

**Utah National Guard
Regulation 621-01**

Education:

State Tuition Programs

**Headquarters
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UNCLASSIFIED

Armories

Education - State Tuition Programs

By Order of The Adjutant General:

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Summary. This publication gives instructions on education assistance programs for active status Utah National Guard members.

Applicability. This publication is applicable to all members of the Utah National Guard, Air & Army.

Army management control process. This publication does not contain management control provisions.

Supplementation. UTNG-PER-EDU must approve any supplementation of this publication and establishment of command and local forms.

Proponent and exception authority. The proponent of this publication is the UTNG-PER-Z. The proponent has the authority to approve exceptions to this publication that are consistent with controlling law and regulations.

Suggested improvements. Users are invited to make suggestions for improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the proponent.

Distribution. This publication is available in electronic media only and is intended for all members of the Utah National Guard as applicable.

History. This is a new regulation. The portions affected by this administrative revision are listed in the summary of change.

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Chapter 1 State Tuition Waiver Program (Scholarship)

1. Purpose

The purpose of this policy is to provide policy and procedural guidance regarding participation in the State Tuition Waiver Program for members of the Air and Army Utah National Guard (UTNG).

2. References

Appendix A.

3. Explanation of Abbreviations and Terms

See glossary

4. Responsibilities

The Adjutant General is responsible for implementing the State Tuition Waiver Program, and administering funds accountability.

a. The Directorate, Deputy Chief of Staff for Personnel (G1) Personnel Officer (NGUT-PER-Z). An individual designated by duty position, in the staff organization, that is responsible for the overall supervision of the State Tuition Waiver Program, implementation and management.

b. The Education Services Officer (ESO) (NGUT-PER-EDU) is an individual designated by duty position, as the Administrator for the management of the program, in coordination with the State Military Department, by the Adjutant General who is responsible under Utah Annotated Code (Utah Code, Title 53b “State System of Higher Education” Chapter 8, “tuition waiver and scholarships”, Section 101 “waiver of tuition”) and the Army Continuing Education System (ACES). As the State Education Officer, controlling several organizational sections, he/she may sub-delegate to section assistants responsible for the disbursement of program benefits within his/her staff section/entity. Such delegation does not relieve the ESO from overall responsibility/accountability for the use of allocated funds to administer this program.

5. State Tuition Waiver Program Overview

The State Tuition Waiver Program (STW) will provide financial assistance to support a UTNG member’s professional and/or personal self-development goals in pursuit of a higher education degree, per the following guidance. The Utah State Legislature, through the budget approval process, may grant authority to State Institutes of Higher Learning to grant Tuition Waivers to students meeting certain qualifications including Utah National Guard membership. This program provides financial support for service members in pursuit of an undergraduate degree, in an approved academic program. This is a competitive scholarship program based upon a student’s academic standing (Grade Point Average (GPA) score) and additional application requirements. The recipient’s award is on a year to year basis. Service members may not simultaneously use the STW and the State Tuition Assistance (STA) program to fund tuition costs. Service Member (SM) must submit a new application for each successive school year if the student wants to compete and be eligible to receive these funds. Otherwise, the student may apply for STA to fund the upcoming new school year. All interested service members may request information or apply through the Education Services Program Department. **Students must be attending a state college or university to be able to apply for and participate in this program.**

a. Eligibility. The individual must be a UTNG member and a satisfactory participant, in an active drilling status, to be eligible for receipt of STW program benefits. UTNG Members, who receive 9 or more AWOLs/UNSATs in the previous 12 months, preceding application for STW program benefits, are not “satisfactory participants” in the Utah National Guard and therefore, are not eligible for these program benefits.

b. The ESO is responsible for determining the eligibility requirements and an order of merit to UTNG Members who:

