

Division of Military & Naval Affairs  
Education Services Office  
330 Old Niskayuna Road  
Latham, NY 12110-2224  
(518) 786-4937

FY 02 Army National Guard (ARNG) Tuition Assistance Program

Policies and Procedures

14 January 2002

1. The following applies to all ARNG personnel requesting tuition assistance (TA) through the Education Services Office, NYARNG.
2. Each Fiscal year, National Guard Bureau (NGB) provides guidance to Education Services Officers and Mandates specific methods of obligation for annual funding for this TA program. The assistance is provided for **tuition only** at regionally accredited institutions. The primary goal of the ARNG FTA program is to increase the readiness of the ARNG by helping soldiers meet the educational requirements of their grade. The program is also intended to help recruit quality applicants, retain qualified soldiers and improve the morale and welfare of the entire ARNG. Education programs should focus primarily on undergraduate degrees for all enlisted soldiers, warrant officers and officers. A first professional degree, primarily for majors and below, may be supported provided funding is available. The goal of the ARNG education programs is to ensure all soldiers are in a certificate or degree-producing program.
3. The ARNG TA Program provides up to 75 percent of tuition costs only up to the cap outlined below for a maximum of fifteen (15) credit hours (22 quarters hours) of course work per fiscal year. The amount of TA provided to each soldier is as follows:
  - Graduate/Undergraduate degree: \$187.50 per credits hour (\$125.00 per quarter credit) or 75% whichever is the lesser amount.

Note: For example, A 3 credit course at \$150 per SH.  $\$150 \times 75\% = \$112.50$ .  $\$112.50 \times 3 = \$337.50$  authorized for ARNG FTA. A 3 credit course at \$300 per SH.  $\$300 \times 75\% = \$225$ .  $\$187.50 \times 3 = \$562.50$  authorized for ARNG FTA (the \$187.50 SH cap was applied).
4. TA can also be used to fund clock hours for vocational/technical courses offered by accredited Colleges/Universities. Remember, the key here is "accredited colleges and universities", other vocational programs such as tractor-trailer schools can be assisted through Veterans Administration approved schools under the Montgomery G.I. Bill. To determine the credit hour cost of these courses, divide the number of clock hours by 15. The result is the number of credit hours. Divide the total cost of the course by the number of credit hours. The annual cap per person for clock hours type courses is \$ 1,500.
5. Soldiers can use any combination of the above tuition assistance, within the specified limits, not to exceed \$ 3,500 per soldier each fiscal year.
6. Soldier who apply for this tuition assistance must meet the criteria outlined in AR 621-5, the Army Continuing Education System, and Title 10, USC, Armed Forces Section 2007, Payment of Tuition for Off-Duty Training or Education, dated December 1996.
7. Soldiers may use other funding sources (e.g., Pell Grants, the Montgomery G.I. Bill and State TA programs) to pursue college work. However, benefits cannot be duplicated for the same credit hour as follows: TA and MGIB benefits are both federal monies and cannot be used simultaneously for the same course. For example, if a student is taking 15 credit hours and is receiving full time benefits under the G.I. Bill, then the student can use the TA for only the three credits beyond the 12 credits considered full time by the Veterans Administration. State TA programs can be used concurrently with the ARNG TA program.

8. Due to the current changes the soldiers enrolled in the following programs are eligible to receive TA benefits as outlined in the Department of Defense (DoD) they will receive the \$187.50 per credit hour or \$125.00 per quarter credit: Officer Candidate School (OCS), Warrant Officer Candidate School (WOCS), and ROTC Simultaneous Membership Program (SMP) Cadets agreeing to serve in the ARNG.

9. Please note that when tuition assistance funds are limited, usually after July of each year, the ESO may eliminate or reduce assistance for graduate level courses. All application are processed on a first come, first served basis; however, each soldier needs to apply 2 weeks prior to course start date.

