

# **2017-18 Program Guidelines Texas Armed Services Scholarship Program (TASSP)**



**State Financial Aid Programs  
Texas Higher Education Coordinating Board**

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# TEXAS ARMED SERVICES SCHOLARSHIP PROGRAM

The Texas Higher Education Coordinating Board (THECB) Program Guidelines are intended to support institutions by highlighting requirements that appear in the Texas Education Code (TEC) and Title 19 of the Texas Administrative Code (TAC). When administering this program, institutions should always refer to the applicable statutes and rules. The information provided in this document is to be used solely as a resource and does not supersede the statute and/or rules for this program.

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## PROGRAM AUTHORITY AND PURPOSE ([19 TAC, SECTION 22.163](#))

The Texas Armed Services Scholarship Program (TASSP) is authorized by [TEC, Chapter 61, Subchapter A, Section 61.9771](#). Rules establishing procedures to administer the subchapter can be found in [Title 19 of the TAC, Chapter 22, Subchapter I](#). The purpose of the TASSP is to encourage students to become members of the Texas Army National Guard, Texas Air National Guard, Texas State Guard, United States Coast Guard or United States Merchant Marine, or to become commissioned officers in any branch of the armed services of the United States.

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## ELIGIBLE INSTITUTIONS ([19 TAC, SECTION 22.164](#))

Public institutions of higher education, as defined in [TEC, Section 61.003](#), and private or independent institutions of higher education, as defined in [TEC, Section 61.003\(15\)](#), can participate.

## ELIGIBILITY


### ELIGIBILITY REQUIREMENTS ([19 TAC, SECTION 22.166](#) AND [19 TAC, SECTION 22.167](#))

Each year, the governor and the lieutenant governor may each appoint two students, and each state senator and state representative may appoint one student to receive an initial TASSP award. A student must meet two of the four criteria to be appointed:

- Be on track to graduate or graduated high school with the Distinguished Achievement Plan (DAP), or the International Baccalaureate (IB) Program
- Have a high school GPA of 3.0 or higher
- Achieved a college readiness score on the SAT (1070) or ACT (23)
- Be ranked in the top one-third of the prospective high school graduating class

TO RECEIVE AN INITIAL YEAR AWARD, A STUDENT MUST:	TO RECEIVE A RENEWAL YEAR AWARD, A STUDENT MUST:
<ul style="list-style-type: none"> <li>✓ Be appointed by the governor, lieutenant governor, state senator or state representative before the August 31, 2017 deadline</li> <li>✓ Be enrolled and in good standing in a Reserve Officers Training Corps (ROTC) at an eligible institution</li> <li>✓ Enter into an agreement with the THECB to: <ul style="list-style-type: none"> <li>○ Complete four years of ROTC training</li> <li>○ Graduate no later than six years after the date first enrolled after receiving a high school diploma or General Educational Diploma (GED)</li> </ul> </li> <li>✓ No later than six months after graduation, enter into: <ul style="list-style-type: none"> <li>○ A four-year commitment to be a member of the Texas Army National Guard, Texas Air National Guard, Texas State Guard, United States Coast Guard, or United States Merchant Marine; <b>OR</b></li> <li>○ Contract to serve as a commissioned officer in any branch of the armed services of the United States</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Maintain satisfactory academic progress as determined by the institution</li> <li>✓ Continue to be a member of the Reserve Officers' Training Corps (ROTC)</li> <li>✓ Not have earned a baccalaureate degree or completed a cumulative total of 150 hours (includes transfer hours)</li> </ul>

## AWARDING

 **Alert:** Students cannot receive an award for more than four of the six years that are allowed for a student to graduate.

The TASSP award maximum is determined and announced annually by the THECB and cannot exceed \$15,000 in an academic year. The award must be reduced by the amount of the combined total to be paid to the student for being under contract with one of the branches of the armed services and the full amount of the scholarship if it exceeds the student's total cost of attendance (COA) for that academic year. (See [19 TAC, Section 22.165](#)).

TASSP FY 2018 AWARD AMOUNTS		
INSTITUTION TYPE	AWARD TYPE	AWARD MAX/YEAR
PUBLIC INSTITUTIONS	INITIAL/RENEWAL	\$4,000
PRIVATE INSTITUTIONS	INITIAL/RENEWAL	\$4,000

## PROCESSING FUNDS

### REQUESTING PROGRAM FUNDS

Funds will not be disbursed until the promissory note is signed by the borrower and the Financial Aid Administrator certifies the loan using one of the following two methods:

- Certify the loan through the [HelmNet](#) loan portal; OR
- Submit a **Commonline Loan Certification File** using the secure file transfer portal called [MOVEit DMZ](#).



