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TEXAS MILITARY DEPARTMENT

INSTRUCTION

03-Sep-2026

TMD Education and Incentives
DISTRIBUTION: A

TMDI 1322.02

STATE TUITION ASSISTANCE

References. See Enclosure(s) A-F.

1. Purpose. In accordance with Texas Government Code, Chapter 437.226 and pursuant to Texas Education Code, Chapter 54.345, this issuance:

a. Establishes policy, assigns responsibilities, and provides guidance for the Texas Military Department's State Tuition Assistance (STA) program.

b. Describes eligibility criteria, funding control measures, application submission windows, and program oversight to ensure effective stewardship, transparency, and execution of the program.

2. Cancellation. This instruction cancels and replaces AGTX Reg 621-5, Change 1, Texas National Guard Tuition Assistance Program, dated 21 February 2012.

3. Applicability. This instruction applies to members of the Texas Army National Guard (TXARNG), Texas Air National Guard (TXANG), and designated members of the Texas State Guard (TXSG) who meet the criteria established in this instruction.

4. Policy. It is Texas Military Department (TMD) policy that:

a. STA is a strategic educational incentive that supports force-development, readiness, recruiting, and retention within the Texas Military Forces by assisting in attracting, developing, educating, and retaining highly qualified Service Members (SMs), subject to applicable law, this instruction, and the availability of state appropriated funds.

b. The STA program will be administered to align with the TMD strategic objectives, promote educational attainment and degree completion, and enhance the readiness and effectiveness of the Texas Military Forces.

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c. The TMD shall administer the STA program to maximize the impact and effectiveness of appropriated funds while balancing participation, educational outcomes, readiness, force development, retention, and responsible stewardship of state resources.

d. The Adjutant General may establish procedures, funding methodologies, award priorities, application requirements, and administrative controls necessary for the effective management and execution of the STA program.

e. The STA program provides payment of tuition and mandatory fees:

(1) For eligible members of the TXARNG, TXANG, and authorized members of the TXSG.

(2) Paid directly to eligible Texas institutions of higher education.

(3) For up to ten (10) semesters or five (5) years.

(4) For up to twelve (12) semester hours.

(5) In combination with other grants, scholarships, and benefits.

(6) For undergraduate or graduate courses at a public, private or independent institution of higher education within the State of Texas, including vocational or technical courses.

f. Availability of this incentive is contingent upon appropriation by the Texas Legislature and the availability of STA program funds.

5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This instruction updates STA governance by establishing a 60-day primary application window, introducing a late application window, defining a base award, clarifying the treatment of private and non-formula coursework, specifying proof of Federal Tuition Assistance (FTA) application requirements, revising eligibility criteria for Simultaneous Membership Program (SMP) Reserve Officers' Training Corps (ROTC) cadets, and outlining related administrative actions for program implementation.

8. Releasability. Cleared for public release.

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9. Effective Date. This instruction is effective upon publication. The policy within this issuance will remain in effect until superseded or cancelled.

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Major General, TXANG
The Adjutant General

Enclosure(s):

A – Responsibilities

B – Funding

C – Procedures

D – Eligibility Standards

E – Accountability

F – References

Glossary

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ENCLOSURE A

RESPONSIBILITIES

1. The Adjutant General (TAG). TAG is the final authority and will:
 - a. Determine funding amounts, prioritization rules, and exceptions.
 - b. Approve additional controls necessary to protect readiness, stewardship, and statutory compliance.
 - c. Approve or deny requests for TXSG applicants in excess of the amount authorized by Texas Government Code, Chapter 437.226.
 - d. Approve or deny requests to exceed standard private or non-formula funding limits when funds are available.
 - e. Direct suspension or modification of application periods when funding levels or operational conditions require changes.
 - f. Delegate authority for the above, at their discretion.
2. The State Tuition Assistance Program Manager (STA PM). Under the authority, direction and control of the Adjutant General, the STA PM will either personally, or supervise staff to:
 - a. Provide strategic oversight of STA policy, planning, and execution.
 - b. Assist in the preparation, development, review, revision and implementation of policy and legislation.
 - c. Respond to legislative inquiries, confer with legislative members or staff, and testify at legislative hearings.
 - d. Oversee compliance with this instruction and ensure the program adheres to all applicable statutes, policies, regulations, and directives.
 - e. Execute the program ensuring expenditures do not exceed the amount provided in the General Appropriations Act.
 - f. Publish procedures, application submission timelines, application forms, and any required document checklists.

