STATE TUITION REIMBURSEMENT PROGRAM CHECKLIST

Spring 2014 application deadline is February 28th. All documents must be official (copies of officials are accepted). DO NOT COPY AND PASTE charges, grades or schedule from online account. Documents that are editable will not be accepted.

THIS IS FOR ALL STRP APPLICANTS:

Please make sure all your documents are included with your application:
___ Application (with required signatures)
___ School Notification Financial Aid Release Form
___ Degree Plan (should include classes being applied for and advisor signature)
___ Invoice (Itemized, including Financial Aid information)
___ FTA Vouchers (required for enlisted Army Guard; not mandatory for Officers)
___ Class Schedule (including total number of hours)

Spring 2014 application deadline is Feb 28th.
DO NOT COPY AND PASTE
We cannot use documents that are editable.

Your application should:
___ Be filled out completely (no missing blanks)
___ Have all required signatures
___ Have all the classes that you are requesting STRP pay for

Your degree plan should:
___ List your basic information Name, Degree, School, advisor’s name
___ List all the classes required for your degree, including your electives/general education requirements.
___ Be specific to you
___ Be signed by an academic advisor
___ Match the school and degree plan you are applying for

Please remember that the classes on your degree plan are the **ONLY CLASSES THAT WILL BE APPROVED**. If your prerequisites/general education/electives including Military Science classes are not on your degree plan they will NOT be approved.

**Your Invoice should:**

___ List your basic information Name, School
___ Tuition and individual fees
___ Financial aid information (Pell Grant, Grants, Scholarships)

Please remember that any changes that occur with your invoice will need to be sent to us in order to accurately ensure that all possible funds are reimbursed.

**Your FTA vouchers should:**

___ Be received from your Go Army Ed account
___ Have all classes that Federal Tuition is paying for

**Your Class Schedule should:**

___ Include the total number of hours
___ Reflect the name of the class requesting
___ Have your name and school
___ Must be from the school (no cut and paste to a Word document)

Any incomplete applications will NOT be accepted.

All applications and supporting documents need to be emailed to:

`ng.tx.txarng.list.state-tuition-reimbursement-program-trp@mail.mil`

When emailing application and supporting document the subject line needs to be: “*your full name*” *Spring 2014*