#### NEW RULE

[19 TAC,  
Section 22.2](#)

### TIMELY DISTRIBUTION OF FUNDS

- Institutions have **3** business days after receiving the funds to apply the funds to a recipient's account
- Institutions have **6** business days after receiving the funds to return undisbursed funds
- Institutions have **45** calendar days from the date a student becomes ineligible to return disbursed funds
- Institutions have **120** calendar days to return funds after a student has notified the institution of his or her decision to cancel the award

### RETURNING PROGRAM FUNDS

A **Return of Funds Form** must be submitted and approved before any funds are returned to the THECB. This form is available on the [Student Financial Aid Programs Information Website](#).

**Alert:** Students experiencing a medical disability or any type of financial hardship can apply for postponed or reduced payments and cancellation (medical disability only) of their TASSP loan.

To apply, a student must:

- Navigate to HHloans.com and select [Forms](#)
- Complete the appropriate form (ex: General Postponement Request Form, Texas Armed Services Scholarship Program Loan Discharge Form)
- Submit completed forms:
  - Hinson-Hazlewood College Student Loan Program  
P.O. Box 12788  
Austin, TX 78711-2788  
**OR**
  - Recommended Fax: (512) 427-6423  
Alternative Fax: (512) 427-6570

## ADDITIONAL INFORMATION

### STUDENT APPLICATION DEADLINE

Students must complete their TASSP online applications by October 15, 2017.

### HOW CAN A STUDENT APPLY?

1. The student will need to be selected by the governor, lieutenant governor, a senator, or a state representative.

- Students can identify a legislator by visiting, [Who Represents Me](#).
- To contact the governor's office, a student can call (512) 463-1828 or visit, [Governor's Appointment Responsibility](#).
- To contact the lieutenant governor's office, a student can call (512) 463-0001.

2. Once selected, the student will receive a Notice of Selection letter.

3. Once the student is enrolled in an eligible institution and ROTC program, the Notice of Selection must be provided to the financial aid office.

4. The financial aid office will certify the student's program eligibility to the THECB.

5. Once the THECB receives the institution's eligibility certification, the student will receive an email notifying them to complete the TASSP application at [Loans Online](#).

## REPAYMENT

### CONVERSION OF THE SCHOLARSHIP TO A LOAN

A TASSP award will be converted to a loan if the recipient fails to:

- Maintain satisfactory academic progress as required by the institution's ROTC program for continued participation in the program.
- Does not meet any of the terms in the TASSP agreement.
- Fulfill one of the following:
  - Does not complete a four year commitment to be a member of the Texas Army National Guard, Texas Air National Guard, Texas State Guard, United States Coast Guard, or United States Merchant Marine; **OR**
  - Does not contract to serve as a commissioned officer in any branch of the armed services of the United States.

If a recipient requires a temporary leave of absence from the institution and/or the ROTC program for personal reasons or to provide service for the Texas Army National Guard, Texas Air National Guard, Texas State Guard, United States Coast Guard, or United States Merchant Marine for fewer than twelve months, THECB may agree to not convert the scholarship award to a loan during that time.

If a recipient is required to provide more than twelve months of service in the Texas Army National Guard, Texas Air National Guard, Texas State Guard, United States Coast Guard, or United States Merchant Marine as a result of a national emergency, THECB can grant that recipient additional time to meet the graduation and service requirements specified in the TASSP agreement (See [19 TAC, Section 22.171](#)).

If the scholarship is converted to a loan, the recipient will have a 6-month grace period from the date the student ceases to be enrolled at least half-time at an eligible institution. Repayment begins after the expiration of the 6-month grace period. The TASSP loan has a 15-year repayment period and a minimum monthly payment of \$100 or an amount required to repay the loan within 15 years, whichever is greater. The interest rate charged on TASSP loans will be the same rate charged for a College Access Loan at the time the funds were disbursed; new CAL loans currently have a 6.6% fixed annual interest rate (See [19 TAC, Section 22.171](#)).

## APPENDIX 1: ADDITIONAL RESOURCES

### CONTACT FINANCIAL AID SERVICES

By phone: (844) 792-2640

Contact us by completing an [online inquiry form](#) and use one of the following contact reasons below:

#### Contact Reason - Exemptions/Waiver Programs

- All state exemption and waiver programs including EAE

#### Contact Reason - Student Loan- School Info Request

- CAL
- BOT
- TASSP

#### Contact Reason - State and Federal Grants and Scholarships

- TEXAS Grant
- TEOG
- TEG
- Top 10% Scholarship
- Bilingual Education Scholarship Program

#### Contact Reason - Work-Study Programs

- TCWS
- TCWS Mentorship

### OTHER RESOURCES FOR INSTITUTIONS

General program information for institutions

[Student Financial Aid Programs Information Website](#)

General loan information

[HHloans](#)

Texas Program Statutes

[Texas Education Code](#)

Texas Program Rules

[Texas Administrative Code](#)

Information concerning programs, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery system. Interested individuals must subscribe to receive these communications.

[GovDelivery](#)

### AVAILABLE FORMS

This form must be used for the return of all state grant, scholarship, Educational Aide Exemption, and loan program funds.

[Return of Funds Form](#)

### CALENDAR

[Institutional Calendar](#)