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TO: The Honorable Dan Patrick, Lt. Governor  
The Honorable Dade Phelan, Speaker of the House of Representatives  
Members, Texas Senate  
Members, Texas House of Representatives

FROM: DeChá Reid  
Senior Director, Financial Aid Services

DATE: August 6, 2021

SUBJECT: Reminder: Texas Armed Services Scholarship Program

As a reminder, the deadline to make nominations for the Texas Armed Services Scholarship Program (TASSP) is **August 31, 2021**. You are receiving this correspondence because you have not submitted a nominee.

The 81st Texas Legislature created the TASSP to encourage students to participate in Reserve Officers' Training Corps (ROTC) programs at Texas institutions of higher education. The program also encourages students to become members of the Texas Army National Guard, the Texas Air Force National Guard, or commissioned officers in any branch of the armed services of the United States.

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 a TASSP scholarship. You may nominate a student that will be enrolled in a Texas institution of higher education during the fall 2021/spring 2022 academic year and meets the requirements outlined in the attached overview. The scholarship amount is estimated at a maximum of \$10,000 but is subject to change based on available funding and will vary by student. If the student does not meet the conditions outlined in the agreement, a student will be required to repay the award amount. You or your designee may make a formal nomination [here](#) by requesting a CB ID.

Please contact the External Relations Department at (512) 427-6111 or email at [er@highered.texas.gov](mailto:er@highered.texas.gov) if you have any questions. Thank you for your commitment to the students of Texas and for your continued support to strengthen higher education.

Attachment

# OVERVIEW: TEXAS ARMED SERVICES SCHOLARSHIP PROGRAM

The Texas Legislature created the *Texas Armed Services Scholarship Program* (TASSP) to encourage students to participate in Reserve Officers' Training Corps (ROTC) programs at civilian colleges. A student must meet specific eligibility criteria to receive an initial scholarship award. In addition to the eligibility criteria, a student must enter into an agreement requiring a four-year commitment as a member of the Texas Army National Guard, Texas Air National Guard, Texas State Guard, U.S. Coast Guard, U.S. Merchant Marine, or a commissioned officer in any branch of the armed services of the United States. Annually, the governor and the lieutenant governor may each appoint two students, and each state senator and state representative may appoint one student to receive a conditional TASSP. A maximum of 185 students may be appointed annually.

## ELIGIBILITY FOR NOMINATION

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In order to be considered for a TASSP award, **a student enrolling in higher education directly from high school** must meet **two** of the following **four** academic criteria at the time of application:

- ✓ Be on track to graduate, or has graduated high school and complete the curriculum requirements of the Distinguished Level of Achievement Plan, or the International Baccalaureate Program (IB);
- ✓ Have a high school GPA of 3.0 or higher on a 4.0 scale;
- ✓ Achieve 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.

A **non-freshman student** applying for an initial award must meet the continuing eligibility requirements outlined below that also apply for continuing receipt of the award.

## ELIGIBILITY FOR RECEIPT OF INITIAL AWARD

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To receive an initial conditional award through the TASSP, a selected student must:

- ✓ Be enrolled in a Texas public or private accredited institution of higher education;
- ✓ Be a member in good standing of a ROTC program while enrolled in the institution, as certified by the institution;
- ✓ Enter into a written agreement with the Coordinating Board agreeing to:
  - Complete four years of ROTC training;
  - Graduate no later than six years after the date the student first enrolls at an institution of higher education;
  - After graduation, enter into and provide the Coordinating Board with verification of:
    - (i) A four-year commitment to be a member of the Texas Army National Guard, Texas Air National Guard, Texas State Guard, U.S. Coast Guard, U.S. Merchant Marine; or

Students must be enrolled in a college or university in the fall 2021/spring 2022 academic year in order to be nominated for a TASSP award during the current nomination cycle.

- (ii) A contract to serve as a commissioned officer in any branch of the armed services of the United States;
- Meet all prescreening requirements of the Texas Army National Guard, Texas Air National Guard, Texas State Guard, U.S. Coast Guard, U.S. Merchant Marine or the branch of the armed services with which the student enters into a contract; and
- Repay the award if the student fails to meet all requirements:
  - (i) Complete four years of ROTC training;
  - (ii) Graduate within the six years after the date the student first enrolls at the institution of higher education;
  - (iii) Enter into a contract and fulfill the agreement with the armed services.

## ELIGIBILITY FOR CONTINUED AWARDS (AS FUNDS ARE AVAILABLE)

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**Dependent on funding availability**, a student may continue to receive an annual conditional TASSP if the student:

- ✓ Maintains satisfactory academic progress as determined by the Coordinating Board;
- ✓ Continues to be a member of a ROTC program; and
- ✓ Has not earned a baccalaureate degree or a cumulative total of 150 credit hours, including transferred hours.

