

2025 - 2026

Program Guidelines

Texas Armed Services Scholarship Program (TASSP)

Updated August 2025

**Texas Higher
Education**
COORDINATING BOARD





Legislative Updates Summary

The Fiscal Year 2026 (2025-26) guidelines were published prior to the passage of [House Bill \(HB\) 300](#) during the regular session of the 89th Legislature, which included extensive changes to the Texas Armed Services Scholarship Program (TASSP). **Accordingly, these guidelines contain outdated information.**

Institutions should keep using these guidelines for the **general administration of TASSP** but must follow the statutory changes listed below until the Texas Higher Education Coordinating Board (Coordinating Board) adopts rules to implement provisions in HB 300 and publishes guidelines that incorporate these changes.

Institutions are encouraged to review the bill text to familiarize themselves with the full set of changes to TASSP. Major provisions of HB 300 are summarized below for reference.

Maximum Scholarship Amount

- The maximum scholarship amount has been increased from \$15,000 to **\$30,000**.
- Per Texas Administrative Code, Section 22.7, total financial aid received through programs in Texas Administrative Code, Title 19, Chapter 22, may not exceed the cost of attendance.

Appointment

- TASSP appointments from state senators and representatives must now be made by September 30 each year.
- If no appointment is made by that deadline by a state senator or representative, the lieutenant governor or speaker of the house of representatives, respectively, shall promptly fill the vacancy.

Initial Scholarship Eligibility

- In addition to qualifying for a scholarship by enrolling in and being a member in good standing of a Reserve Officers' Training Corps (ROTC) or similar program, an appointed student may now establish eligibility for an initial scholarship by either:
 - Submitting proof of the student's successful completion of an ROTC or similar program; or
 - Submitting proof of the student's acceptance into the officer commissioning program of the Texas State Guard.
- These additions, along with other statutory changes, allow for the possibility that students who already have received a baccalaureate degree may be eligible for the program.

Scholarship Limitations

- A person may no longer receive a scholarship for more than **four academic years**.
- Limitations related to credit hour attainment or prior receipt of a baccalaureate degree have been removed.

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Texas Armed Services Scholarship Program

The Texas Higher Education Coordinating Board (Coordinating Board) Program Guidelines are intended to support institutions by highlighting requirements that appear in the Texas Education Code (TEC) and 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.

TAC Citations

The Coordinating Board made substantive (see page 2) and nonsubstantive revisions to the guidelines to reflect rules **adopted** at the January 24, 2025, board meeting, which will be effective May 15, 2025.

In addition, the Coordinating Board is **proposing** nonsubstantive amendments to rules found in these program guidelines at the April 24, 2025, board meeting. If adopted, these amendments (effective May 15, 2025) may cause temporary discrepancies between rule citations found in the current program guidelines and the revised rules found in the [TAC](#). However, the informational content of the guidelines will remain unchanged.

Updated guidelines reflecting any rule changes will be published in subsequent versions.

Program Authority and Purpose ([TAC Section 22.163](#))

The Texas Armed Services Scholarship Program (TASSP) is authorized by [TEC, Title 3, Chapter 61, Subchapter FF, 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 Section 22.164](#))

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



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Program Eligibility

Eligibility Requirements ([TAC Section 22.166](#) and [TAC Section 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 two of these four requirements:

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 GPA of 3.0 or higher on a 4.0 scale
3. Have achieved a college readiness score on the SAT or ACT
4. Be ranked in the top one-third of the prospective high school graduating class or graduated in the top one-third of the high school graduating class.

To receive a scholarship, an appointed student must:

- ✓ 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 eligible institution.
- ✓ Maintain satisfactory academic progress (SAP) as indicated by the financial aid office at the recipient's institution of higher education.
- ✓ Enter into a written agreement with the Coordinating Board.

TAC Adopted Amendments

The Coordinating Board made a substantive revision to the guidelines by adding "Discontinuation of Eligibility", to reflect rules **adopted** at the January 24, 2025, board meeting under TAC Section 22.169, which will be effective May 15, 2025.

New Discontinuation of Eligibility

A student's eligibility is limited to the six years after the date the student first enrolls in an eligible institution.

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

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 acknowledgment forms.
3. The financial aid office will certify the student's program eligibility with the Coordinating Board.
4. Once the Coordinating Board receives the institution's eligibility certification, the student will complete the TASSP application online at hhloans.com.

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.

**Promissory Note** ([TAC Section 22.168](#))

The Coordinating Board 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 do all of the following:

- Complete one year of ROTC training for each year that the recipient receives the scholarship, or the equivalent of one year of ROTC training if the institution of higher education awards ROTC credit for prior service in:
 - Any branch of the U.S. Armed Services
 - The Texas Army National Guard, Texas Air National Guard, Texas State Guard, United States Coast Guard
 - The United States Merchant Marine
 - Another undergraduate officer commissioning program
- 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.
- After graduation, enter into and provide the Coordinating Board 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
 - A contract to serve as a commissioned officer in any branch of the armed services of the United States
- 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.
- 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.