- g. Accept and review applications, evaluate exceptions to policy, and provide recommendations through the chain of authorities.
 - h. Coordinate with TXARNG, TXANG, and TXSG to verify service eligibility and certification lists.
 - i. Administer the application process.
 - j. Determine base award amounts according to approved funding controls, and notify applicants and schools regarding eligibility, award status, and payment actions.
 - k. Before each semester, certify to the appropriate Texas institutions of higher education a list of the SMs to whom the program has awarded assistance for tuition and mandatory fees for that semester.
 - l. Receive transcripts and verify successful completion for the awarded semester.
 - m. Forward payment packets and supporting documentation to the TMD Office of State Administration (OSA) Accounts Payable Office.
 - n. Maintain a centralized system of records for applications, eligibility determinations, awards, transcripts, holds, and reporting data.
 - o. Prepare data and reports, oversee stakeholder communication, Texas institutions of higher education engagement, and internal process improvement.
- (1) Compile and submit requested quarterly operations data to the TMD OSA.
 - (2) Prepare and submit an annual report by December 31st of each year to the Legislative Budget Board outlining performance of the STA over the previous fiscal year.
 - (3) Conduct regular briefings for SMs, military chains of command, and Texas institutions of higher education billing/business office personnel.

3. TMD Military Component Commands will:

- a. Promote STA as a recruiting and retention tool throughout the Texas Military Forces.
- b. Ensure recruiters and member-facing education personnel are briefed on current eligibility standards and application windows.
- c. Submit Guaranteed Reserve Forces Duty (GRFD) control number acquisition

and revocation requests for ROTC cadets.

4. Texas State Guard will:

- a. Provide a prioritized list each semester of TXSG SMs to receive STA if there are more than thirty (30) eligible TXSG SMs applications.
- b. Develop and publish transparent selection criteria for eligible TXSG SMs.
- c. Advise the STA PM of selected eligible TXSG SMs IAW established STA program timelines.

5. TMD OSA Accounts Payable will:

- a. Provide overall fiscal management for STA disbursements.
- b. Process approved payment packets through CAPPS, USAS, and related state systems.
- c. Coordinate returned funds, corrections, and payment status communication with the STA PM.

6. Participating Service Members will:

- a. Submit a complete application and all required supporting documentation by the established submission deadlines.
- b. Apply for Federal Tuition Assistance (FTA) when required and provide proof of application when directed.
- c. Apply for and utilize other Federal and State aid programs available through Free Application for Federal Student Aid (FAFSA), such as Pell Grant, as well as other education benefits and scholarships that include ROTC and civilian employer programs.
- d. Disclose other aid, benefits, waivers, grants, and scholarships that affect eligible tuition or mandatory fees.
- e. Maintain military and academic eligibility through the end of the semester for which STA is requested.
- f. Monitor the official TMD STA webpage and the email provided at the time of application for program messages and:

- (1) Notify the STA PM within 15 days of any change in enrollment

status.

(2) Notify the STA PM if, for any reason, the SM is unable to complete the academic semester due to unforeseen and extenuating circumstances (ex., medical reasons, deployment, death of immediate family member).

g. Submit an official transcript and complete the post-semester exit survey after each awarded semester by the published deadline.

h. Maintain communication with the school business office to coordinate benefits, aid, other forms of assistance and personal payments with the STA award.

ENCLOSURE B

AWARDS

1. Award Authorization.

- a. Funding for STA awards is appropriated by the Texas Legislature to the TMD and is subject to availability of funds.
- b. Pursuant to Texas Gov't Code § 437.226, tuition assistance is authorized for in-state tuition and mandatory fees at an accredited public or private Texas college or university, as defined by Texas Education Code § 61.003.
- c. STA may be awarded for a minimum of three (3) and a maximum of twelve (12) credit hours per academic semester, subject to approved controls and identification at the beginning of each semester.
- d. Awards for public institutions will be based on state formula-based tuition and authorized mandatory fees, when funded, unless TAG authorizes otherwise, and will not exceed actual eligible charges.
- e. Awards for private or independent institutions and non-formula programs will generally be capped at the average public-school award amount estimated by the STA program office for the same semester, when funding is available, unless otherwise authorized by the Adjutant General. Awards will not exceed the actual eligible charges.
- f. The STA PM has authority to approve courses and program categories for routine administration, subject to the Adjutant General's policy authority.
- g. Certification lists for award planning will be provided to each Texas institution of higher education before the start of the academic semester, contingent upon timely application submission by the SM and prompt processing by the STA PM.
- h. The number of assistance awards granted to TXSG SMs may not exceed thirty (30) per semester unless the Adjutant General provides documented justification of a compelling need to the Legislative Budget Board.