- (1) Receive acceptance as a student at a Utah State public college or University for the coming school year.
- (2) Will be attending the school as a full-time student for the entire coming school year.
- (3) Is Military Occupational Specialty (MOS)/Air Force Specialty Code (AFSC) qualified
- (4) Does not have a 4 year degree
- (5) Are not on active duty (Active Guard Reserve (AGR)/Active Duty Operational Support (ADOS))
- (6) Are considered Utah residents by the school they will be attending
- (7) Cadets must not be receiving scholarships for Tuition and Fees

c. Active Guard Reserve members (AGR). AGR members (Title 10 or Title 32) are not eligible to receive STW

program benefits. AGR members qualify for monetary assistance to complete educational goals through their respective active component ESO's, Air Force, or Army. For AGR Air Guard members, contact your ESO representative at Hill Air Force Base for available education support programs. AGR Army Guard members must contact the ESO representative at Joint Forces Headquarters in Draper, Utah. The ESO will consider exceptions on a case by case basis. The G1 or ESO may waive exceptions.

d. Temporarily Mobilized/active duty Utah National Guard members. Utah National Guard Members serving on active duty for the entire length of the course must seek federal funding through their respective service component active duty Education Servicing Center. UTNG members who are on active duty (other than ADOS/Active Duty for Training (ADT)/Active Tour (AT)) shall not participate in the STW Program.

6. Administration of State Tuition Waiver Program

a. GPA Requirement. For STW recipients, their school administration as well as the ESO may require a higher GPA standing than the minimum allowed for the STA Program at a cumulative 2.0 rating. SM's should strive to exceed the minimum standard of 2.0.

b. STW is an "up front" program. This means that no benefit payment(s) will ever be made directly to the student.

c. Application: UTNG members are required to use the Utah National Guard Tuition Assistance Application. This form and the procedure for application are provided at www.ut.ngb.army.mil/education2. Applicants may apply for the STW January 1 through May 31.

7. Service Commitment.

All Utah National Guard members must serve in an active drilling status through the end date of the course, unless involuntarily separated with an "honorable" discharge rating. If voluntarily separated or separated "for cause" before completion of the course, SM's will be subject to full recoupment of awarded and/or used funds.

8. Application Procedures.

Use the following forms for administration of the STW program:

a. Utah National Guard State Tuition Waiver Application can be found at www.ut.ngb.army.mil/education2 provides this form and the procedure for applying. For the State Tuition Waiver. Students must submit an application between January 1st and May 31st prior to the school year in which you will attend.

b. Complete the application for the Utah National Guard Tuition Waiver.

c. Submit a short essay (1 ½ to 2 pages) on a topic assigned by the ESO.

d. Submit a copy of your school transcripts for every high school, college, or university that you have attended. Copies of your transcripts may be unofficial (copied and pasted into a word document). The unofficial transcripts must have your name and the name of the school on the copy and on the pasted document.

e. Scholarship Cadets. Cadets will need to submit the CCF 145-1-R as well as the DA 597-3 to verify they are not receiving Guaranteed Reserve Forces Duty Scholarships (GRFDSP) for tuition. If the Cadet does not receive the CCF 145-1-R before the deadline they must submit a copy of the CCF 145-1-R prior to the semester start date. The Scholarship Cadet Statement of Understand must accompany the application when the current CCF 145-1-R for the requested school year.

9. Recoupment.

Applicants are responsible for notifying the Program Manager (PM) if there are any changes in course status, such as additions, drops, or withdrawals. Students who fail a course by receiving a Failed, Grade of E, Withdrawal, Incomplete (F, E, W, or I ("I" referring to incomplete coursework which the student did not finish within 120 days)) may be subject to recoupment directly from the school.

10. Exceptions to Policy.

Any exception to policy requires coordination with the ESO.

11. Points of Contact.

The Utah National Guard, Utah Air Guard Point of Contact (POC) email: 151arw.sta@ang.af.mil.

The Utah National Guard Education Services Officer email at: ng.ut.utarng.list.education-office@mail.mil

Chapter 2

Education - State Tuition Assistance Program

1. Purpose

The purpose of this policy is to provide policy and procedural guidance regarding participation in the State Tuition Assistance Program for members of the Air and Army Utah National Guard (UTNG).

2. References

Appendix A provides required and related publications and prescribed and referenced forms.

3. Explanation of Abbreviations and Terms

The glossary explains abbreviations and special terms used in this publication.

4. Responsibilities

The Adjutant General, as the head of the State Military Department (SMD) of Utah is responsible for implementing the State Tuition Assistance Program, and administering funds accountability.

