

MEMORANDUM FOR RECORD

SUBJECT: Student Acknowledgment of Responsibilities

Reference:

- a. Army Regulation 621-1, Training of Military Personnel at Civilian Institutions, 28 August 2007
- b. Advanced Education Programs Branch (AEPB) Policy and Procedures Manual, FY17

I acknowledge the following responsibilities (initials at each):

_____ I have read and understand the AEPB Policy and Procedures Manual especially Section E – Student Oriented Section.

_____ I understand that immediately upon my arrival at my university/college, I will contact the Third Party Billing office with the school's bursars office to ensure that they have received the sponsorship letter from AEPB and that the inclusive dates are correct. If not, I will contact the AEPB Program Manager (PM) responsible for my school.

_____ I understand that within 30 days, I will contact the local ROTC Professor of Military Science (PMS) to arrange for my working with them 1 day each month, conduct of APFT/HT/WT checks and gainful employment during school breaks. If there is no ROTC detachment locally, I will contact the nearest Recruiting Battalion Commander. (This does not apply to FLEP or PhD students)

_____ I understand that upon arrival at my school, I will contact my academic advisor and update my DA Form 2125. I will provide that DA2125 to the Program Manager responsible for my school within 30 days.

_____ I will provide a DA Form 2125 with grades following each semester/term/quarter to the PM responsible for my school. I understand that failure to submit the DA Form 2125 will affect the timing of payment to my school and may cause disruption of my program of study.

_____ I understand that any changes to my program of study to include enrolling in online courses must be approved in advance by AEPB. Failure to obtain prior approval may result in my being financially responsible for any differences in tuition. Changes will be submitted through the PM responsible for my school.

_____ I understand the Army's education programs does not fund travel. Requests for Permissive TDY travel, with justification, must be submitted 90 days prior to departure

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date (120 if OCONUS) through my training agency to the AEPB office on a PTDY Request Form.

_____ I understand that I will provide updated contact information (telephone numbers and email addresses) to the Program Manager responsible for my school upon acceptance into an ACS program and arrival at school.

Student Name _____

Signature _____

Date _____