# **Effective Immediately**





### Instructions

Email following documents to <a>sac-protsvcs@alamo.edu</a>

### **Full Time Firefighters**

- 1. Employment verification Letter signed by the Chief on departmental letter head
  - a. Not older than two weeks
- 2. Tuition Exemption form completed and signed
- 3. Attach a Color Copy of
  - a. Your driver's license
  - b. TCFP FIDO ACCT #
- 4. Proof of enrollment
  - a. Class schedule
  - b. And your Degree plan with the highlighted courses you enrolled for.

## **Volunteer Firefighters**

- 1. Employment verification Letter signed by the Chief on departmental letter head not older than two week
  - At Least one year as an active member of an organized volunteer fire department participating in the Texas Emergency Services Retirement System.
- 2. Tuition Exemption form completed and signed
- 3. Attach a Color Copy of
  - a. Your driver's license
  - b. TCFP FIDO ACCT #
- 4. Proof of enrollment
  - a. Class schedule
  - b. And your Degree plan with the highlighted courses you enrolled for.

**Note: Tuition Exemption forms must be completed every semester.** All Tuition Exemptions will be processed and forwarded to business office on Thursdays.

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#### Links to Resources:

Government Code: http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.353 Administrative Code: http://texreg.sos.state.tx.us/public/readtac\$ext.ViewTAC?tac\_view=5&ti=19&pt= 1&ch=21&sch=Z&rl=Y SFFMA Website: https://www.sffma.org/ TCFP Website: http://www.tcfp.texas.gov/ NFPA Website: http://www.nfpa.org/