- a. The G1 is responsible for the overall supervision of the State Tuition Assistance Program, implementation, and management.
- b. Education Service Officer manages the overall program under the direction of the G1.
- c. The State Military Department (SMD) manages the program funds under Utah Annotated Code (Utah Code, Title 39 "Militia and Armories" Chapter 1, State Militia, Section 63 "Tuition Assistance for National Guard members – Use and allocation Appropriation). The SMD has overall responsibility/accountability for the use of allocated funds to administer this program. The state budget year is the period of 1 July to the following 30 June.
- d. Air and Army National Guard State Tuition Assistance program managers (STA PM) will verify completeness of paperwork and eligibility requirements of the service member prior to submitting the application to the SMD for approval.

5. State Tuition Assistance Program Overview

The State of Utah provides financial assistance through the State Tuition Assistance program (STA) to support a UTNG member's professional and/or personal self-development goals in pursuit of a higher education degree, per the following guidance:

- a. Eligibility. Individual must be a Title 32 UTNG member and a satisfactory participant, in an active drilling status, to be eligible for receipt of STA program benefits. UTNG Members, who receive 9 or more AWOLs/UNSATs in the previous 12 months, preceding application for STA program benefits, are not "satisfactory participants" in the Utah National Guard and therefore, are not eligible for these program benefits.
- b. Temporarily mobilized Utah National Guard members are eligible to received STA funding.
- c. A person who transfers from the Select Reserve to the National Guard is not eligible for the tuition assistance in this section for one year from the date of transfer.
- d. The assistance is for tuition only and shall be not more than the resident tuition for the actual course of postsecondary study engaged in by the individual.
- e. Authorized Uses/Accredited Institutions. STA will pay only for courses offered by higher education institutions recognized and accredited as Institutes of Higher Learning (IHL) by the Department of Education, and the Council for Higher Education Accreditation (CHEA). STA will only pay for courses which are part of the degree/certificate plan as verified by the school certifying official (SCO). For any non-degree programs, secondary school accreditation, or specialized accreditation (professional/occupational), schools must have proper accreditation and/or licensing in accordance with federal guidelines. This requirement is applicable to classroom study, vocational/technical training and distance learning (DL) courses (on-line). The ESO or SMD program manager will verify accreditation of colleges/universities according to the official annual accreditation ratings published by the CHEA noted above.
- f. Authorized Degree Funding Levels. Use STA for alternative delivery method courses such as on-line, distance learning and credit-by-examination, if they support the applicant's declared major and degree goal and meet the accreditation requirements. UTNG Members may not use STA funds for lower or lateral degree except for obtaining a certification/licensing, or a re-certification. Members may use STA to fund one degree/credential from each of the following levels:

- (1) Associate Degree
- (2) Baccalaureate Degree
- (3) Masters or First Professional Degree

NOTE: Only UTNG members who have not obtained a Master's Degree are eligible to use STA funding for a first professional degree. Examples of first professional degrees include Architecture, Certified Public Accountant, Podiatry (D.P.M.), Dentistry (D.D. S. or D. M. D.), Juris Doctor (Law) and Medicine (M.D.)

(4) Courses and training which produce certificates (undergraduate, graduate, vocational, technical, licensure) are eligible for tuition assistance subject to the annual limit, with a lifetime limit of \$6000.

NOTE: The STA PM and the SMD must verify accreditation. .

(5) State Resource Manager (SRM) will prioritize funding.

g. Authorized STA Rates. The total amount of State Tuition Assistance/Federal Tuition Assistance each UTNG member may receive during the FY will not exceed a combined amount \$6000.00 per year and subject to availability of funds. The State Budget Year is the period between 1 July and 30 June of the following year.

(1) \$250.00 per semester hour (SH), \$167.00 per quarter hour (QH) or \$6.66 per clock hour (CH) for tuition; not to exceed the institution's residential tuition rate.

