



ALAMO COLLEGES DISTRICT San Antonio College

Verification for Resident Tuition by U.S. Military Affiliation

This worksheet will assist you in determining if you qualify and are entitled or permitted to pay the tuition fees and other fees or charges provided for Texas residents under Texas Education Code 54.241.

Additional documents and information may be needed.

The permanent address on the form **MUST MATCH** the address in your Student ACES Account. (You can update your address in your student ACES account)

Please select the U.S. Military Affiliation that best reflects your current status. After making your selection, press the 'Tab' key to move to the next section.

☐ **I am a U.S. Military Active Service Member**

☐ **I am a Veteran**

☐ **I am the Spouse or Child of a U.S. Active Military Member or Veteran**

Verification for Resident Tuition Rate for Active Military

You may select only one qualifying option. Valid supporting documentation is required.

☐ **Option 1 | Select this option if:**

- ☐ I am a **U.S. Military active service member** (Active Duty, Guard, Reserve) assigned to duty in Texas, excluding training assignments, annual training, and inactive reserve duty.

Required Attachments:

- ☐ Valid State Driver License/Valid State ID
- ☐ Military Orders that Identify Duty Station
- ☐ Most Recent Leave and Earnings Statement (LES) (Not pay advice)

☐ **Option 2 | Select this option if:**

- ☐ I am eligible for benefits under federal law authorizing educational benefits for veterans.
- ☐ I will register a letter of intent to establish Texas residence.
- ☐ I will reside in Texas while enrolled.

Required Attachments:

- ☐ Valid State Driver License/Valid State ID
- ☐ Certificate of Eligibility for VA Educational Benefits/Ebenefits/Vets.gov Print-Out Containing Remaining Entitlement

In Process

Verification for Resident Tuition Rate for Veterans

You may select only one qualifying option. Valid supporting documentation is required.

☐ **Option 1 | Select this option if:**

- ☐ I am eligible for benefits under federal law authorizing educational benefits for veterans.
- ☐ I will register a letter of intent to establish Texas residence.
- ☐ I will reside in Texas while enrolled.

Required Attachments:

- ☐ Valid State Driver License/Valid State ID
- ☐ Certificate of Eligibility for VA Educational Benefits/Ebenefits/Vets.gov/Print-Out Containing Remaining Entitlement

☐ **Option 2 | Select this option if:**

- ☐ I am a former U.S. Military active service member who has retired or been honorably discharged.
- ☐ The term or semester begins before the first anniversary of my separation from the Armed Forces.
- ☐ At least one year preceding the first day of the term or semester, the member executed a document with the applicable military service that is in effect on the first day of the term or semester and;
 - ☐ The executed document indicates the member's permanent residence address is in Texas and
 - ☐ The executed document designates Texas as the member's place of legal residence for income tax purposes.
- ☐ The member has been registered to vote in Texas for the entire year preceding the first day of the term or semester and satisfies *at least one of the following requirements*:
 - ☐ For the entire year preceding the first day of the term or semester, has owned real property in Texas and in that time, has not been delinquent in the payment of any taxes on the property.
 - ☐ Has had an automobile registered in Texas for the entire year preceding the first day of the term or semester.
 - ☐ At least one year preceding the first day of the term or semester, executed a will that has not been revoked or superseded, indicating that the member is a resident of this state and deposited the will with the county clerk of the county of the member's residence under Subchapter A, Chapter [252 \(Safekeeping and Custody of Wills\)](#), Estates Code.

Required Attachments:

- ☐ Valid State Driver License/Valid State ID
- ☐ DD 214
- ☐ Texas Voter Registration
- ☐ Most Recent Leave and Earnings Statement (LES) or IRS Tax Transcript (To prove Texas is the state of residence for tax purposes)

Additionally, attach at least one of the following documents:

- ☐ Property Deed
- ☐ Property Tax Assessment
- ☐ Vehicle Registration
- ☐ Will Deposited with the County Clerk

Verification for Resident Tuition Rate for Dependents

You may select only one qualifying option. Valid supporting documentation is required.

☐ **Option 1 | Select this option if:**

- ☐ I am a Spouse or Child Dependent of a U.S. Military active service member (Active Duty, Guard, Reserve) assigned to duty in Texas, excluding training assignments, annual Training, and inactive reserve duty.

