


May 30, 2019

## Army ROTC Process Update

Starting the Fall 2019 semester students receiving the tuition and fees scholarship **must** submit their CPR first and appear on the University's invoicing queue of GoArmyEd before a conditional credit is posted to their account. The following updates are effective for the Fall 2019 term:

- Students will submit their Cadet Payment Request (CPR) with their account statement in GoArmyEd for approval by the AROTC office. Students that submit their account activity will be rejected, it must be the account statement.
  - It is highly suggested that students use the account statement that will be published 2 Sep 2019. This is after the add/drop period and almost all of the account activity has settled.

## Example Account Statement - Acceptable



Texas A&M University  
Student Business Services  
6001 TAMU  
College Station, Texas 77843-6001  
sbs@tamu.edu  
(979) 847-3337

Student ID: [REDACTED]  
Due Date: 03/22/2019  
Statement Date: 03/04/2019  
Student Name: [REDACTED]  
Term: 201911

CHARGES	Amount	CREDITS/ANTICIPATED CREDITS	Amount
Health Services - CS	25.00	0203 Competitive Scholarship-UG	9,671.35
Housing	2,662.00	Chester J Reed Corps Sch	600.00
Meal Plan	2,291.95	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		
<b>Total Charges:</b>	<b>\$ 19,776.62</b>	<b>Total Credits/Anticipated Credits:</b>	<b>\$ 19,036.47</b>

- 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

## Example of the Account Activity - Unacceptable



Logged in as: [REDACTED]

### 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
<b>Term Balance:</b>		<b>\$0.00</b>
<b>Term Balance Including Estimated Aid:</b>		<b>\$0.00</b>

### **Army ROTC Process Update**

- Twice a month Special Student Billing (SSB) will review the invoices in GoArmyEd and place the students on the scholarship contracts which will post a conditional credit to the student's account.
  - Cadets should be informed that 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, SSB will verify that the GoArmyEd amount matches the amount of the posted credit.
  - If the amounts differ and SSB cannot correct the discrepancy, the CPR will be rejected and the conditional credits will be removed from the student's account. Once the student has corrected the discrepancy and the CPR is in the University's invoicing queue in GoArmyEd, the conditional credits will be placed back onto the student's account.
  - 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.
- AROTC office will email non-resident waivers for applicable students. SSB may request non-resident waivers for students if one is not received.