(2) 100% of the costs associated with obtaining a high school diploma or the equivalent (GED)

(3) STA funds will not cover the cost of any fees to include but not limited to:

- a. books
- b. parking stickers,
- c. transcript fees,
- d. matriculation fees,
- e. graduation fees,
- f. credit evaluation fees,
- g. certificate examinations,
- h. CEU's (or equivalent),
- i. certification courses provided directly by proprietary institutions (not regionally or nationally accredited),
- j. preparatory courses for admissions testing (SAT), (GRE), (LSAT)
- k. medical services (Student Health Center Fees can be paid only if charged as a condition of registration)

6. Administration of State Tuition Assistance Program

STA is an "up front" program. This means that the State Program Manager makes payments directly to the college or institution of choice for the UTNG member's education expenses. No benefit payment(s) will ever be made directly to the student.

- a. Application. UTNG members apply for STA using the current Utah National Guard Tuition Assistance Application, UTNG STA Form 1. This form and the procedure for application are provided at www.ut.ngb.army.mil/education2. Applicants may apply for STA 90 days prior to the start of the course/semester, must request and have approval prior to the course/semester start date. Air National Guard requires submittal no less than 15 business days prior to course start date. Exception to policy may include SM on wait list.
- b. Changes to approved STA requests must be submitted to STA PM no more than 30 days after course/semester start date. Failure to report changes will result in forfeiture of available funds for that FY.
- c. GPA Requirement. SM's must maintain a cumulative GPA of 2.0 or higher. SM will not be eligible for any further STA funding if they fall below this standard. SM is encouraged to bring the GPA up over the minimum standard of 2.0 and must use their own "out-of-pocket" assets to accomplish this. Once the student has provided clear evidence of realignment with this standard, then the SM may reapply for STA funding.
- d. Submitting Grades. Students will submit grades to their respective ESO no later than (NLT) 45 days after course completion. Failure to do so will result in suspension of further STA funding until the SM satisfactorily complies with all STA requirements.
- e. Additional Funding Sources. Federally funded programs, such as Federal Tuition Assistance (FTA) or Chapter 33 Post 9-11GI Bill apply first. STW funds apply second and STA funds apply third when any federal funding source is available to the SM. Any applicable requirements for additional funding or use of funds in conjunction with other monetary sources will follow the guidelines set by existing policy.

7. Exceptions to Policy.

Any exception to policy requires G1 approval with SMD approval for funding.

8. Service Commitment.

All Utah National Guard members must serve in an active drilling status through the end date of the course unless they are involuntarily separated with an “honorable” discharge rating. If voluntarily separated or separated “for cause” before completion of the course, SM’s will be subject to full recoupment of funds which had been awarded and/or used. Every service member using STA must agree to serve two years in the UTNG after the last academic term for which they receive assistance.

9. Application Procedures.

The following forms will be used for administration of the STA program: Utah National Guard State Tuition Assistance Application can be found at www.ut.ngb.army.mil/education2 provides this form and the procedure for applying.

a. Annual Statement of Understanding. This document is used to state and provide participation requirements for enrollment in the STA program. SM and commander or commander’s designee will sign the Statement of Understanding (SOU) prior to any commitment of funds. This contractual agreement will be kept on file with our Education Services Office.

b. The Utah National Guard State Tuition Assistance Form will be used to apply for supporting funds through the STA program. A new form will be filled out prior to the start of each course or courses for a specific school term. The SMD Program Manager will give the final approval for the request which must be received prior to the start of the course or courses, but not earlier than 90 days.

a. Scholarship Cadets. Cadets will need to submit the CCF 145-1-R as well as the DA 597-3 to verify they are not receiving Guaranteed Reserve Forces Duty Scholarships (GRFDSP) for tuition. If the Cadet does not receive the CCF 145-1-R before the deadline they must submit a copy of the CCF 145-1-R prior to the semester start date. The Scholarship Cadet Statement of Understand must accompany the application when the current CCF 145-1-R for the requested school year.

10. Payment Processing.

An electronic copy of this approval will be sent to the service member. It is the service member’s responsibility to ensure that the school’s billing office receives the new approved STA form for each term. The SM will have no more than 30 days to submit the Approved form to the school’s billing office. After 30 days the approved form will no longer be valid. Copy of these approvals will be placed in the student’s electronic file at Joint Forces Headquarters in the G1 Directorate, ATTN: State Program Manager. Just prior to or at the end of classes for the specific school term, the student billing office will send an official tuition bill to the ESO or the SMD itemizing the total bill due (by term) for that student. The State Military Department will directly pay the school on behalf of the SM/student. It is highly recommended that students keep their own paper and/or electronic copy of all related STA documents and correspondence with the UTNG State Education Office.