2. Prioritization of Awards.

- a. Window-based prioritization
 - (1) Primary application window. A 60-day window will open before each semester.

(a) SMs who complete all application requirements during the primary application window are considered application-complete and will receive an award, if eligible, as a priority applicant, subject to continued eligibility and final verification.

(b) Certification and identification as a priority applicant does not waive transcript, enrollment, military status, or duplicate-benefit verification requirements.

(2) Late application window. This window will open when the primary application window closes and will remain open until the end of the academic semester.

(a) SMs who do not meet all application requirements by the end of the primary application window will default to the late application window.

(b) SMs who complete all application requirements during the late application window may be considered for an award, if eligible, as late applicants. Awards will be made in the order applications are completed, based on the date stamp and availability of funds, and are subject to continued eligibility and final verification.

(c) Certification and identification as a late applicant does not waive transcript, enrollment, military status, or duplicate-benefit verification requirements.

3. Award Amounts.

a. Priority applicants will be certified for a base award equivalent to a number of semester credit hours identified by the STA PM, or the applicant's eligible charges, whichever is less.

(1) All awards are subject to continued eligibility and final verification.

(2) Additional eligible charges for priority applicants that exceed the base award will be distributed incrementally among all priority applicants, subject to available funding. Payments will be made upon receipt of tuition and mandatory fee statements after the add/drop census date.

b. Late applicants may be certified for a base award after the semester begins, subject to available funding. If funds are available, their award will be the lesser of the base award or the applicant's eligible charges.

(1) All awards are subject to continued eligibility and final verification.

(2) Payment of additional eligible charges for late applicants which exceed

the base award will be applied on a sequential basis based upon application-complete order, is subject to available funding, and will be paid after all eligible charges for priority applicants have been satisfied.

c. At no time should an award exceed eligible charges, and any payments in excess of the base award are subject to available funding or TAG discretion.

4. The Adjutant General (TAG) Authority.

a. The Adjutant General may direct additional prioritization measures as necessary to achieve program objectives, preserve readiness, stewardship, and equitable administration.

b. The Adjutant General retains authority to establish additional controls.

ENCLOSURE C

PROCEDURES

1. The STA Process.

- a. A new STA application is required for each semester in which funding is requested.
- b. The program operates in three broad phases: (1) application, (2) eligibility, award determination, and certification, and (3) payment actions and post-semester verification.

2. The STA Application.

- a. A web-based STA application will be available each term, with application window dates published in advance.

(1) Primary window: applicants who submit a complete packet and satisfy certification requirements will be placed on a certification list to their higher education institution, subject to this instruction.

(a) The primary window remains open for 60 days from the published application opening date.

(b) Applications must include the statement of understanding (SOU), authorized release form, proof of FTA application, and additional records based on individual circumstances.

(2) Late window: Applicants who do not submit a complete packet by the end of the primary window may still apply during the late window and will be considered on a funds-available basis after the priority pool.

(a) These applications are date-stamped and funded on an application-complete and funds-available basis.

(b) For the purposes of funding order, an application is not considered complete until all required supporting documentation has been received and verified by the STA PM.

- b. Required documents may include additional records based on individual circumstances.

- c. Awarded SMs must submit a post-award survey and official transcript after the semester is complete. Payment, hold, adjustment, or recoupment actions will be based

on final verification and the award rules in this instruction.

3. Payment Process.

a. Funds appropriated to the STA program are disbursed directly from the TMD OSA Accounting Office to the associated Texas institutions of higher education on behalf of the SMs.

(1) TMD shall reimburse formula funded public institutions of higher education.

(2) TMD shall make grants to private or independent institutions or non-formula funded programs of higher education on behalf of awarded SMs, in amounts up to, but not exceeding, the average public-school award amount estimated per student for the same semester as specified in paragraph 3.a.(1).

b. The amount awarded to each recipient is limited by the total funds available for the STA program. Awards may not exceed the amount of funding appropriated and available for assistance.

4. Payment Certification and Timing.

a. Before each semester, the STA PM will certify a list of priority applicants to the appropriate public and private institutions of higher education to whom the Adjutant General has awarded an STA base award.

b. During the semester, the STA PM will certify late applicants to the appropriate public and private institutions of higher education to whom the Adjutant General has awarded a STA base award.

c. Payments exceeding the base award will be processed after the institution's add/drop (census) date IAW award amounts specified in Enclosure B.

