

Annual Fire Schools - Special Announcement Training Tuition Vouchers



Before you register for a course, you must obtain approval from Texas A&M Forest Service for training tuition assistance. On your approval letter, there will be a voucher number. Each student approved for tuition grant assistance will need this number. You are no longer required to email or fax the approval letter to TEEX/ESTI unless it is specifically requested by TEEX staff.

Because the Annual School Program requires you to utilize the online registration system, you must register for your course through your TEEX student portal. If the total amount due is greater than the total amount allowed by the tuition voucher, the individual/department will be responsible for the difference.

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

1. Determine the number of students attending.
2. Request and receive your grant approval early. Grant Funding information and application are located at **fireconnect.tfs.tamu.edu** and www.texasfd.com
3. Complete the registration forms through the TEEX Student Portal. On the payment section, choose “Purchase Order” and enter the voucher number (for example “E123456”) from your grant approval letter. If your department was approved for multiple students, each student up to the maximum approved in the training tuition request may use the same voucher number.
4. The PO contact email needs to be either yourself or a responsible person within your organization.
5. A new data field has been added to the payment process. The Tax ID (Tax Payer ID, EIN or FEIN) will be the number assigned to your organization; **NOT** the Texas A&M Forest Service. The field is required and needs to be in the following format: xx-xxxxxxx.

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

Please Note:

- A Texas A&M Forest Service Grant Voucher does not register you for Annual Schools. **You must complete the TEEX registration process.**
- Do not register for class(es) with TEEX prior to receiving your approval letter. Using a generic PO number such as “TFS voucher” will result in you being dropped from the course.
- Vouchers are eligible for **in-person classes only.**
- Vouchers **cannot be used towards TEEX administrative fees.**
- **Students must attend all days of a course** in order for the voucher to pay for the class. If a student does not attend all days, the fire department will be responsible for the payment.

For Grant Information

Call: (979) 458 - 6505
Email: 2604@tfs.tamu.edu

For Fire School Information

Call: (866) 878 - 8900
Email: annualschool@teex.tamu.edu