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Selective Service Statement [\(TAC Section 22.3\)](#)

Under [TEC 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, state-appropriated funds, or institutional funding, which includes programs funded by tuition set-asides, exemptions, and waivers.

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

- Coordinating Board 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*
- Coordinating Board Selective Service Statement of Registration Status embedded in the Texas Application for State Financial Aid (TASFA)

*As of Fiscal Year 2023-24, registration status is no longer reported on the ISIR. Institutions can use any prior year ISIR that confirms registration to meet the statutory requirement for a student's status.

Institutions are **not** 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](#).

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:

☐ I was born female and not required to register. ☐ I was born male and am under the age of 18 and not currently required to register. ☐ I was born male and am REGISTERED with the Selective Service. ☐ 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.	☐ I was born male and am EXEMPT from registration because: (please briefly explain why you are exempt in the box below.)
--	---

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 Coordinating Board.

Frequency of 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).

Packaging

Scholarship Amount ([TAC Section 22.165](#))

The TASSP maximum amount is determined and announced annually by the Coordinating Board.

2025-26 Scholarship Maximums	
Institution Type	Annual Scholarship Maximum
Public and Private Institutions	Up to \$15,000

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.

Alternate Process

Alternates apply to cases where the student has not yet been offered a scholarship. An alternate can be nominated when a new student does not complete their application by the deadline (set by the Coordinating Board) or fails to meet the requirements to receive the scholarship initially. The Coordinating Board will contact the nominating official who initially appointed the scholarship recipient and request an alternate recipient.

Replacement Process

Replacements apply to cases where the student has been offered a scholarship but is no longer eligible. The Coordinating Board 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 Coordinating Board. The replacement recipient must notify their institution of their eligibility and complete their scholarship application; otherwise, the scholarship will be forfeited.

ALERT: Replacement Scholarships

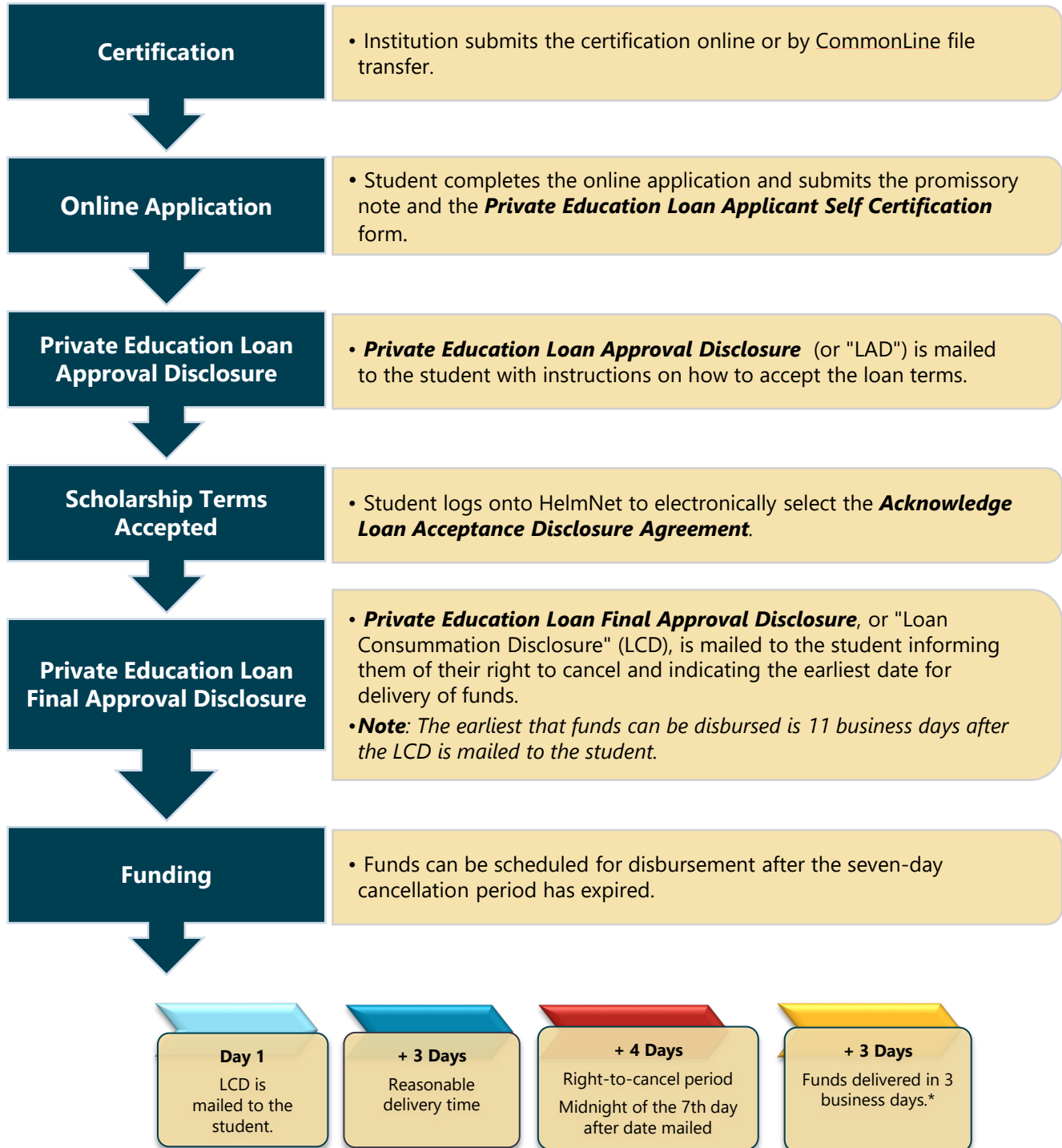
If a recipient's scholarship converts to a loan before graduation, beginning with the academic year following that determination, the appointing official may appoint another eligible student to receive any available funds designated for the initial recipient who no longer meets the requirements for the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