5. Post-semester Verification Requirements.

a. SMs must submit an official transcript and post-semester survey to the STA office after the academic semester and before the established deadline to verify passing grades, eligible semester credit hours, and to provide data necessary for TMD performance measures.

b. Failure to complete the post-semester survey or submit a post-semester transcript will result in a flag that must be resolved before good standing can be restored for the purposes of this program.

ENCLOSURE D

ELIGIBILITY STANDARDS

1. Military Eligibility Requirements. Participating SMs must:

a. Be an active drilling member of TXARNG, TXANG, or an eligible member of TXSG, and be one of the following:

(1) Officers in the grade of O1 through O5.

(2) Warrant Officers in the grade of W1 through W3.

(3) Enlisted SMs in the grade of E1 through E9.

(4) SMP ROTC Cadets.

(a) Complete Basic Training or the equivalent prior to utilizing STA, or

(b) Complete Military Science 2 (MS2) and obtain a GRFD control number, or

(c) Request an Exception to Policy to the STA PM during the application window.

b. Maintain satisfactory participation and performance, and remain in good standing through the end of the academic period. "Satisfactory participation and performance" means a status, certified by the SM's unit or component leadership and maintained through the end of each STA-supported academic period, in which the SM:

(1) Is not flagged, and is not subject to an active Unfavorable Information File (UIF) or an equivalent adverse status under applicable component standards; and

(2) Is not subject to any adjudicated or substantiated adverse action, including but not limited to non-judicial punishment, court-martial conviction, a filed Letter of Reprimand (LOR) or Letter of Admonishment (LOA), a referred evaluation, substantiated misconduct, or civilian conviction, under applicable component standards.

c. Have an Expiration Term of Service (ETS) or equivalent service obligation date beyond the end of the semester for which STA is requested or provide approved extension documentation.

d. SMs who fail to complete the term of enlistment, re-enlistment or extension of current enlistment while serving at the time STA is received are liable to the state for repayment.

2. Academic Eligibility Requirements. Participating SMs must:

- a. Earn a passing or equivalent grade for each awarded class or provide acceptable completion documentation for non-graded coursework.
- b. Maintain a minimum cumulative GPA of 2.0.
- c. Submit an official transcript by the published deadline after each awarded semester.
- d. Notify the STA office within 15 days of withdrawal, drop, or other enrollment status changes.

3. Program-specific Eligibility Rules:

a. STA may be combined or “stacked” with Federal Tuition Assistance, GI Bill CH 1606, Post 9-11 GI Bill, and other federal or state grants, scholarships, and aid, provided the combined total does not duplicate payment or exceed 100% of the cost of tuition and fees.

(1) SMs receiving Post 9-11 GI Bill or Hazlewood at 100%, with no remaining unmet financial need for tuition and mandatory fees, will be ineligible due to lack of financial eligibility.

(2) SMs who have no remaining unmet financial need for tuition and mandatory fees after receiving other aid, will be ineligible due to lack of financial eligibility.

b. A SM may not receive assistance for tuition and mandatory fees under this program for more than five (5) academic years or ten (10) semesters, whichever occurs first for the SM.

c. Failed courses must be repaid to the state before good standing can be restored for the purposes of this program.

d. Failure to complete the post-semester survey or submit a post-semester transcript will result in a flag that must be resolved before good standing can be restored for the purposes of this program.

ENCLOSURE E

ACCOUNTABILITY

1. Data Collection and Reporting.

a. The STA PM will maintain data necessary to support application tracking, eligibility decisions, budget execution, performance reporting, and audit readiness.

b. Data collection will be used to improve transparency, accountability, forecasting, and operational efficiency.

c. Data management practices will comply with privacy, records, and information security requirements.

d. Reporting products will include:

(1) Total number of applications received for tuition assistance;

(2) Number of applications that are approved for tuition assistance;

(3) Average award amount for tuition assistance;

(4) Percentage of SMs who complete their degree;

(5) Number of SMs who indicated the program created a willingness to stay in the military after degree completion;

(6) Information on marketing and outreach efforts to recruiters; and

(7) Strategies for program expansion and/or improvement.

e. Reporting products may include utilization summaries, budget execution reports, performance measures, and leadership decision support products.

2. Control Measures.

a. The following control measures have been established to promote effective and efficient operations that mitigate the risk of waste, fraud and abuse.

(1) Direct payment of funds to public and private institutions of higher education.

