

2022-23

Program Guidelines

Texas Armed

Services Scholarship

Program (TASSP)

**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 relevant statutes and rules. The information in this document is to be used solely as a resource and does not override the statute or rules for this program.

Statutes (TEC) and rules (TAC) periodically change and may affect the links referenced in this document. Copies of statutes and rules used to create these guidelines are available in [Appendix 2](#).

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

The Texas Armed Services Scholarship Program (TASSP) is authorized by [TEC, Title 3, Chapter 61, Subchapter A, Section 61.9771](#). Rules establishing procedures to administer the subchapter can be found in [TAC, Title 19, Chapter 22, Subchapter I](#). The purpose of the TASSP is to encourage students to complete a baccalaureate degree and 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.

ELIGIBLE INSTITUTIONS ([TAC, Title 19, Section 22.164](#))

Public institutions of higher education, as defined in [TEC, Title 3, Section 61.003\(8\)](#), and private or independent institutions of higher education, as defined in [TEC, Title 3, Section 61.003\(15\)](#), can participate.

ELIGIBILITY

ELIGIBILITY REQUIREMENTS ([TAC, Title 19, Section 22.166](#) & [22.167](#))

The governor and the lieutenant governor may each appoint two students and two alternates. Each state senator and state representative may appoint one student and one alternate.

TO RECEIVE AN APPOINTMENT, A STUDENT MUST MEET

1. Be on track to graduate or have graduated high school with the Distinguished Achievement Program (DAP), the distinguished level of achievement under the Foundation High School program, or the International Baccalaureate (IB) Program
2. Have a high school grade point average (GPA) of 3.0 or higher on a 4.0 scale
3. Have achieved a college readiness score on the SAT (1070) or ACT (23)
4. Be ranked in the top one-third of the prospective high school graduating class

- ✓ be registered with Selective Service, or be exempt (see [Selective Service Statement](#));
- ✓ be enrolled and in good standing in a Reserve Officers' Training Corps (ROTC) program or another undergraduate officer commissioning program as certified by the institution;
- ✓ maintain satisfactory academic progress (SAP) as indicated by the financial aid office at the recipient's institution of higher education; and
- ✓ enter into a written agreement with the THECB.

DISCONTINUATION OF ELIGIBILITY ([TAC, Title 19, Section 22.165](#))

A student may not receive a scholarship after having earned a baccalaureate degree or a cumulative total of 150 credit hours, including transferred hours that have been verified by the student's institution.

ALERT: Child Support Arrearages

Per [Texas Family Code, Title 5, Section 231.006](#), a student who is obligated to pay child support and is more than 30 days delinquent is not eligible to receive a state-funded grant or loan.

Institutions determine how to best comply with this state requirement and should work with their legal counsel on questions related to this statutory mandate.

ADDITIONAL INFORMATION

TASSP NOMINATION PROCESS

- The student is responsible for seeking an appointment for TASSP by a Texas senator, representative, the lieutenant governor, or governor.
- Visit hhloans.com for the steps on how a student can apply.
- Each legislator may have a different application process.
- If selected, the student will receive a Notice of Selection email.

CERTIFICATION PROCESS

1. The student must submit their Notice of Selection to the financial aid office at the college they plan to attend.
2. The student must contact their college's financial aid office and complete any required school TASSP acknowledgement forms.
3. The financial aid office will certify the student's program eligibility with the THECB.
4. Once the THECB receives the institution's eligibility certification, the student will complete the TASSP application online at hhloans.com.

PROMISSORY NOTE ([TAC, Title 19, Section 22.168](#))

The THECB requires a scholarship recipient to sign a promissory note acknowledging the conditional nature of the scholarship and promising to repay the amount of the scholarship plus applicable interest, late charges, and any collection costs, including attorneys' fees, if the recipient fails to meet certain conditions of the scholarship.