10. All participants must complete an ACES packet to include the DA Form 2171. It's extremely important to read the instructions carefully. Improper completion of any portion of the packet can delay processing and may result in disapproval of funding. Soldier must complete the following:

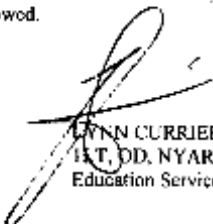
- a. Once each fiscal year, an ARNG Tuition Assistance "Statement of Understanding"
- b. For each application submission, a "Certificate of Financial Aid" enclosed with packet.
- c. Schedule of classes.
- d. Request for Tuition Assistance-Army Continuing Education system (DA Form 2171) also included with each packet.

11. To process TA requests, complete the entire ACES packet, and return to

DMNA (MNA-R-MP (ED))  
330 Old Niskayuna Road  
Latham, NY 12110-2224

Note: OCS, WOCS and ROTC SMP candidates must provide a copy of orders and/or other verification of program participation.

12. Each fiscal year begins on 1 October and ends on 30 September; however, the ESO begins year-end closeout procedures on 1 September. Therefore, anyone needing tuition assistance for the fall semester must assure all TA requests are received in the ESO no later than 30 August. No one will be approved for funding after the date. Fall courses beginning after 1 October cannot be funded with prior year monies. Please remember that this education benefit is not entitlement, but rather an incentive provided funds are available and all guidelines are followed.



LYNN CURRIER  
1LT, OD, NYARNG  
Education Services Officer

**ARNG TUITION ASSISTANCE (TA) STATEMENT OF UNDERSTANDING**

1. I understand approval of this request is NOT automatic.
2. I understand TA is authorized on a course-by-course basis and only for courses required by my degree. I understand TA will NOT be used to repeat any courses or equivalent regardless of the funding source of the original course(s).
3. I understand ALL TA requests are processed on a first-come, first-served basis. When funding is limited, I understand priority will be given to those working on undergraduate degrees.
4. I understand there is no guarantee of availability of TA funds, particularly toward the end of July and August of any fiscal year. NO TA REQUESTS WILL BE PROCESSED AFTER 29 AUGUST.
5. I understand NO TA requests will be approved if the ESO does not have a status/grade report for any previously TA funded course. Satisfactory progress reports signed by the instructor are acceptable for on-going courses. I also understand, I must provide the grade report within 60 days of the end of the course.
6. I understand recoupment action will be automatically initiated 60 days after the end date of the course for any courses I fail to complete for reasons within my control. Courses not completed for reasons beyond my control, I understand I must submit a letter from my commander stating the reason for non-completion. I also understand any courses for which a grade of Incomplete is issued, must be completed within 120 days, regardless of institutional policy.
7. I understand approval of any adjustments to the request for tuition assistance must be obtained from the ESO and ANY ALTERATIONS TO THIS FORM ARE PROHIBITED.
8. I understand approved TA requests for course(s) in which I decide not to enroll must be returned to the ESO immediately.
9. I understand and certify that I AM NOT RECEIVING EDUCATIONAL BENEFITS FOR ANY COURSES UNDER THE MONTGOMERY GI BILL, VEAP, PELL GRANT, OR ANY OTHER FEDERAL ASSISTANCE PROGRAM FOR WHICH PAYMENT WOULD DUPLICATE BENEFITS FROM THE FEDERAL TREASURE (TITLE 38, USC 2005).
10. I certify I AM NOT ACTIVE GUARD RESERVE (AGR) TITLE 10, 2007. I certify I will complete my term of enlistment or will reimburse the government (Title 10, USC 2005).
11. I certify I am NOT FLAGGED under provisions of Army Regulation 600-8-2 and that my anticipated duties will permit completion of the course(s).
12. I understand all required forms and a completed DA Form 2171 must be received by the ESO not later than 15 days prior to class start date. I certify I have read, understand and will comply with Army, NGB and ESO policies and procedures and pertinent portions of AR 621-5 and that I am eligible for this TA.