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Processing Funds

Scholarship Process Flow

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



*Funds cannot be paid to institutions until on or after Sept. 1 based on the start of the state's fiscal year.

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Certifying Funds

Prior to certification, the student must have submitted their Notice of Selection to the financial aid office. 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.

Returning Program Funds

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

Note: Institutions that submit a RFF should coordinate the refunds with their business office and use the [Electronic Funds Transfer](#) process. Funds returned to the Coordinating Board must align with the online form.

Timely Distribution of Funds ([TAC, 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 scholarship.

Requesting Scholarship Changes

REQUIRED [Contact Us](#) INQUIRY INFORMATION

Responses through *Contact Us* may take up to five business days to complete depending on the complexity of the request.

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

- Select "Institution" box.
- Enter the Institution's full name.
- In "Contact Reason" menu, select "Financial Aid Question" (regardless of the inquiry reason).

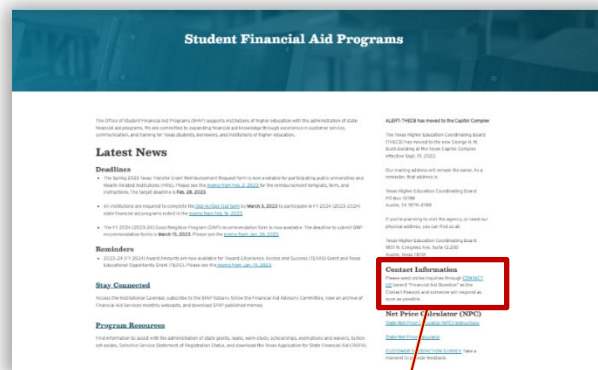
Enter the following information in the Description box:

- 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 02-01-2025."
- Clear request: "Please update scholarship disbursement #3 to 02-01-2025."



Contact Us

An asterisk * by the field indicates a required field!

Received From*

Institution

Contact Reason*

Description*

HelmNet ID: 00XXXXX00LastAA
 Commonline unique ID #: 123456123456123
 Student, Student, S
 SSN: 0011
 Please reinstate the loan. The student's SAP appeal has been granted and the student is now eligible.

3799 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 delinquency, please use the last four digits of your SSN instead.

Repayment

Conversion of a Scholarship to a Loan ([TAC, 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
 - 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
- Does not submit documentation of the contract or commitment to the Coordinating Board 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.

Loan Repayment Requirements ([TAC 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 period 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 reduced payments either verbally or by submitting a [General Postponement Request](#) to the Coordinating Board. 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 Coordinating Board 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
- 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 Coordinating Board 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 Coordinating Board documentation of enrollment as at least a half-time student.



Appendix 1: Frequently Asked Questions

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

No. Institutions should not place an academic hold related to a Coordinating Board loan delinquency (see [2019 Coordinating Board Academic Holds Discontinued for Delinquent Borrowers Memo](#)). The MOVEit DMZ Cumulative Delinquency Report file 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.

2. Can institutions change disbursement amounts after a TASSP application 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](#).

3. Can a scholarship through TASSP be reinstated?

Yes. A scholarship through TASSP can be reinstated up to the original certified amount for any of the following reasons:

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

Reinstatement requests must be submitted in writing through the Coordinating Board'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.

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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 FF
Texas Program Rules	Texas Administrative Code TAC, Title 19, Chapter 22, Subchapter A TAC, Title 19, Chapter 22, Subchapter I
Websites, Portals, and Guides	
General program information for institutions	Student Financial Aid Programs Information Webpage
General college enrollment and financial aid information for students	My Texas Future
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 [PDF]
Instructions for returning funds electronically	Electronic Funds Transfer Information [PDF]
Institution Loan Verification of Enrollment (VOE) Form	Institution Loan Verification of Enrollment [PDF]