Recipients agree to:

- complete four years of ROTC training **or** the equivalent of four years of ROTC training if the institution of higher education awards ROTC credit for prior service in:
 - any branch of the U.S. Armed Services;
 - Texas Army National Guard, Texas Air National Guard, Texas State Guard; United States Coast Guard;
 - United States Merchant Marine; or
 - another undergraduate officer commissioning program; and
- graduate no later than six years after the date the student first enrolls in an institution of higher education after having received a high school diploma, a General Educational Development diploma, or its equivalent; and
- after graduation, enter into and provide the THECB with verification of one of the following:
 - 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
 - a contract to serve as a commissioned officer in any branch of the armed services of the United States; and
- meet the physical examination requirements and all other prescreening requirements of the Texas Army National Guard, Texas Air National Guard, Texas State Guard, United States Coast Guard, United States Merchant Marine, or the branch of the armed services with which the student enters into a contract; and
- repay the scholarship according to the terms of the promissory note if the student fails to meet the requirements in the [Conversion of a Scholarship to a Loan](#) section.

ELIGIBILITY



Under [TEC, Title 3, Section 51.9095](#), an individual must file a statement of their selective service status with the institution confirming registration or exemption.

This statute applies to all state-funded financial aid, as well as “federal funds or gifts and grants accepted by this state.” The statement is required from students receiving federal aid or private donations that pass through the state Treasury or Governor’s office (i.e., Governor’s Emergency Education Relief (GEER)), state-appropriated funds, or institutional funding, which includes programs funded by tuition set-asides, exemptions, and waivers.

! ALERT: Proof of Selective Service Status No Longer Required

Institutions are no longer required to collect “proof” of registration or exemption from students or to verify the accuracy of the statement against external databases or other resources if conflicting information does not exist (see [Updated Guidance on Statutory Requirements that Impact Financial Aid Memo](#)).

Note: The THECB approved an amendment to TAC, Title 19, Section 22.3 during their quarterly meeting held on April 28, 2022.

Any of the following can be used to meet the statutory statement requirement:

- THECB Selective Service Statement of Registration Status ([English Statement](#) or [Spanish Statement](#))
- Printout from [SSS.gov](#) website
- Institutional Student Information Record (ISIR) if status is available
- THECB Selective Service Statement of Registration Status imbedded in the Texas Application for State Financial Aid (TASFA)

SELECTIVE SERVICE STATEMENT OF REGISTRATION STATUS

In accordance with [Texas Education Code, Section 51.9095](#), male students must file a Selective Service Statement of Registration Status with their institution or other entity granting financial assistance. For more information about the Selective Service System, visit [sss.gov](#).

Please mark **one** option below:

<input type="checkbox"/> I was born female and not required to register. <input type="checkbox"/> I was born male and am under the age of 18 and not currently required to register. <input type="checkbox"/> I was born male and am REGISTERED with the Selective Service. <input type="checkbox"/> I was born male and am over the age of 18. I am not registered with Selective Service and I am not exempt from registration with Selective Service.	<input type="checkbox"/> I was born male and am EXEMPT from registration because: (please briefly explain why you are exempt in the box below.) <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 5px;"></div>
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I, _____, hereby certify that the Selective Service status statement provided above is true and accurate.

Student ID: _____ Signature: _____ Date: _____

Complete and return to the Financial Aid Office at your institution of higher education.

Selective Service Statement of Registration Status As of 09/28/2021

ADDITIONAL INFORMATION

COLLECTION METHOD

The institution has flexibility to create an online, paper, or alternate method to collect the statement as long as it uses the content developed and required by the THECB.

FREQUENCY COLLECTING THE STATEMENT

If the student’s status will NOT change, the statement collected can be used for subsequent semesters at the same institution.

If the student is NOT registered for selective service, a statement must be collected each time they apply for financial aid or a student loan until the statement indicates registered or exempt.

MALES AGE 26 OR OLDER

Individuals older than the maximum age at which an individual is required to be registered with the Selective Service System under federal law are not required to complete this status statement.

