



Missouri National Guard (MONG) FY24 State Tuition Assistance Instructions

State Fiscal Year 2024: July 1, 2023 - June 30, 2024



- All Army members and AGR Airmen must apply for Federal Tuition Assistance (FTA). State TA can be used with FTA. Both require applications to be submitted before the start date of classes.
- STA (State Tuition Assistance) will only pay for up to 15 credit hours (CH) for Fall and Spring semesters and 9 credit hours for Summer semesters.
- Limit of 39 CH per State fiscal year (1 July - 30 June) and lifetime limit of 150 CH.
- STA is awarded based on available funding
- Applications are processed by date received. Normal process time is 30 working days from the date you submit a complete packet to the date of award.
- Must be a Missouri National Guard member prior to the start date of class and remain a Missouri National Guard member until the end date of class.
- May only be utilized for first undergraduate degree (Up to a Bachelor's).
- STA pays 50 to 100 percent of the University of Missouri - Columbia credit hour rate, \$346.00 for FY24.

APPLICATION DEADLINE

Apply Early! Packets are due before the start date of classes. Apply Early!

Your complete STA application packet must be submitted to the Education Office before the start date of class(es). It is recommended that completed applications are submitted NLT 10 business days prior to the start date of class to ensure the Education Office has the ability to review and send out discrepancies as necessary.

*** If you are eligible for FED TA and apply to STATE TA without applying for FED TA, we will direct you to FED TA. State TA can be used with FTA but both must be applied for before the start date of classes. If you wait until a week or less prior to class start date YOU WILL NOT HAVE TIME TO APPLY FOR FTA AND BE APPROVED.***

FED TA (Army) website: <https://www.armyignited.army.mil/student/account/login>

FED TA (Air) website: <https://afvec.us.af.mil/afvec/public/welcome>

CHECKLIST FOR SUBMITTING APPLICATION PACKET

Application (www.moguard.ngb.mil)

Statement of Understanding (www.moguard.ngb.mil)(Must be completed, signed and dated)

Course Schedule (to include: school name, applicant's name, credit hours, course titles and dates)

Itemized Bill (to include: school name, applicant's name, and clear cost of tuition)

Current Official or Unofficial Transcript – not required if first semester of college. (must have school's name, applicant's name, and cumulative GPA) (pdfs only, no download links)

ROTC/ECP Scholarship (if applicable) (DA 597, memo from ROTC, etc...)

Submit application in one PDF scan. Please list last name on the Subject line of the email with the application for quick reference and faster processing time, example: **Smith, Steve STA App.**

Information to submit State Tuition Assistance packet

The preferred method of submitting applications is email.

Missouri Army National Guard STA Email: ng.mo.moarng.mbx.per-inc-stateta@army.mil.

Missouri Air National Guard STA Email: ng.mo.moang.mbx.ang-ta-mail@army.mil.

If you cannot email your application you may mail it to the address below:

The Adjutant General of Missouri
ATTN: NGMO-PER-IE (State TA)
2302 Militia Drive
Jefferson City, MO 65101-1203

For questions concerning the Missouri Guard State TA Program,
contact the State TA Managers at (573) 638-9500 Ext. 37971/39637.

Dated July 1, 2023



MISSOURI NATIONAL GUARD FY24 STATE TUITION ASSISTANCE APPLICATION



Typed applications are preferred. Complete applications are due before the start date of class

Applicant's Name: _____ Army: _____ Air: _____
 (Last, First, Middle Initial)
 Rank: _____ Social Security Number: _____ Unit of Assignment: _____
 (Last 4 Only)
 Complete Mailing Address: _____ Phone Number: _____
 _____ Email Address: _____
 _____ (Monitor this email address for State TA correspondence.)

Date of Enlistment/Appointment: _____ Expiration of Term of Military Service (ETS) Date: _____
 (Must be before class start date) YYYYMMDD (Must be after class end date) YYYYMMDD

Initial entry training (AIT/BOLC/Tech) graduation date: _____
 YYYYMMDD

Have you completed at least one college course? Yes: _____ No: _____
 Have you previously applied for MONG State TA? Yes: _____ No: _____ If Yes, when last? _____
 Are you receiving a ROTC or ECP Scholarship? Yes: _____ No: _____ Year, Semester
 If Yes, did you elect to use it on Tuition and Fees: _____ or Room and Board: _____
 Have you applied for Federal Tuition Assistance? : Yes : No:

College/University: _____
 (If your school is not on this dropdown, it is not on the approved State TA list)

Which Semester are you applying for? _____ Credit Hours: _____
 Start Date of Class: _____
 YYYYMMDD

The following documents are being submitted as a pdf:

- This **Application** (latest version available at moguard.ngb.mil)
- **Statement of Understanding** (Must be completed, signed, and dated)
- **Course Schedule** (Must have school's name, applicant's name, credit hours, course titles, and start and end dates)
- **Itemized Bill** (Must have school's name, applicant's name, and clearly show the cost of tuition)
- **Transcript** (Must have school's name, applicant's name, all grades, and cumulative GPA. Can be unofficial or official. PDF only.)
- **ROTC/ECP Scholarship Documentation** (DA 597, memo from ROTC, etc... Must show that you elected Tuition and Fees or Room and Board)

I understand that if I do not apply prior to class start date my application will be denied. I certify all of the above information on this form is true and complete to the best of knowledge.