**SOLDIER CERTIFICATION**

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(print) Last Name, First, Middle Initial (Rank)

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Signature and Date

**ARNG TUITION ASSISTANCE (TA) STATEMENT OF UNDERSTANDING**  
**Your initials are required for each line**

1. \_\_\_\_\_ I understand approval of this request is NOT automatic.
2. \_\_\_\_\_ I understand TA is authorized on a course-by-course basis and only for courses required for my degree. I understand TA will NOT be used to repeat any courses or equivalent regardless of the funding source of the original course(s).
3. \_\_\_\_\_ I understand ALL TA requests are processed on a first-come, first-served basis. When funding is limited, I understand priority will be given to those working on undergraduate degrees.
4. \_\_\_\_\_ I understand there is no guarantee of availability of TA funds, particularly toward the end of July and August of any fiscal year. **NO TA REQUESTS WILL BE PROCESSED AFTER 29 AUGUST.**
5. \_\_\_\_\_ I understand future TA requests will not be approved if the ESO does not have a status/grade report. Satisfactory progress reports signed by the instructor are acceptable for on-going courses. I also understand, I must provide the grade report within 30 days after the completion of the course.
6. \_\_\_\_\_ I understand recoupment action will be automatically initiated 60 days after the end date of the course for any courses, if I fail to complete for reason within my control. Courses not completed for reasons beyond my control, I understand I must submit a letter from my Commander stating the reason for non-completion. I also understand any courses for which a grade of Incomplete is issued, must be completed within 120 days, regardless of institutional policy.
7. \_\_\_\_\_ I understand approval of any adjustments to the request for tuition assistance must be obtained from the ESO and **ANY ALTERATIONS TO THIS FORM ARE PROHIBITED.**
8. \_\_\_\_\_ I understand approved TA requests for course(s) in which I decide not to enroll must be returned to the ESO immediately.
9. \_\_\_\_\_ I understand and certify that I AM NOT RECEIVING EDUCATIONAL BENEFITS FOR ANY COURSES UNDER THE MONTGOMERY GI BILL, VEAP, PELL GRANT, OR ANY OTHER FEDERAL ASSISTANCE PROGRAM FOR WHICH PAYMENT WOULD DUPLICATE BENEFITS FROM THE FEDERAL TREASURER (TITLE 38, USC 2005).
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11. \_\_\_\_\_ I certify that I am NOT FLAGGED under provisions of Army Regulation 600-8-2 and that my anticipated duties will permit completion of the course(s).
12. \_\_\_\_\_ I understand all required forms and a completed DA Form 2171 must be received by the ESO no later than 15 days prior to class start date. I certify I have read, understand, and will comply with the NGB and ESO policies and procedures, and pertinent portions of AF 621-5.

**SOLDIER CERTIFICATION**

\_\_\_\_\_  
Last Name, First Name (Rank)

\_\_\_\_\_  
Signature and Date

CERTIFICATION OF FINANCIAL AID

The information on this form is required to help in determining eligibility and compliance with the Army Continuing Education System (ACES) Tuition Assistance Program. If this form is not completed accurately, it **WILL NOT** be processed and the entire packet will be returned and may result in delay or denial of benefits. This form must be submitted each **FISCAL YEAR**, along with the statement of understanding, proof of registration at your school, and DA Form 2171. NOTE: Military members cannot use the GI Bill and the ACES Tuition Assistance funds for the same course during the same semester. The Education Services Officer must be notified within five (5) days of course withdrawal and submit official grade report within thirty (30) days of course completion.

**The Veterans' Affairs Representative at your Institution must sign the certification statement**

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Soldier's Last Name	First Name	Grade/Rank	SSN
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Home Address	City, State, Zip Code
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Unit Address	City, State, Zip Code
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School Name & Address

Semester (Circle One)    Spring    Summer    Fall    Year \_\_\_\_\_

Have you applied or are you receiving PELL GRANT, MONTGOMERY GI BILL or other federal monies?                      (Circle One)    YES    NO

Is your employer paying in full or in part of course(s)?    YES    NO

**SOLDIER CERTIFICATION**

I certify all of the above is true. I also authorize the staff of the New York Army National Guard Education Services Office access to my academic records. I further authorize release of my grade report and any information regarding financial aid award to: Division of Military and Naval Affairs, MNAR-MP (ED)

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Soldier's Signature	Date
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As a Veteran's Affairs Representative, I certify the above named individual IS / IS NOT using the Montgomery GI Bill for the above stated course(s), for the semester stated.

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Print & Sign Name	Date	Telephone Number
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