RETENTION SCHEDULE

The status statement must be retained in the student’s record based on the retention schedule outlined in the institution’s Program Participation Agreement (PPA).

AWARDING

AWARD AMOUNT AND LIMITATIONS ([TAC, Title 19, Section 22.165](#))

The TASSP maximum award amount is determined and announced annually by the THECB.

2022 23 AWARD MAXIMUMS	
INSTITUTION TYPE	Annual Scholarship Maximum
PUBLIC AND PRIVATE INSTITUTIONS	\$10,000

A student cannot receive a scholarship for more than:

- **four of the six years** that are allowed for a student to graduate if the student is enrolled in a degree program of **four years or less**; OR
- **five of the six years** allowed for graduation, if enrolled in a degree program of **more than four years**.

The scholarship must be reduced by the amount paid to the student for being under contract with one of the branches of the armed services if the combined total exceeds the student's total cost of attendance for that academic year.

REPLACEMENT PROCESS

The THECB will contact the nominating official who initially appointed the scholarship recipient and request a replacement recipient. The appointed replacement recipient will be notified of their scholarship by the THECB. The replacement recipient must notify their institution of their eligibility and complete their scholarship application; otherwise the scholarship will be forfeited.

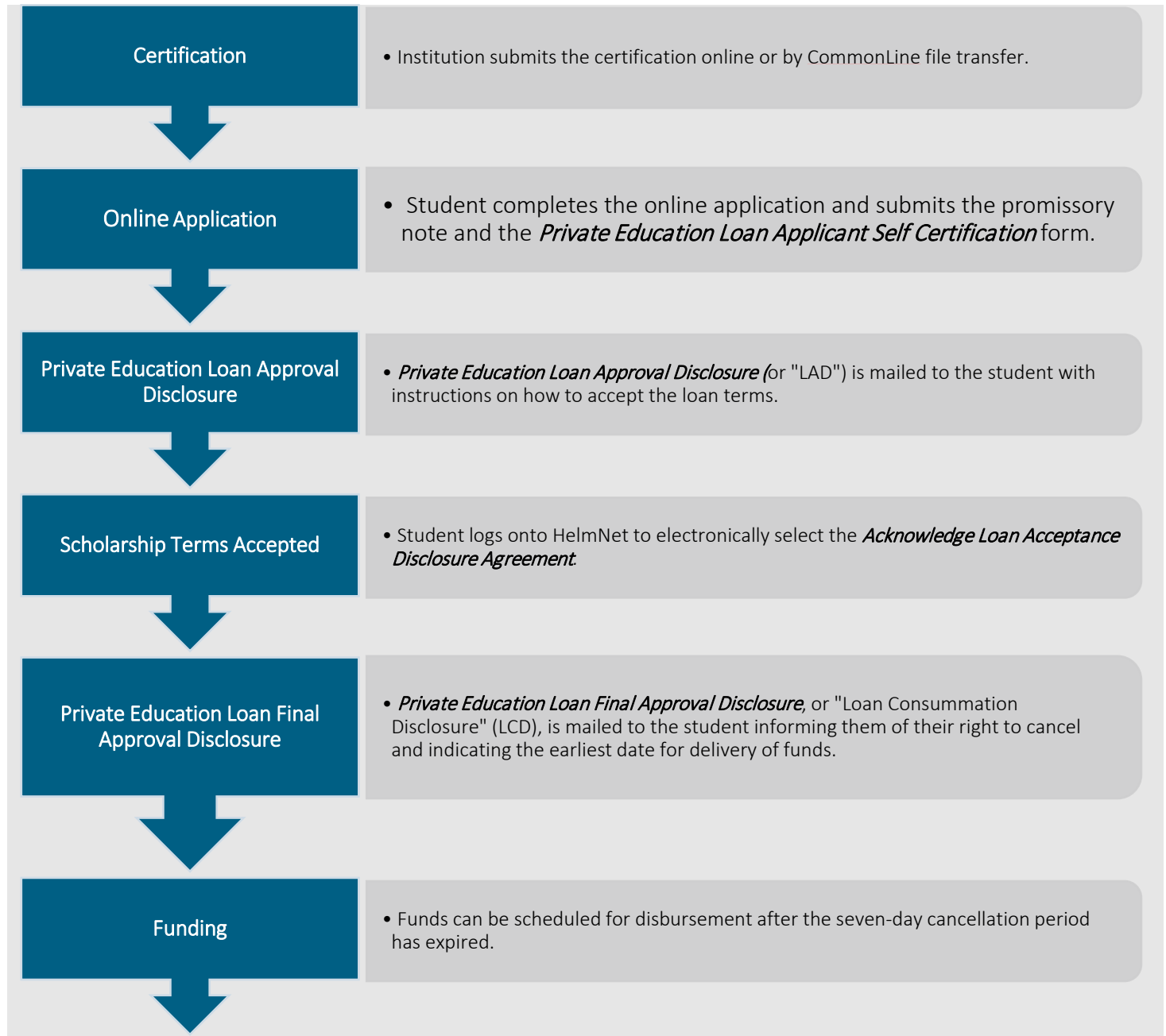
ALERT: Replacement Scholarships

If a recipient's scholarship converts to a loan before graduation, beginning with the academic year following that determination, the appointing official may appoint another eligible student to receive any available funds designated for the initial recipient who no longer meets the requirements for the scholarship.