## FREQUENTLY ASKED QUESTIONS

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### How much will each selected student receive through TASSP?

The TASSP award amount for the 2021-2022 academic year is estimated at a maximum of \$10,000 but is subject to change based on available funding. In no case will the award exceed the student's cost of attendance less the total amount to be paid to the student for being under contract with one of the branches of the armed service so United States and other financial assistance. A student may continue to receive a TASSP if the student meets continuing eligibility requirements and has not earned a baccalaureate degree or a cumulative total of 150 credit hours, including transferred hours. TASSP rules allow students to receive a scholarship for up to four of the six years allowed for graduation.

### Can non-freshman students be nominated for an initial TASSP?

Yes. Students already enrolled at an institution of higher education may be nominated for a TASSP. Students must still complete four years of ROTC training or the equivalent of four years of ROTC training if the institution awards ROTC credit for prior service in any branch of the U.S. Armed Services or the 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.

### What is the deadline for legislators to submit to the Coordinating Board their student selection?

The Coordinating Board respectfully requests that legislators **make a TASSP appointment by Aug. 31, 2021** for the 2021-2022 academic year. Formal appointments must be made by the legislator or legislator's designee through an online process approved by the Texas Higher Education Coordinating Board at <https://www1.thecb.state.tx.us/apps/tassp/>.

### What is the student deadline to complete their school-initiated TASSP application after being appointed by a legislator?

Students must complete their TASSP online applications by **Oct. 15, 2021**.

### How may interested students get more information to be considered for a TASSP?

Interested students may contact a legislator for more information. Each legislator may set up additional requirements for their selection process and may use any application process the legislator wishes to use to seek student nominations. To be considered for a scholarship, a student may contact the Office of the Governor, Office of the Lt. Governor, Office of the Speaker of the House of Representatives, a Texas State Senator, or a Texas State Representative. Students may locate a legislator by visiting this link and typing in their home address under Who Represents Me?: [capitol.texas.gov](http://capitol.texas.gov).

# Texas Armed Services Scholarship Program (TASSP)

## New User Registration Guide

To nominate a constituent for the Texas Armed Services Scholarship Program (TASSP), each eligible elected official (or designee) must create an account through the Texas Higher Education Coordinating Board's online portal, [CBPass](#). Once the account is created, the official will request access to the TASSP application form to submit an eligible candidate.

Below are the steps to assist with the nomination process:

### Step 1: Access CBPass Portal

- To access CBPass, navigate to the following website: <https://www1.thecb.state.tx.us/apps/tassp/>
- Click "create one now!" link under the Sign In button to initiate a new account.

The screenshot displays the 'Texas Armed Services Scholarship Appointments' portal. At the top, there is a header with the title and a navigation bar with a 'Home' link. Below the header, a paragraph explains the program's purpose and eligibility criteria, with a link to 'View overview here for additional details.' A bold notice states that nominations must be submitted by August 31, 2021. Below this, instructions for returning members and new users are provided. A list of steps for new users includes clicking 'create one now', completing registration fields, and requesting access. A note mentions that an email approval is required. Contact information for Erika M. Greenup is provided for questions. A disclaimer states that access is restricted to members of the Texas Legislature or their staff. At the bottom, a 'CBPass Login' form is shown with fields for 'Username' and 'Password', a 'Sign In' button, a link for 'Forgot your Username or Password?', and a link for 'Don't have an account? create one now!' which is highlighted with a red box.

**Texas Armed Services Scholarship Appointments**

Home

The Texas Legislature created the Texas Armed Services Scholarship Program to encourage students to participate in Reserve Officers' Training Corps (ROTC) programs at civilian colleges. A student must meet specific eligibility criteria in order to receive an initial scholarship award. [View overview here for additional details.](#)

**TASSP nominations must be submitted on or before August 31, 2021. At that time the Coordinating Board will determine the scholarship amount based on available funding.**

**After being nominated, students must claim their scholarship by notifying their respective financial aid office and completing an application by October 15, 2021.**

**Returning Member:**

- Login to CBPASS with your Username/Password.
- Submit the student information as requested.

If you forgot your account information, click the "Forgot Username or Password" link to reset your account.

**New to CBPASS, follow the steps below:**

- Click on the "create one now" link.
- Complete all required fields under the CBPass – New User Registration page.
  - Note: Enter the legislator's title and full name in the affiliation/type field. Example: "Representative Joe Smith" or "Senator Joe Smith".
- Click on "Register".
- Complete the CBPass – Security Questions then select "Continue".
- Login using your username and password.
- Select "Texas Armed Services Scholarship Program Appointments" in the drop-down box and click on "Request Access" under the "MY ACCESS" tab to request permission.

