



Texas Army & Air National Guard • Texas State Guard • Adjutant General's Department

## 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:

[nq.tx.txarng.list.state-tuition-reimbursement-program-trp@mail.mil](mailto:nq.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*