

**Fort Hays State University / RTG Letter of Intent***Third-Party Notification Form*

This LOI is intended to be used by FHSU and the student as an agreement that information pertaining to their current course registrations in RTG partner courses can be shared with authorized representatives of RTG & Associates, LLC; 1333 Arroyo Verde, Schertz, TX 78154 so long as the student authorizes by signature below. It also provides steps for the application process and information for the FHSU Transfer & Military Center POC to begin communications with the student.

This information released to RTG is subject to the confidentiality provisions of appropriate state and federal laws and regulations, which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations.

This LOI should be submitted via e-mail to the FHSU Transfer & Military Connected Student Services POC [rsadkins@fhsu.edu](mailto:rsadkins@fhsu.edu) and to the Graduate School at [gradschool@fhsu.edu](mailto:gradschool@fhsu.edu).

I, the undersigned, authorize Fort Hays State University to release information regarding my current course registrations in RTG partner courses to representatives of RTG & Associates, LLC. This shall include my name, contact information below, and current semester course registrations in RTG-partner courses. This shall not include course grades or any other personally identifiable information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Information**

Full Name \_\_\_\_\_ Last two digits of SSN \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail Address \_\_\_\_\_ Initial Semester planning to attend \_\_\_\_\_

**Branch of Service:**

Army

Marines

Navy

Air Force

**There are four States with unique licensure requirements. If you live in one of these States, select State of Residence:**

Kentucky

Missouri

North Carolina

Virginia

**Degree Information**

Master of Science in Education\*  
(JROTC Instructor Prep)

Master of Science in Education\*  
(JROTC Instructor Prep/Educational Leadership)

JROTC Instructor  
(non-degree seeking, undergraduate)

JROTC Instructor  
(non-degree seeking, graduate) Graduate

SkillBridge Certificate  
(non-degree seeking)

\*Requires all official transcripts submitted to Registrar's Office or Graduate School with application for transfer credit.

# Fort Hays State University / RTG Letter of Intent

## Third-Party Notification Form

**Please list expected transcripts:**

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\*Please indicate which military branch you will be teaching JROTC for:

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\*See the attached *Steps to Complete* checklists.

**FHSU Military Connected Student Services POC**

Randy Adkins  
 Military Admissions Advisor  
 Telephone: 785-628-4190  
 E-mail: [rsadkins@fhsu.edu](mailto:rsadkins@fhsu.edu)

**Have all official transcripts sent to the Registrar's Office:**

**USPS**  
 Fort Hays State University  
 Registrar's Office  
 600 Park St  
 Hays, KS 67601

**FedEx & UPS**  
 Fort Hays State University  
 Registrar's Office  
 701 Park St  
 Hays, KS 67601

**GI Bill Graduate Degree Seeking (non-Voc Rehab)**

*First Semester (application & enrollment)*

To apply for admission:

1. Apply for admission. You can do this from the website at: <https://www.fhsu.edu/academic/gradschl/admissions/index>.
2. Submit an application fee of \$40.
3. Submit official copies of your academic transcripts (regionally accredited bachelor's degree) and required documentation for admission.
4. Admission requirements can be found at: <https://fhsu.edu/academic/gradschl/programs/index.html>
5. Financial aid information can be found at <https://www.fhsu.edu/finaid/> if you are planning to apply for financial aid as well.

With the FHSU application students should also be working on their VA benefits:

1. Apply to use your benefits at FHSU on the VA site at <https://www.va.gov/education/>.
2. Send your Certificate of Eligibility to Robyn Brungardt (FHSU's VA Certifying Official) at [rjbrungardt3@fhsu.edu](mailto:rjbrungardt3@fhsu.edu). She can also be reached at 785-628-4436.

Once admitted:

Step 1:	Set up your <a href="#">WorkDay</a> .
Step 2:	Check your FHSU e-mail. This can be accessed through the <a href="#">Student Resources Page</a> .
Step 3:	Login to your student account through Workday and complete your onboarding tasks. Find additional Workday Resources <a href="#">here</a> .
Step 3:	Find your academic advisor by logging into Workday, click on the "Academics" worklet, and navigate to the "Important Contacts Support Network."
Step 4:	Register for courses by utilizing your academic advisor and the academic plan function.
Step 5:	Each semester you will need to fill out the Veteran's Class Schedule after you've registered for your courses at <a href="https://webapps.fhsu.edu/ClassScheduleForVeteransBenefits/">https://webapps.fhsu.edu/ClassScheduleForVeteransBenefits/</a> . Your VA file number is your SSN.
Step 6:	MGIB students will need to have an alternate payment arrangement as tuition money comes to the student. Post 9/11 students will be able to see their pending aid towards their tuition bill.
Notes	*If you are having trouble selecting RTG-partnership courses, make sure that your LOI is turned in and contact <a href="mailto:knbroadway@fhsu.edu">knbroadway@fhsu.edu</a> . **The amount of your GI Bill benefits will show as anticipated aid towards your tuition bill. If your eligibility is less than 100% the balance will be indicated and is due before the beginning of classes.