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.

Examples of Account Activities

Unacceptable – No UIN has been added

Acceptable - UIN is added