Applicant Signature: _____ Date: _____
 (handwritten or digital CAC) YYYYMMDD

COMMANDER'S CERTIFICATION

I certify that the above applicant is a satisfactory participant, and in good standing with the Missouri National Guard.

Commander's Signature: _____ Date: _____
 (handwritten or digital CAC) YYYYMMDD

Commander's Name: _____
 (Last Name, First Name, Middle Initial)

Email complete application to ng.mo.moarng.mbx.per-inc-stateta@army.mil for Army or ng.mo.moarng.mbx.ang-ta-mail@army.mil for Air.

DO NOT WRITE BELOW THIS LINE. STATE TA OFFICE USE ONLY.

CHs applied for this semester: _____

Cost per CH: \$ _____

Cumulative GPA: _____

Eligible for Federal TA?: _____

Federal TA expended this FY: \$ _____

Federal TA CHs this semester: _____

Federal TA paid this semester: \$ _____

Remarks: _____

State TA pays for _____ CHs at \$ _____ = \$ _____

FTA Reviewed

Flags Reviewed

Education Level Reviewed

Dated July 1, 2023



Missouri National Guard
FY24 State Tuition Assistance
Statement of Understanding



Applicants must check the box by each paragraph indicating acceptance of this agreement.
Digital applications are highly encouraged, hand written applications must be legible.

I understand my complete State Tuition Assistance application must be submitted to the Education Office prior to the start date of class or it will be denied.

I am a member of the Missouri National Guard in good standing (Soldiers must not be flagged, Airmen must not have a UIF).

I am a citizen or a permanent resident of the United States.

I have not previously received a bachelor's degree from an accredited postsecondary institution.

I have been enrolled, or have been accepted for enrollment, as a full-time or part-time undergraduate student in an approved private or public institution.

I understand I must maintain a cumulative grade point average (GPA) of at least a two point five (2.5) on a four point (4.0) scale or equivalent on another scale approved by the program administrator or I will be placed on probation at the beginning of the next term. If I fail to obtain a current GPA of at least 2.5 during the next academic term for which I receive State TA then the program administrator will immediately suspend my State TA. I will not be re-eligible for State TA until I raise my cumulative GPA to a 2.5 or higher.

I have never been convicted in any court of an offense which involved the use of force, disruption or seizure of property under the control of any institution of higher education to prevent officials or students in such institutions from engaging in their duties or pursuing their studies.

I am not enrolled in or do not intend to use State TA to enroll in a course of study leading to a degree in theology or divinity.

I have not received nor am I applying for tuition assistance under the Missouri National Guard State TA Program, which exceeds or will exceed financial assistance for more than a total of 150 credit hours.

I am only authorized a maximum of 39 credit hours (CH) (15 CH Spring, 15 CH Fall, and 9 for Summer semesters) per State Fiscal Year (1 July - 30 June).

I understand if awarded State TA it shall not exceed the least of the following: the actual tuition charged at an approved institution where I am enrolled or accepted for enrollment or of no less than 50% of the amount of tuition charged a Missouri resident at the University of Missouri - Columbia for attendance.

I understand I am required to provide a transcript(s) with all college courses (to include transcripts from previously attended colleges or universities) to the Missouri National Guard Education Office prior to being awarded assistance (not required for first semester college students). Transcript must be in PDF format, not a downloadable link.

Dated July 1, 2023



Missouri National Guard
State Tuition Assistance
Statement of Understanding



I understand if I cease to maintain my active military affiliation while enrolled in an academic semester or term for any reason except death, disability, or medical disqualification the educational assistance shall be terminated and I shall repay any amounts paid for the academic semester or term.

I understand I am required to submit my completed State Tuition Assistance Packet (Application, Statement of Understanding, Course Schedule, Itemized Bill, Official or Unofficial Transcript, ROTC/ECP Scholarship documentation) no later than prior to the start date of classes.

I understand if my application is submitted after the start date of classes then my application will be denied.

I understand the only acceptable means of submitting my State Tuition Assistance Packet is to the Army/Air Missouri National Guard State TA email or by mail to the address listed in the application instructions, or in person.

I understand I must also apply for Federal Tuition Assistance. (Applies to all Soldiers and AGR Airmen)

I understand it is my **sole responsibility** to submit all required documents to ensure proper and timely processing.

I understand my recruiter, my unit, school representatives, parent, or another service member are not responsible for the submission of my STA application packet or any communication.

I understand the State Tuition Assistance program is subject to appropriation by the Missouri State Legislature and limitations set forth in 11 CSR 10-3.015 and applicable laws.

I have read and understand, that noncompliance with any or all of the above will be grounds for denial of State Tuition Assistance.

Name

Signature (Handwritten or Digital CAC Signature)

Date:

Dated July 1, 2023