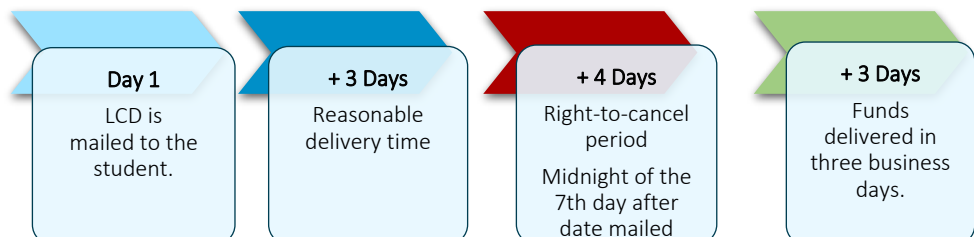
PROCESSING FUNDS

SCHOLARSHIP PROCESS FLOW

Below is the scholarship process flow that occurs when a student completes a TASSP application:



The earliest that funds can be disbursed is 11 business days after the LCD is mailed to the student.



CERTIFYING FUNDS

Funds will not be disbursed until the promissory note is signed by the student. Financial aid administrators can certify TASSP applications using one of these two methods:

1. Certify the scholarship through the [HelmNet portal](#).
2. Submit a CommonLine Loan Certification File using the [MOVEit DMZ](#) secure file transfer portal.



STOP: Institutions must submit a [User Access Form](#) to request, update, or remove access to the HelmNet portal.

RETURNING PROGRAM FUNDS

A [Return of Funds Form \(RFF\)](#) must be submitted before any funds are returned to the THECB.

Note: Institutions that submit an RFF should coordinate the refunds with their Business Office and use the [Electronic Funds Transfer](#) process. Funds returned to the THECB must align with the online form and cannot include cents.

TIMELY DISTRIBUTION OF FUNDS ([TAC, Title 19, Section 22.2](#))

Institutions **must** follow these requirements when processing program funds:

- Institutions have **3** business days after receiving the funds to apply the funds to a student’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 a decision to cancel the award.

REQUESTING SCHOLARSHIP CHANGES

ALERT: REQUIRED [CONTACT US](#) INQUIRY INFORMATION

To ensure inquiries are routed correctly, the following steps must be completed:

- In the “Received From” field, select “INSTITUTION.”
- For “Institution,” enter the institution’s full name.
- For “Contract Reason,” select “Financial Aid Question” (regardless of the inquiry reason).

