



Approved Courses for Military Tuition Assistance

Internal Policy 01.02

PURPOSE: The purpose of this Texas Tech University Health Sciences Center (TTUHSC) Veterans Resource Center (VRC) policy is to ensure the institution refrains from providing commission, bonuses, or other incentive payment directly or indirectly on securing enrollments or federal financial aid (including Tuition Assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

REVIEW: The policy will be reviewed by May 1 of each year by the HSC Veterans and Military Advisor/ School Certifying Official and the Assistant Provost for Student Affairs by May 15th.

POLICY/PROCEDURE

1. Policy.

Per DoD MOU paragraph 4.d.:

- a. If an eligible service member decides to use TA, educational institutions will enroll him or her only after the TA is approved by the individual's service. Service members will be solely responsible for all tuition costs without this prior approval. This requirement does not prohibit an educational institution from pre-registering a service member in a course in order to secure a slot in the course. If a school enrolls the service member before the appropriate service approves Military TA, then the service member could be responsible for the tuition. All Military TA must be requested and approved prior to the start date of the course. The Military TA is approved on a course-by-course basis and only for the specific course(s) and class dates that a service member requests. If a military student "self-identifies" their eligibility and their Service has not approved the funding, then the Service member will be solely responsible for the tuition.

_____. Once there click on the TTU MyTech tab, then Student Business Services, and electronically sign. Any form not filled out electronically may be sent to TTUHSC Student Business Services, sbs1@ttuhsc.edu. Failure to pay by the established due date and/or complete the Financial Responsibility Agreement may result in the cancellation of enrollment.

- c. Completed and approved Military Tuition Assistance Authorizations must be submitted to TTUHSC Student Business Services, 3rdpartysbs@ttuhsc.edu. Should a student desire to

use Tuition Assistance Top-Up with their VA benefits, the student must place a check mark in the “Check if VA Top-Up will be used”, and submit the appropriate VA benefits documentation on the HSC [benefits portal](#).

- d. A ‘No Cancellation’ hold may be placed on the student’s account, allowing up to 90 days to pay any remaining balance due. Students must contact the HSC Veterans Resource Center at vrc@ttuhsc.edu for guidance.