

**Recruitment Incentive and Retention Program (RIRP)  
Checklist for Tuition Assistance**

*Applying for the RIRP is YOUR responsibility. You are to complete and submit all proper documentation to apply for the RIRP directly to NYNM Headquarters BEFORE 1600 on the day of the deadline each semester. This documentation WILL NOT get submitted or approved if sent anywhere other than the RIRP email (ng.ny.nyarnng.mbx.nynavalmilitia-rirp@army.mil), mailed to Headquarters attn.: Education Officer, or faxed to 518-786-4427.*

**Spring Semester (1st deadline)**

The completed DMNA Form 96-1 MUST be received by the Naval Militia Education Officer NOT LATER THAN 1600 on December 13 of each year, in order to be accepted into the application period.

**Fall Semester (1st deadline)**

The completed DMNA Form 96-1 MUST be received by the Naval Militia Education Officer NOT LATER THAN 1600 on August 13 of each year, in order to be accepted into the application period.

 **New York Naval Militia Membership**

- You MUST be a member of the Naval Militia for AT LEAST 30 days prior to the deadline to apply.
- You MUST be a current member of the New York Naval Militia (NYNM) in good standing.

 **[NYNM RIRP Acknowledgment \(NYNM FORM 1781\)](#)**. NYNM FORM 1781 must be read, signed, dated, and returned with your other RIRP application documents. **[DMNA Form 96-1](#)**.

- For each semester you would like to receive tuition assistance from the Naval Militia, a new DMNA Form 96-1 will be completed and submitted to the Education Officer at NYNM Headquarters.
- The form must be complete prior to being submitted, to include the Memorandum of Understanding (first 3 pages). Each line must be read and initialed by you prior to submission to Naval Militia Headquarters. Page 5, question 4a needs to be signed by a designated member of your Reserve unit (other than yourself) that can verify you are a current drilling reservist, in good standing and will continue to be a drilling member for the duration of the time you are receiving RIRP benefits. This member is typically the Commanding Officer, Non-commissioned officer, or Liaison Officer. You must have it re-signed each semester. This signature is a required part of your RIRP application process. THE DESIGNATED MEMBER MUST PROVIDE RANK AND CONTACT INFORMATION. The signature from the person in your reserve unit MUST be electronically signed with a Common Access Card (CAC).

 **Proof of acceptance and enrollment in college/university.**

- If this IS your first semester at your current college/university, obtain & submit a Letter of Acceptance (LOA) from the college/university attending as well as copy of class schedule/student transcript stating number of credits you will be taking for that semester.
- If this is NOT your first semester at this college/university, send a copy of your class schedule/student transcript outlining the number of credits being taken for that semester to verify your full or part time attendance.

 **SAR from FAFSA** Complete the Free Application for Federal Student Aid (FAFSA) (Pell Grant). Obtain Student Aid Report (SAR) as proof of PELL approval or denial. The SAR is usually ~4-8 pages long and NYNM HEADQUARTERS requires you to submit the entire document. Proof of final PELL determination (regardless of approved or denied) IS REQUIRED before the complete package can be approved. Print your SAR by signing into the FAFSA website (<http://www.FAFSA.ed.gov>). Select View or Print your Student Aid Report (SAR) from the "My FAFSA" page.

**☐ TAP (if taking 12 credits or more)**

- Complete the application for Tuition Assistance Program (TAP) from NYS Higher Education Services Corporation (HESC) if you are attending full-time. Obtain ORIGINAL TAP Award Certificate as final proof of TAP approval or denial. Proof of final TAP determination (regardless of approved or denied) IS REQUIRED before the complete package can be approved. (<http://www.hesc.com>).
- You may provide a copy of the email you received from HESC and a screenshot of your award for the TAP requirement (both pages must be submitted together) or you can contact HESC Call Center at 1-888-697-4372 for an award letter.

**☐ Aid for Part Time Study (APTS) (if taking 6-11 credits)**

Complete the APTS application which may be found on your college or university's website and send copy of the completed application along with RIRP package prior to submitting it to your school. The APTS APPLICATION is required before the complete package can be approved (we ONLY require the completed application, NOT the determination).

**☐ Grade Point Average**

You must maintain a Grade Point Average (GPA) of 2.5 or higher. Failure to maintain a GPA of 2.5 may result in forfeiture of the RIRP benefit and subsequently you having to pay your college for the tuition owed. You must also have a GPA of 2.5 to be eligible to apply for subsequent semesters.

**To submit your RIRP package:**

- If submitting electronically, send all documents in either PDF (preferred) or JPEG format only. Email applications to: [ng.ny.nyarnq.mbx.nynavalmilitia-rirp@mail.mil](mailto:ng.ny.nyarnq.mbx.nynavalmilitia-rirp@mail.mil).
- If you cannot submit your application electronically, you may fax your complete package to (518) 786-4427, or mail it to: Division of Military & Naval Affairs, ATTN: New York Naval Militia Education Officer, 330 Old Niskayuna Road, Latham, NY 12110-3514.

**Late applications will not be accepted under any circumstances.** Beginning the day after the first deadline, you will have a 60-day grace period to collect all final required documents and submit them to NYNM Headquarters for approval. This 60-day period is to allow for processing times at HESC and FAFSA; all additional remaining requirements should be submitted as soon as possible to allow for processing time. Note: your college/university will not receive notification about RIRP from NYNM until we have received all requirements & approved your application, therefore it is crucial you submit all documents as early as possible.