Required Attachments:

- ☐ Sponsor Valid State Driver License or Valid State ID
- ☐ Military Orders that Identify Texas Duty Station
- ☐ Most Recent Leave and Earnings Statement (LES) (Not pay advice)
- ☐ Dependent Valid State Driver License or Valid State ID

Additionally, attach at least one of the following documents to establish dependent relationship to active service member:

- ☐ Marriage License/Certificate
- ☐ Birth Certificate
- ☐ IRS 1040 Tax Transcript
- ☐ Legal Guardianship Court Order
- ☐ Military Orders that Identify Dependents
- ☐ Adoption Documents

☐ **Option 2 | Select this option if:**

- ☐ I am eligible for benefits under federal law authorizing educational benefits for veterans.
- ☐ I will register a letter of intent to establish Texas residence.
- ☐ I will reside in Texas while enrolled.

Required Attachments:

- ☐ Valid State Driver License/Valid State ID
- ☐ Certificate of Eligibility for VA Education Benefits /Ebenefits/Vets.gov Print-Out Containing Remaining Entitlement

☐ **Option 3 | Select this option if:**

- ☐ I am the spouse of a person eligible for benefits under federal law authorizing educational benefits for veterans.
- ☐ I will register a letter of intent to establish Texas residence.
- ☐ I will reside in Texas while enrolled.

Required Attachments:

- ☐ Valid State Driver License/Valid State ID for Eligible Person for Benefits
- ☐ Certificate of Eligibility/Ebenefits/Vets.gov Print-Out Containing Remaining Entitlement
- ☐ Your Valid State Driver License or Valid State ID

Additionally, attach at least one of the following documents to establish dependent relationship to veteran:

- ☐ Marriage License/Certificate
- ☐ IRS 1040 Tax Transcript
- ☐ Military Orders that Identify Dependents

☐ **Option 4 | Select this option if:**

- ☐ I am the child of a person eligible for benefits under federal law authorizing educational benefits for veterans.
- ☐ I am 25 years of age or younger on the first day of the semester
- ☐ I am not 25 years of age and had a severe illness or other debilitating condition that affected my ability to use the benefit before reaching that age, and I am requesting additional time to use the benefit. (Additional documentation may be needed.)
 - ☐ I will register a letter of intent to establish Texas residence.
 - ☐ I will reside in Texas while enrolled.

Required Attachments:

- ☐ Valid State Driver License/Valid State ID for Eligible Person for Benefits
- ☐ Certificate of Eligibility/Ebenefits/Vets.gov Print-Out Containing Remaining Entitlement
- ☐ Your Identification

Additionally, attach at least one of the following documents to establish dependent relationship to veteran:

- ☐ Birth Certificate
- ☐ IRS 1040 Tax Transcript
- ☐ Legal Guardianship Court Order
- ☐ Military Orders that Identify Dependents
- ☐ Adoption Documents

☐ **Option 5 | Select this option if:**

- ☐ I am the Spouse or Child Dependent of a U.S. military service member who was assigned to duty elsewhere immediately following their Texas duty assignment and I have continuously resided in Texas.

Required Attachments:

- ☐ Sponsor Valid State Driver License or Valid State ID
- ☐ Military Orders that Identify Duty Station
- ☐ Most Recent Leave and Earnings Statement (LES)
- ☐ Dependent Valid State Driver License or Valid State ID
- ☐ Lease/Mortgage Document

Additionally, attach at least one of the following documents to establish dependent relationship to veteran:

- ☐ Marriage License/Certificate
- ☐ Birth Certificate
- ☐ IRS 1040 Tax Transcript
- ☐ Legal Guardianship Court Order
- ☐ Military Orders that Identify Dependents
- ☐ Adoption Documents

☐ **Option 6 | Select this option if:**

- ☐ I am the Spouse or Child Dependent of a member of the Armed Forces of the United States not currently assigned to duty in Texas, but who previously resided in Texas for a six-month period.
- ☐ At least one year preceding the first day of the term or semester, the member executed a document with the applicable military service that is in effect on the first day of the term or semester and;
 - ☐ The executed document indicates the member's permanent residence address is in Texas and
 - ☐ The executed document designates Texas as the member's place of legal residence for income tax purposes.
- ☐ The member has been registered to vote in Texas for the entire year preceding the first day of the term or semester and satisfies *at least one of the following requirements*:
 - ☐ For the entire year preceding the first day of the term or semester, has owned real property in Texas and in that time has not been delinquent in the payment of any taxes on the property.
 - ☐ Has had an automobile registered in Texas for the entire year preceding the first day of the term or semester.
 - ☐ At least one year preceding the first day of the term or semester, executed a will that has not been revoked or superseded, indicating that the member is a resident of this state and deposited the will with the county clerk of the county of the member's residence under Subchapter A, Chapter [252 \(Safekeeping and Custody of Wills\)](#), Estates Code.

