

Rev: December 9, 2019

Army ROTC Process Update


Starting the Fall 2019 semester students receiving the tuition and fees scholarship **must** submit their CPR first and be approved by Student Business Services before any conditional credits are posted to the student account. The following updates are effective for the Fall 2019 term:

- Students will submit their Cadet Payment Request (CPR) with the Account Statement or the Account Activity **with** their UIN in GoArmyEd system for approval. Students that submit an account activity without a UIN will have their CPR rejected. See appendix for examples of the account statement and account activity.
 - It is highly suggested that students use the account statement or activity after the add/drop period as almost all of the account activity has settled.
- Twice a month Student Business Services (SBS) will review the CPRs in GoArmyEd and place students on a scholarship contract, which will post a conditional credit to the student's account.
 - The conditional credits are not indicative that Texas A&M University has received a payment from the Army. Moreover, conditional credits are subject to change based on information and/or payment received, i.e. Cadet Command rejects an invoice or does not pay the whole amount.
- Once the conditional credits have been posted, SBS will verify that the GoArmyEd amount matches the amount of the posted credit.
 - If the amounts differ and SBS cannot correct the discrepancy, the CPR will be rejected and the conditional credits will be removed from the student's account. The student will have to resubmit the CPR with the necessary corrections.
 - If Cadet Command rejects a student's CPR, the conditional credits will be removed from the student's account until the student resubmits the CPR with the necessary corrections.
- AROTC office will email non-resident waivers for applicable students. SBS may request non-resident waivers for students if one is not received.

Army ROTC Process Update - Appendix

Example of an Acceptable Account Statement

Note that the entire statement must be submitted. If a portion is missing, e.g. the TAMU header, the CPR will be rejected.

		Texas A&M University Student Business Services 6001 TAMU College Station, Texas 77843-6001 <small>sbs@sbs.tamu.edu (979) 847-3337</small>	
		Student ID: [REDACTED] Due Date: 03/22/2019 Statement Date: 03/04/2019 Student Name: [REDACTED] Term: 201911	
<i>Student Schedule/Bill</i>			
CHARGES		CREDITS/ANTICIPATED CREDITS	
Health Services - CS	25.00	0203 Competitive Scholshp-UG	9,671.35
Housing	2,662.00	Chester J Reed Corps Sch	600.00
Meal Plan	2,291.65	Contract-3rd Party	5,054.12
Records Diplomas - CS	47.50	Federal Direct Unsub Loan	3,711.00
Registration Fees	1,639.39		
Student Business Services - CS	25.00		
Tuition	13,086.08		
Total Charges:	\$ 19,776.62	Total Credits/Anticipated Credits:	\$ 19,036.47
- If you are on installments, access Bill Payment to view amount due. - For current class schedule log in to Howdy.tamu.edu. - Non-cash credits are estimated based on current term charges. - All amounts are in U.S. Dollars.			
Payments can be mailed to: Texas A&M University Student Business Services 6001 TAMU College Station, TX 77843-6001		Previous Balance: \$ 24.00 Current Term Balance: \$ 740.15 AMOUNT DUE: \$ 764.15 Future Balance: \$ 0.00	

Examples of Account Activities

Unacceptable – No UIN has been added



TAMU Account - CS Campus Spring 2019 - Account Activity

Description	Date	Amount (\$)
Student Account Auto Refund	5/14/19	\$24.00
WebPay - ACH all campuses	3/19/19	-\$764.15
DSA Missed Appt 845-4427	3/4/19	\$25.00
Late Fee-Pmt Due 02-22-2019	2/27/19	\$25.00
Diploma Fee	2/12/19	\$47.50
Federal Direct Unsub Loan	1/11/19	-\$3,711.00
Chester J Reed Corps Sch	1/11/19	-\$600.00
Sales Tax - Meal Plan	1/4/19	\$174.65
Block 200/300 SP	1/4/19	\$2,117.00
BRIG-218-A1 for 121 night(s)	1/2/19	\$2,662.00
Tuition CS		\$13,086.08
University Advancement Fee CS		\$1,360.89
Student Center Complex Fee CS		\$100.00
Recreational Sports Fee CS		\$106.00
Health Center Fee CS		\$72.50
3rd Party Contract - CS		-\$5,054.12
Waiver CS		-\$9,671.35
Term Balance:		\$0.00
Term Balance Including Estimated Aid:		\$0.00

Acceptable - UIN is added



TAMU Account - CS Campus Fall 2019 - Account Activity

Description	Date	Amount (\$)
Student Account Auto Refund	11/26/19	\$6,621.43
Student Account Auto Refund	11/26/19	\$6,621.44
Student Account Auto Refund	11/26/19	\$271.38
WebPay - ACH all campuses	11/8/19	-\$6,621.43
WebPay - ACH all campuses	10/11/19	-\$6,621.44
Road Game Ticket Sales	9/23/19	\$35.00
WebPay - ACH all campuses	9/12/19	-\$4,603.94
Commandants Corp Scholarship	9/1/19	-\$1,000.00
Maroon Merit Award	9/1/19	-\$1,000.00
Commandants Corp Scholarship	8/28/19	\$1,000.00
Maroon Merit Award	8/28/19	\$1,000.00
Commandants Corp Scholarship	8/17/19	-\$1,000.00
Maroon Merit Award	8/17/19	-\$1,000.00
WebPay - ACH all campuses	8/16/19	-\$6,603.94
Installment Pmt Service Charge	8/16/19	\$15.00
Sales Tax - Meal Plan	8/8/19	\$177.71
Block 200/300 (F)	8/8/19	\$2,154.00
LEON-309-A2 for 118 night(s)	8/6/19	\$2,742.00
Sales Tax-Military Property	7/24/19	\$12.52
845-2528 Cadet Uniforms	7/24/19	\$151.77
Sales Tax-Military Property	7/24/19	\$68.06
845-2528 Uniform Usage Charge	7/24/19	\$825.00
Sports Pass- All With Football	7/23/19	\$325.00
General Deposit - Student AR	7/18/19	\$100.00
Tuition CS		\$18,018.69
University Advancement Fee CS		\$1,545.00
Student Center Complex Fee CS		\$100.00
Recreational Sports Fee CS		\$106.00
Health Center Fee CS		\$75.00
Waiver CS		-\$13,514.25
Term Balance:		\$0.00