an undergraduate, you can still sign below to be considered for an upgrade. Approval will be based on if:

- all the qualified priority applicants have been reviewed for an upgrade
- you are registered more than 6 semester credit hours during a 16 week standard-semester time period
- funds are available (upgrades are always dependent on availability of funds)

**By signing below, I acknowledge that I have read and understand the preceding instructions and the following statements. With my signature, I attest that I will be registered for more than 6 credit hours during either one or both of the Fall and/or Spring terms of this academic year and I am requesting consideration for an award upgrade.**

- Approval of this request is NOT automatic or guaranteed. **Upgrades are based on the availability of funds.**
- Approval is based on verification of financial information and qualifying criteria.
- I am required to provide information on all sources of aid that I am awarded for this school year as soon as it is available to me.
- Approval for an upgrade in the Fall semester does not guarantee an upgrade in the Spring semester. Requests for an upgrade are reviewed and approved independently each semester.
- If this request is approved, the maximum award amount is the equivalent of qualifying charges for tuition and mandatory fees for 12 semester credit hours, not to exceed the lesser of \$4,500 or the actual out-of-pocket expenses for qualifying charges.
- Upgrade approval does NOT exempt me from other limits and rules, like those listed in the Statement of Understanding on page 2 of this form, e.g., State TA cannot reimburse for non-resident tuition, nor can it pay on the same charges paid by grants or scholarships, etc.
- Graduate students can request an upgrade, but undergraduate students are given higher priority consideration for award upgrades.

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](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.*