Required Attachments:

- ☐ DD-4/Oath of Office
- ☐ Sponsor Valid State Driver License or Valid State ID
- ☐ Texas Voter Registration
- ☐ Dependent Valid State Driver License or Valid State ID
- ☐ Lease/Mortgage Document

Additionally, attach at least one of the following documents:

- ☐ Marriage License/Certificate
- ☐ DD-214
- ☐ Birth Certificate
 - ☐ IRS 1040 Tax Transcript
 - ☐ Legal Guardianship Court Order
- ☐ Military Orders that Identify Dependents
- ☐ Adoption Documents

☐ **Option 7 | Select this option if:**

- ☐ I am the Spouse or Child Dependent of a U.S. military service member who member who has died or has been killed.
- ☐ I became a Texas resident within 60 days of the date of death.

Required Attachments:

- ☐ DD 1300
- ☐ Dependent Valid State Driver License or Valid State ID

Additionally, attach at least one of the following documents to establish dependent relationship to veteran:

- ☐ Marriage License/Certificate
- ☐ Birth Certificate
- ☐ IRS 1040 Tax Transcript
- ☐ Legal Guardianship Court Order
- ☐ Military Orders that Identify Dependents
- ☐ Adoption Documents

☐ **Option 8 | Select this option if:**

- ☐ I am the Spouse or Child Dependent of a U.S. military service member who is stationed outside of Texas.
- ☐ I reside in Texas and will file a letter of intent to establish Texas residency with the college.
- ☐ As spouse of the service member, I graduated from a Texas high school (or received equivalent in Texas).
- ☐ As spouse of the service member, I have maintained continuous domicile in Texas for one year before the service member was assigned to duty outside of Texas.

Required Attachments:

- ☐ Sponsor Valid State Driver License or Valid State ID
- ☐ Military Orders that Identify Duty Station
- ☐ Most Recent Leave and Earnings Statement (LES)
- ☐ Dependent Valid State Driver License or Valid State ID
- ☐ TX High School Transcript or Equivalent

Additionally, attach at least one of the following documents to establish dependent relationship to veteran:

- ☐ Marriage License/Certificate
- ☐ Birth Certificate
- ☐ IRS 1040 Tax Transcript
- ☐ Legal Guardianship Court Order
- ☐ Military Orders that Identify Dependents
- ☐ Adoption Documents
- ☐ Lease/Mortgage

☐ **Option 9 | Select this option if:**

- ☐ I am a Spouse or Child Dependent of a former U.S. Military service member who has retired or been honorably discharged.
- ☐ The term or semester begins before the first anniversary of my sponsors separation from the Armed Forces.
- ☐ At least one year preceding the first day of the term or semester, the member executed a document with the applicable military service that is in effect on the first day of the term or semester and;
 - ☐ The executed document indicates the member's permanent residence address is in Texas and
 - ☐ The executed document designates Texas as the member's place of legal residence for income tax purposes.
- ☐ The former member has been registered to vote in Texas for the entire year preceding the first day of the term or semester and satisfies *at least one of the following requirements*:
 - ☐ For the entire year preceding the first day of the term or semester has owned real property in Texas and in that time has not been delinquent in the payment of any taxes on the property. Has had an automobile registered in Texas for the entire year preceding the first day of the term or semester.
 - ☐ At least one year preceding the first day of the term or semester, executed a will that has not been revoked or superseded, indicating that the member is a resident of this state and deposited the will with the county clerk of the county of the member's residence under Subchapter A, Chapter [252 \(Safekeeping and Custody of Wills\)](#), Estates Code.

