

This form is used to provide proof of military service to the Texas Higher Education Coordinating Board for a TASSP recipient to maintain their scholarship requirements. Please read all instructions carefully.

- Complete as a fillable form. If unable to complete electronically, use **black or blue** ink. **Sections 1-4 must be completed.**
- Return the completed form and any required documentation using the submission process in **Section 5**. Retain a copy for your records.

### SECTION 1: CONTACT INFORMATION

Social Security Number or Account Reference Number \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City, State and Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### SECTION 2: MILITARY STATUS

**Military Service** (Please check **one**):

I have entered into one of the following commitments:

- ☐ A four-year commitment to be a member of the Texas Army National Guard, the Texas Air National Guard, the United States Coast Guard, the Texas State Guard, or the United States Merchant Marine
- ☐ A contract to serve as a commissioned officer in any branch of the United States Armed Services.

**Military Completion of Service** (Please check **one**):

- ☐ I am continuing my military service obligation and am **not** in the final year of my commitment.
- ☐ I have completed my commitment.

### SECTION 3: SIGNATURE

I understand that if I fail to fulfill the terms of the Texas Armed Services Scholarship Program, my scholarship will convert to a non-forgivable loan. ***WARNING: Any person who knowingly makes a false statement or misrepresentation on this form or on any accompanying documents is subject to penalties that may include fines, imprisonment, or both, under the Texas Penal Code and Titles 18 and 20 of the United States Code, including 20 U.S.C. Section 1097.***

Signature \_\_\_\_\_ Date \_\_\_\_\_  
MM/DD/YYYY

## SECTION 4: AUTHORIZED OFFICIAL'S CERTIFICATION

The recipient, \_\_\_\_\_, is (Please check **one**):

First and Last Name

- ☐ A member of the Texas Army National Guard, Texas Air National Guard, Texas State Guard, United States Coast Guard, or United States Merchant Marine.
- ☐ A commissioned officer in any branch of the United States Armed Services

I certify, to the best of my knowledge and belief, that:

- The recipient's service meets one of the eligibility requirements indicated in this section.
- The recipient's service begins/began on \_\_\_\_\_ and ends/ended on \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

Name of Military Branch or Guard Component \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Name & Title of Authorized Official \_\_\_\_\_ Phone & Email \_\_\_\_\_

Authorized Official's Signature \_\_\_\_\_ Date \_\_\_\_\_  
MM/DD/YYYY

Note: As an alternate to completing **Section 4**, you may attach **one** of the following documents:

- a written statement from your commanding or personnel officer
- official military documentation

The alternate documentation must include all information requested in **Section 4**, establishing the scholarship recipient's continuous compliance with the Texas Armed Services Scholarship terms as indicated in **Section 2**, including the current period of the qualifying service.

## SECTION 5: SUBMISSION PROCESS

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Submit the completed form and any required documentation:

Online (Recommended): [TASSP Annual Certification Submission Portal](#)

-OR-

Mail to: THECB - Student Financial Aid Programs  
PO Box 12788  
Austin, TX 78711-2788

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Texas Higher Education Coordinating Board

[www.hhloans.com](http://www.hhloans.com)

For assistance, call 1-800-242-3062