

## Spring & Municipal School – Special Announcement

Major registration change for those using Texas A&M Forest Service (TFS) grant funding.

Beginning 2014 all HB 2604/TIFMAS grant vouchers (TFS Grant Voucher) for Annual Schools (March & July) must be sent in with the associated TEEX registration form(s) to TEEX.

If you are not using the TFS grant funding these changes do not affect you. Those choosing to use HB 2604/TIFMAS grant funding please read on.

In the past many departments sent in their TEEX Annual Schools registration form(s) and later sent in their TFS grant voucher, or they sent in their TFS Grant Voucher and later sent in their TEEX Annual Schools registration form(s). These practices are no longer accepted. TEEX registration form(s) and TFS Grant Voucher **MUST** be sent in together.

### What you should do if using a TFS grant funding for Annual Schools:

1. Determine the number of students attending and whether they will utilize the Annual School dorm plan and/or optional meal card (breakfast & dinner).
2. Request and receive your TFS grant approval early.
3. Complete the student name(s) (and tuition, dorm and optional Meal Plan information, if applicable) on your approved TFS grant voucher.
4. Complete the TEEX registration forms. Names must match those you listed on the TFS Grant Voucher.
5. Mail the completed TFS Grant Voucher and TEEX registration form(s) to TEEX (all together).

Department updates to the TFS Grant Voucher and/or TEEX registration form(s) are accepted as long as they meet the deadline requirements.

### Note: When using TFS Grant Funding for Annual Schools:

- A TFS Grant Voucher does not register you for Annual Schools. You must also provide completed TEEX registration form(s).
- Do not send in your TEEX registration form without the associated TFS Grant Voucher. Both the TFS Grant Voucher and TEEX registration form(s) **must be together**.
- TEEX registration forms without a TFS Grant Voucher – Not accepted.
- TFS Grant Voucher without TEEX registration forms – Not accepted.
- TFS Grant Funding information and application is located at [www.texasfd.com](http://www.texasfd.com)
- TFS Grant Funding for annual schools includes both HB 2604 and TIFMAS grants.
- This process change impacts all future Annual Schools (July & March).

### **For more information**

Call (866)878-8900 or email [esti@teex.tamu.edu](mailto:esti@teex.tamu.edu)