After requesting permission, you will receive an email from the Coordinating Board approving or denying your request. Upon approval, please log in and submit the student information as requested.

**If you have any questions or require additional assistance, please contact Erika M. Greenup at [Erika.Greenup@highered.texas.gov](mailto:Erika.Greenup@highered.texas.gov).**

\*\*\*Access to this site is restricted to members of the Texas Legislature or their staff for the purpose of submitting nominees for the Texas Armed Services Scholarship Program. This requires an official state of Texas email address.

**CBPass Login**

**Sign in with your CBPass Account**

\*Username:

\*Password:

[Forgot your Username or Password?](#)

[Don't have an account? create one now!](#)

# Texas Armed Services Scholarship Program (TASSP)

## New User Registration Guide

### Step 2: Complete New User Registration

- Enter your first name and last name
- Enter the elected official you are affiliated with

- ❖ **ALERT**- Begin by typing the elected official's title (Example: Representative, Senator, Governor or Lieutenant Governor)
- ❖ From the drop-down menu, select the official's name

**\*\*Do not enter "Other"\*\***

- Enter your physical address and telephone number
- Enter your email address twice
  - ❖ Note: the email address must be an official state of Texas email address
- Create a username
  - ❖ Note: your username must be at least 8 characters
- Create a password (enter twice)
  - ❖ Note: your password must be at least eight (8) characters and contain at least 3 of the 4 following attributes: uppercase letter, lowercase letter, number, special character
- Enter the answer to the math problem
- Select that you agree to the **CBPass Account Agreement**
- Click "Register"

**CBPass - New User Registration**

To create a CBPass account, enter the information below, then click on the Register button. Once you have registered you will be able to request access to applications. All fields are required.

**Note:** Nominators for the Texas Armed Services Scholarship Program (TASSP) enter the office of the elected official you are affiliated with.

- You must begin by first typing the title - Representative, Senator, Governor or Lieutenant - then from the drop-down menu select your official's name.

**Account Information**

- First Name [required]:
- Middle Initial:
- Last Name [required]:
- Begin typing to enter/modify your affiliation or type "Other" [required]:  Begin typing the title ("Senator", "Representative", "Governor", "Lieutenant"), then select from the drop-down.
- Physical Address [required]:
- Telephone Number [required]:  ( ) - ( ) - ( )
- E-Mail Address [required]:
- Re-Type E-Mail Address [required]:
- User Name [required]:  (Used for login)
- Password [required]:
- Re-Type New Password [required]:
- Enter the answer to the math problem [required]: 0+0=
- ☐ [required] I agree to the [CBPass Account Agreement](#) (link opens in a new window)

**Password Strength:** Weak Medium Strong

# Texas Armed Services Scholarship Program (TASSP)

## New User Registration Guide

### Step 3: Create Security Questions

Next you will create your CBPass security questions used for password reset and personal identification purpose:

- Choose 3 security questions from the list
- Click the **Continue** button
- On the next page you will enter the answer to your 3 security questions and click the Continue button.

CBPass - Security Questions

\*\*\*\* Answers must be a minimum of at least 5 characters in length \*\*\*\*

What is the name of a college you applied to but didn't attend?

In what city or town was your first job?

What street did you live on in third grade?

CBPass - Security Questions

Please select 3 of the security questions below to be used for password reset and personal identification purposes:

Select

- ☐ What street did you live on in third grade?
- ☐ What was your childhood phone number including area code? (e.g. 000-000-0000)
- ☐ What was your childhood nickname?
- ☐ What was the last name of your third grade teacher?
- ☐ What was the name of your first stuffed animal?
- ☐ What is the name of a college you applied to but didn't attend?
- ☐ In what city or town was your first job?
- ☐ Where were you when you had your first kiss?
- ☐ What is the name of the place your wedding reception was held?
- ☐ What is your oldest cousin's first and last name?

**Note:** The system will log you out once your account is established.

- ❖ You will see the message in green, "Your account has been created. Please login."

CBPass Login

Sign in with your CBPass Account

☒ Your account has been created. Please login.