Enter the following information in the Description box:

- Requestor’s HelmNet portal ID (Username)
- CommonLine Unique ID #: (16 Characters)
- Student’s first name, last name, and middle initial
- Last four digits of the student’s Social Security Number (SSN)

Note: For security purposes, do NOT provide the student’s full SSN when submitting online inquiries.

Provide a detailed explanation of the change needed:

- **Unclear request:** “Please update scholarship disbursement to 02-01-2023.”
- **Clear request:** “Please update scholarship disbursement #3 from 12-15-2021 to 02-01-2023.”

Student Financial Aid Programs Information (SFAP) Webpage

INSTITUTIONAL TOLL-FREE NUMBER: 1-844-792-2640

ONLINE INQUIRIES: **CONTACT US** select "Financial Aid Question" option under contact reason

The Financial Aid Services Department is unavailable every third Thursday in the morning to allow for a monthly staff meeting.

NEWS YOU CAN USE

- The FAD Reporting Cycle One is available for submissions as of **February 11, 2019**.
- The Annual Opt In/Out form is due **February 28, 2019** and is available under the applicable memos through the Stay Connected page.
- The Good Neighbor Scholarship recommendations must be submitted by **March 15, 2019** through CBPass.
- The 2019-20 maximum award amounts have been released for all programs and are available under [Bayer](#).
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Texas Higher Education Coordinating Board

Contact Us

An asterisk * by the field indicates a required field!

Received From*

Institution

Contact Reason*

Description* 3748 characters left

Please do NOT include your full Social Security Number inside the issue description. If you have a question about the status of a new loan application, accounts in repayment, or deferments, please use the last four digits of your SSN instead.

REPAYMENT

CONVERSION OF A SCHOLARSHIP TO A LOAN ([TAC, Title 19, Section 22.170](#))

A scholarship will become a loan if the recipient:

- fails to maintain SAP;
- withdraws from the scholarship program, as indicated through withdrawal or removal from the institution or that institution's ROTC program or other undergraduate officer commissioning program, without subsequent enrollment in another institution of higher education and that subsequent institution's ROTC program or other undergraduate officer commissioning program;
- fails to fulfill one of the following:
 - 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
 - the minimum active service requirement included in a contract to serve as a commissioned officer in any branch of the armed services of the United States; honorable discharge is considered demonstration of fulfilling the minimum active service requirement; or
- does not submit documentation of the contract or commitment to the THECB within 12 months of graduation with a baccalaureate degree (subsequently filing documentation will revert the loan back to a scholarship).

If a scholarship is converted to a loan, the student:

- cannot regain scholarship eligibility in a subsequent academic year; and
- loses eligibility to receive any future scholarships through the program.

LOAN REPAYMENT REQUIREMENTS ([TAC, Title 19, Section 22.171](#))

Once the scholarship is converted to a loan, the repayment requirements include the following:

- The student will have a six-month grace after the scholarship becomes a loan before repayment begins; however, interest begins to accrue on the date the scholarship is converted to a loan.
- The TASSP loan has a 15-year repayment period and a required minimum monthly payment of \$100 or an amount required to repay the loan within 15 years, whichever is greater.
- The TASSP interest rate will be the same rate charged for a College Access Loan at the time the funds were disbursed.
- If a past-due payment amount is not received within 20 days of the scheduled due date, a past-due penalty of 5% of the scheduled monthly payment or \$5, whichever is less, will be charged.

Note: Students experiencing **financial hardship** can apply for a forbearance in the form of postponed or reduces payments either verbally or by submitting a [General Postponement Request](#) to the THECB. Students experiencing a **medical disability**, can apply for cancellation of their TASSP loan by submitting a [TASSP Cancellation Request](#) form.

ADDITIONAL INFORMATION

SCHOLARSHIP CONVERSION EXCEPTION

The THECB may grant an exception to not convert the scholarship to a loan if a student requires a temporary leave of absence from the institution, the ROTC program, or other undergraduate officer commissioning 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 12 months.