(2) Performance measures are reported quarterly to TMD OSA.

(3) Fraud-awareness training provided to all STA employees.

(4) Quality control involves multiple levels of verification of eligibility and award amounts.

(5) Internal audits are conducted for each biennium.

(6) Document reviews.

(7) Data matching after payments have been made.

b. Anyone wishing to report any waste, fraud or abuse involving STA funds can confidentially report any suspicious activity to the State Ombudsman at stateombudsman@military.texas.gov or (512) 782-5834.

3. Unauthorized Use.

a. Assistance is not authorized for courses taken at out-of-state institutions or for-profit institutions.

b. Assistance is not authorized for voluntary fees, books, supplies, licensure examinations, exam preparation courses, and other non-authorized charges.

c. Assistance is not authorized when another benefit fully covers eligible tuition and mandatory fees, or when a proposed STA payment would duplicate benefits.

d. Dropped, failed, incomplete, or otherwise non-completed coursework may result in non-payment, hold, or recoupment action, as applicable under program guidance.

e. Any person who provides a false statement or misrepresentation to enable an individual or institution to obtain monies illegally and wrongfully under this program will be permanently disqualified and may be prosecuted for a Class A Misdemeanor.

f. SMs will become permanently ineligible to receive STA benefits under the following conditions:

(1) The SM separates from the Texas Army National Guard, Texas Air National Guard or Texas State Guard.

(2) The SM knowingly omits and fails to report other financial assistance received that semester, such as Post 9-11 GI Bill, Chapter 33, Federal Tuition Assistance or Hazlewood benefits.

(3) The SM falsifies military records, applications, official transcripts, or school

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ENCLOSURE F

REFERENCES

- a. Texas Government Code, Chapter 437.226, Assistance for Tuition and Fees.
- b. Texas Education Code, Chapter 54.345, Assistance for Tuition and Fees for Members of State Military Forces.
- c. AGTX Reg 621-5, Change 1, Texas National Guard Tuition Assistance Program, 21 February 2012.
- d. Texas Education Code, Section 61.003, Definitions.
- e. Texas Education Code, Section 61.059, Appropriations.

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GLOSSARY

PART I. ACRONYMS

CAPPS	Centralized Accounting and Payroll/Personnel System
ETS	Expiration Term of Service
FTA	Federal Tuition Assistance
GRFD	Guaranteed Reserve Forces Duty
LOA	Letter of Admonishment
LOR	Letter of Reprimand
OSA	Office of State Administration
SM	TMD Service Member(s)
SMP	Simultaneous Membership Program
SOU	Statement of Understanding
STA	State Tuition Assistance
STA PM	State Tuition Assistance Program Manager
TAG	The Adjutant General
THECB	Texas Higher Education Coordinating Board
TMD	Texas Military Department
TXANG	Texas Air National Guard
TXARNG	Texas Army National Guard
TXSG	Texas State Guard
UIF	Unfavorable Information File
USAS	Uniform Statewide Accounting System

PART II. DEFINITIONS

Additional eligible charges: Charges for tuition and mandatory fees that are not covered by the base award.

Application-complete: A funding-order rule under which an application is considered for an award only after all required documents and certifications have been received and verified.

Average public-school award amount: The arithmetic mean of reimbursement the department estimates will be paid per student for the same semester as calculated by the STA office.

Base award: The number of semester credit hours approved by the STA office for a qualifying priority applicant under this instruction, based on the amount provided to the STA program in the General Appropriations Act, the number of eligible and approved applicants, and THECB published Total Academic Charges.

Certification list: The list provided to each institution before the semester starts containing the names of Service Members who will attend and the base award hours to be credited to each Service Member.

Course Failure: When an SM does not meet the course's required academic, attendance, or performance standards and is not awarded credit for the course.

Mandatory fees: Eligible compulsory fees charged broadly to students upon enrollment when authorized for payment under this instruction.

Non-formula program: An educational program category administered outside the standard public formula funding context and subject to the special rules in this instruction.

Late applicant: A SM who has completed their application after the primary application window and is eligible for a base award after the semester starts.

Late application window: The application window opened after the primary application window has concluded.

Primary application window: The 60-day pre-semester application period used to establish the certification list before the semester starts.

Priority applicant: A SM who has completed their application within the primary application window and is eligible to be placed on a certification list before the semester starts.

Satisfactory participation and performance: A status, certified by the SM's unit or component leadership and maintained through the end of each STA-supported academic period. See Enclosure D, paragraph 1.b., for details.