Required Attachments:

- ☐ Sponsor Valid State Driver License or Valid State ID
- ☐ DD-214
- ☐ Most Recent Leave and Earnings Statement (LES) or IRS Transcript (To prove Texas state of residence for Tax purposes)
- ☐ Texas Voter Registration
- ☐ Dependent Valid State Driver License or Valid State ID

Additionally, attach at least one of the following documents:

- ☐ Marriage License/Certificate
- ☐ Birth Certificate
- ☐ IRS 1040 Tax Transcript
- ☐ Legal Guardianship Court Order
- ☐ Military Orders that Identify Dependents
- ☐ Adoption Documents

Additionally, attach at least one of the following documents:

- ☐ Property Deed
- ☐ Property Tax Assessment
- ☐ Vehicle Registration
- ☐ Will Deposited with the County Clerk



ALAMO COLLEGES DISTRICT San Antonio College

Verification for Resident Tuition by U.S. Military Affiliation

The proponent department is Enrollment Services

THIS FORM IS PROTECTED UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

AUTHORITY: Education Code 54.241; San Antonio College Catalog
PRINCIPAL PURPOSE: Request by a student to receive the Texas resident tuition rate based on military status.
ROUTINE USES: Used to verify the military status of U.S. Armed Forces service members, veterans, and their dependents.
DISCLOSURE: Voluntary. Failure to furnish information may result in denial of the request.
INSTRUCTIONS: *For verification purposes, enrollment forms must be submitted from an ACES issued Alamo Colleges District student email account with the @student.alamo.edu extension. Any form submitted by another email will not be accepted*

SECTION I: STUDENT INFORMATION (THIS SECTION MUST BE COMPLETED)

1. STUDENT ID	2. NAME (LAST, FIRST)	3. DATE OF REQUEST
4. MILITARY STATUS <input type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> RESERVE <input type="checkbox"/> SEPARATED <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> DEPENDENT	5. PERMANENT ADDRESS (Street, City, State, Zip) (Must match Address in Student ACES account)	6. ASSIGNED DUTY STATION (MILITARY MEMBER/SPONSOR INFORMATION)
7. EXPIRATION DATE FOR MILITARY ID OR TERM OF SERVICE	8. HOME OF RECORD OR STATE OF LEGAL RESIDENCE (MILITARY MEMBER/SPONSOR INFORMATION)	9. SOCIAL SECURITY NUMBER
10. HOME COLLEGE <input type="checkbox"/> NLC <input type="checkbox"/> NVC <input type="checkbox"/> PAC <input type="checkbox"/> SPC <input type="checkbox"/> SAC	11. SEMESTER OF ENROLLMENT (If Applicable) <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER	12. ACADEMIC YEAR OF ENROLLMENT

SECTION II: SPONSOR INFORMATION (THIS SECTION MUST BE COMPLETED ONLY IF THE STUDENT IS A DEPENDENT)

13. SPONSOR NAME (LAST, FIRST)	14. SPONSOR LAST FOUR OF SSN	15. SPONSOR RELATIONSHIP TO STUDENT
16. SPONSOR EXPIRATION DATE FOR MILITARY ID OR TERM OF SERVICE	17. SPONSOR PERMANENT ADDRESS	

SECTION III: TEXAS RESIDENT TUITION OPTION SELECTED

18. Option Selected:

SECTION IV: LETTER OF INTENT TO ESTABLISH TEXAS RESIDENCE

By signing below, I affirm that I intend to establish my residence in Texas and that I will reside in Texas while enrolled.

19. STUDENT SIGNATURE	20. DATE
21. STUDENT'S PARENT/GUARDIAN SIGNATURE IF MINOR	22. DATE

Military personnel, veterans, and dependents who qualify for an option are entitled to pay tuition and fees at the resident tuition rate in any subsequent term or semester while the person is continuously enrolled, not including summer term, in the same degree or certificate program. After qualifying for an option, if a student requests a Change of Major or Change of Primary Institution, this form must be resubmitted to continue to be eligible for the same resident tuition rate.

22. STUDENT SIGNATURE	23. DATE
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FOR OFFICIAL USE ONLY

24. RECEIVED BY ADMISSIONS AND RECORDS	25. DATE	
26. STATE/COUNTY	27. RESIDENCY CODE From: To:	28. TERM
29. VERIFIED BY	30. DATE	31. CHANGE STUDENT TYPE