NOTE: If a student is required to provide more than 12 months of service, the THECB can grant that student additional time to meet the graduation and service requirements specified in the TASSP agreement.

DEFERMENTS

An education deferment is available to any recipient whose loan is not in a default status and who provides the THECB documentation of enrollment as at least a half time student.

APPENDIX 1: FREQUENTLY ASKED QUESTIONS

1. What is the difference between an “alternate” and “replacement” for the TASSP?

The difference between an alternate and replacement student appointment is as follows:

- An “**alternate**” can be nominated when a new student does not complete their application by the deadline (set by the THECB) or fails to meet the requirements to receive the scholarship initially.
- A “**replacement**” can be nominated when a previous student fails to maintain eligibility for a continuation award. The replacement may use any eligibility that remains from the previous student.

2. Do institutions need to place academic holds on students who are delinquent on state loans?

No, as of Nov. 1, 2019, the THECB no longer places academic holds on delinquent students. Therefore, institutions should not place students on an academic hold related to a THECB delinquency. The THECB believes this is an additional way to support students as they pursue their degrees.

Beginning January 2021, the THECB reinstated the MOVEit DMZ Cumulative Delinquency Report file (see [2021 State Financial Aid Resource Updates Memo](#)). Reporting can be used by institutions to help counsel students to reduce the likelihood of default and to avoid restrictions from borrowing future state loan funds.

3. Can institutions change disbursement amounts after a TASSP award has been certified?

Yes, institutions can process changes to pending disbursements up to the original certified amount through the HelmNet portal during the scholarship period.

Institutions can make the following changes on pending disbursements during certain stages of the scholarship life cycle:

- Cancel disbursement(s)
- Change disbursement date
- Change disbursement amounts
- Change disbursement status

For instructions on how to process scholarship changes, refer to the [HelmNet Change Transactions Instruction Guide](#).

4. Can a TASSP award be reinstated?

Yes, a TASSP award can be reinstated up to the original certified amount for any of the following reasons:

- A student cancels the award but later ends up needing the money during the scholarship period.
- The institution certifies a TASSP award and returns funds to the THECB during the scholarship period.

Reinstatement requests **must** be submitted in writing through the THECB’s online contact form link, [CONTACT US](#), and include the following information:

- CommonLine Unique ID/Disbursement Number
- Last four digits of the student’s SSN
- Student’s full name (Last, First, MI)
- Student’s reference number (if available)
- New disbursement dates and amounts (when applicable)

Note: For security purposes, do NOT provide the student’s full SSN when submitting online inquiries.

APPENDIX 2: QUICK REFERENCES

CONTACT FINANCIAL AID SERVICES

By phone: (844) 792-2640

Contact us by completing an [online inquiry form](#) and select "Financial Aid Question" as the Contact Reason.

PROGRAM RULES AND STATUTES

Texas Program Statutes	Texas Education Code TEC, Title 3, Chapter 61, Subchapter A [PDF]
Texas Program Rules	Texas Administrative Code TAC, TITLE 19, CHAPTER 22, SUBCHAPTER A [PDF] TAC, Title 19, Chapter 22, Subchapter L [PDF]

WEBSITES, PORTALS AND GUIDES

General program information for institutions	Student Financial Aid Programs Information Webpage
General college enrollment and financial aid information for students	College for All Texans
General scholarship information for students	HHloans Website
Loan and scholarship account information for institutions	HelmNet Login Portal HelmNet Online Reporting Manual [PDF] HelmNet Change Transactions Instruction Guide [PDF]
Secure file transfer and processing portal	MOVEit DMZ Portal MOVEit DMZ User Access Guide [PDF]

FORMS AND INSTRUCTIONS

Form for adding, updating, or removing a user's access for state financial aid web portals	User Access Form [PDF]
Form for returning program funds	Loan Programs Online Return of Funds Form
Instructions for returning funds electronically	Electronic Funds Transfer Information [PDF]
Institution Loan Verification of Enrollment form	Institution Loan Verification of Enrollment [PDF]