11. Failure to Complete.

a. Applicants are responsible for notifying the STA PM if there are any changes in course status, such as additions, drops or withdrawals with in 30 day after course/semester start date.

b. The class originally registered for **must be dropped during the school designated “add/drop period”**. If a student withdraws from a class after the school designated “withdrawal period”, the school will still bill for that class. After the specified date/time period, the total charge for the course will be billed. Unless the student is able to provide clear and incontestable evidence that the course was dropped due to unforeseen circumstances, such as, extreme illness or mobilization with less than 30 days notice, the student will be required to repay the entire charge for that course, to the State of Utah, under the STA program policy guidelines.

c. Students who withdraw from a class without notifying their PM will forfeit the tuition obligated for said class. The amount of the obligation for classes dropped without notifying the student’s PM will also be forfeited.

d. Students who fail a course by receiving an F, E, W, or an I (“I” referring to incomplete coursework which was not finished within 120 days) or fail to submit grades at all, will be subject to recoupment and will not receive further funding until recoupment is satisfied

12. Points of Contact.

The Utah National Guard, Utah Air Guard POC 151arw.sta@ang.af.mil, State Tuition Manager may be reached at email: ng.ut.utarng.list.education-office@mail.mil. The Utah National Guard Education Services Officer may be reached at email at: ng.ut.utarng.list.education-office@mail.mil

APPENDIX A

References

Section I

Required Publications

United States Code (USC), Section 2007

Payment of Tuition for Off-Duty Training or Education

Annual legislative Appropriations Bill

State Tuition Assistance to the UTNG

Utah Annotated Code (Utah Code), Title 39

Militia and Armories, Chapter 1, State Militia, Section 63, (Tuition Assistance for National Guard Members – Use and allocation Appropriation) and the Army Continuing Education System (ACES)

Utah Code, Title 53B Chapter 8, Section 101

Section II

Related Publications

Department of Defense Directive 1322.8, Voluntary Education Programs for Military Personnel

Department of Defense Directive 1322.25 Voluntary Education Programs for Military Personnel

AR 621-5, July 2006, Subject: Army Continuing Education System

Section III

Prescribed Forms

CCF 145-1-R

Army Cadet Command Invoice Room and Board Benefit Reimbursement Plan

DA 597-3

Army Senior Reserve Officers' Training Corps (ROTC) Non-scholarship Cadet Contract

UTNG Form 1046-R

Statement of Understanding Utah National Guard State Tuition Assistance

UTNG

Utah National Guard State Tuition Waiver Application

UTNG STA Form 1

Utah National Guard State Tuition Assistance Application Form

Scholarship Cadet Statement of Understanding

Glossary

Section I Abbreviations

ACES

Army Continuing Education System

ADOS

Active Duty Operational Support

ADT

Active Duty Training

AFSC

Air Force Specialty Code

AGR

Active Guard Reserve

AT

Annual Training

CH

Clock hour

CHEA

Council for Higher Education Accreditation

ESO

Education Services Officer

DL

Distance Learning

F, E, W, I

Failed, Grade of E, Withdrawal, Incomplete

FTA

Federal Tuition Assistance

G1

Deputy Chief of Staff for Personnel

GED (HSD)

Graduate Equivalent Degree, High School Diploma

GRFDSP

Guaranteed Reserve Forces Duty Scholarship Program

GPA

Grade Point Average

IHL

Institute Higher Learning

MOS
Military Occupational Specialty

POC
Point of Contact

QH
Quarter hour

SCO
School Certifying Official

SH
Semester hour

SM
Service Member

SMD
State Military Department

SOU
Statement of Understanding

SRM
State Resource Manager

STA
State Tuition Assistance

PM
Program Manager

SRM
State Resource Manager

STW
State Tuition Waiver

TA
Tuition Assistance

UTNG
Utah National Guard