\*Username:

\*Password:

[Forgot your Username or Password?](#)

don't have an account? [create one now!](#)

# Texas Armed Services Scholarship Program (TASSP)

## New User Registration Guide

### Step 4: Requesting Access to the TASSP Portal:

- Log into the CPass portal
- Click on “My Access”
- A red alert message will be displayed, “You don’t have access to this application. You need to request access in order to be authorized to use this application.”
- Choose “Texas Armed Service Scholarship Program – Appointments” in the **Select Application** drop-down box
- Click on the **Request Access** button

The screenshot shows the CPass portal interface. At the top, it says 'Welcome Joe (Main Menu) (Logout)'. Below this are tabs for 'MY ACCESS' and 'PROFILE'. A search bar is present. A red alert message states: 'You don't have access to this application. You need to request access in order to be authorized to use this application.' Below the message is a 'Request Access' section with a dropdown menu for 'Select Application' set to 'Texas Armed Services Scholarship Program - Appointments'. The 'Request Access' button is highlighted with a red box, and a 'Cancel' button is also visible.

The screenshot shows the CPass portal interface after a successful request. A green message states: 'Thank you for your request. It is in the process of implementation. You will be receiving an e-mail soon with further information.' Below this is a link to 'Click to Request Access to another application'. There are filters for App ID, App Name, App Status, Access Status, Owner, and Role. A table shows the requested access for the 'Texas Armed Services Scholarship Program - Appointments'.

App ID	Application Name	Owner(s)	Delegate(s)/Admin	Role	App Status	Access Status	
115	Texas Armed Services Scholarship Program - Appointments	Davin.Birt@thecb.state.tx.us, Sharon.Epstein@THECB.state.tx.us, Michelle.Mindeta@THECB.state.tx.us, Michael.Myers@THECB.state.tx.us, Heidi.Langdon@THECB.state.tx.us, Joseph.Dolan@THECB.state.tx.us, Mark.Kirksey@THECB.state.tx.us		CBUser	Active	Requested	<a href="#">Remove Access</a>

- Next you will see a message in green, “Thank you for your request. It is in the process of implementation. You will be receiving an e-mail soon with further information.”
- Once your request is received and processed, an automated e-mail will be sent with next steps

# Texas Armed Services Scholarship Program (TASSP)

## New User Registration Guide

### Step 5: Nominating a Candidate

- Log into the CPass/TASSP portal
- Enter the nominee's information
- Click "Finalize" to submit the nomination

**Note:** You have the option to **SAVE FOR LATER** if the nomination is pending.

The screenshot shows the 'Texas Armed Services Scholarship Appointments' portal. The main heading is 'Enter information on your nominee for the Texas Armed Services Scholarship below: \* - required to Finalize Nomination'. The form includes fields for: Legislator (Representative Billow Galt), First Name, Last Name, Date of Birth (MM/DD/YYYY), SSN (99-99-9999), Address (with a dropdown for TX), Phone Number (0000-000-0000), E-Mail Address, and Institution Intending to Enroll (a dropdown menu). At the bottom of the form are 'Save for Later' and 'Finalize' buttons. The footer of the portal includes the '60x30TX' logo and contact information for the Texas Higher Education Coordinating Board.

### Institutional TASSP Process Post-Nomination:

- Once the nomination is finalized, the nominee will be sent an "Notice of Selection" e-mail which provides their approval for the TASSP and next steps.
- The nominee must forward the email to their college/university's financial aid office.
- The financial aid office will create an application for the nominee to complete on the THECB online HelmNet Portal.
- Once the application process has been completed by the nominee, funds will be sent directly to the school to be applied to their student account.

**SAMPLE Notification of Selection**

**Dear (Nominee's Name):**

Congratulations! You have been selected by (Legislator's Name) to receive a Texas Armed Services Scholarship for the 2021-2022 college academic year. Attached is detailed information about the program. Please note that you may receive a Texas Armed Services Scholarship award not to exceed \$10,000 for the first year. You are required to enter into an agreement with the Texas Higher Education Coordinating Board to receive the scholarship. If you do not meet the conditions outlined in the agreement, the award will become a loan and you will be required to repay the conditional scholarship.

**Next Steps**

- Once you decide upon the higher education institution and corresponding ROTC program in which you will enroll, take this Notice of Selection email to the institution's financial aid office. Your nomination is time sensitive and we encourage you to visit with your institution's financial aid office as soon as possible to claim your scholarship.
- The financial aid office will certify your program eligibility to the Texas Higher Education Coordinating Board. Because program eligibility requirements include that you be enrolled in the institution and in the ROTC program at that institution, the financial aid office cannot provide their eligibility certification before those two criteria are met. You must accept the scholarship during the 2021-2022 college academic year to maintain eligibility in future academic years.
- Once the Texas Higher Education Coordinating Board receives the institution's eligibility certification, you will be able to complete your Texas Armed Services Scholarship Program application online at [www.hhloans.com](http://www.hhloans.com).

Congratulations again!  
The Texas Higher Education Coordinating Board