

# Missouri National Guard State Tuition Assistance Guidance

## ELIGIBILITY

**-All Army members eligible for Federal Tuition Assistance (FTA) must use all FTA prior to using State Tuition Assistance (STA)**

**-STA will only pay for 15 credit hours for Fall and Spring semesters and 9 credit hours for Summer semester (150 max lifetime usage)**

**-STA is awarded based on available funding**

**-STA applications are processed by date received. Normal process time is 10 working days from the date you submit to the date of award. Apply according to your school's deadline for dropping students that have not paid tuition or have an approved STA voucher.**

-Must be a member prior to the start date of class and remain a member until the end date of class.

-May only be utilized for one undergraduate degree.

-Army members who have not completed AIT or BOLC are eligible to apply for STA.

-STA pays up to the University of Missouri - Columbia CH rate.

## APPLICATION DEADLINE

**Apply Early! Apply Early! Apply Early! Apply Early! 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 received 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.

**\*We anticipate Soldiers applying for STA that are FTA eligible and will need to be redirected to FTA. If you wait until a couple days prior to class start date YOU WILL NOT HAVE TIME TO APPLY FOR FTA AND BE APPROVED IF YOU WAIT TOO LONG!!**

## CHECKLIST FOR SUBMITTING APPLICATION PACKET

1. Application (www.moguard.com)
2. Statement of Understanding (www.moguard.com)
3. Course Schedule (showing school name and member's name)
4. Itemized Bill (showing school name and member's name)
5. Current Official or Unofficial Transcript – not required if never attend college.
6. ROTC/ECP Scholarship (DA 597, memo from ROTC, etc...)
7. DD 214 for combat veterans only.

**Please submit applications in one PDF scan.** This cuts down on processing time of your application and everyone else's which makes for a faster, smoother running program.

Please list last name on the Subject line of the email for the application for quick reference and faster processing time, example: **Smith, Steve STA App**

## INFORMATION TO SUBMIT ARMY GUARD PACKET

The preferred method of submitting applications is email. The email address is [ng.mo.moarng.mbx.per-inc-stateta@mail.mil](mailto:ng.mo.moarng.mbx.per-inc-stateta@mail.mil). If you cannot email your application you may mail it to the address below:

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

For questions concerning the Army Guard State TA Program, contact the State TA Manager at (573) 638-9500 Ext. 37689.

## INFORMATION TO SUBMIT AIR GUARD PACKET

The preferred method of submitting applications is email. The email address is [ng.mo.moang.mbx.ang-ta-mail@mail.mil](mailto:ng.mo.moang.mbx.ang-ta-mail@mail.mil). If you cannot email your application you may mail it to the address below:

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

For questions concerning the Air Guard State TA Program, contact the State TA Manager at (573) 638-9633.

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The information requested for the STA Application and SOU will be used for the sole purpose of making an assessment on the eligibility for STA. Furnishing this information (including the last four of your SSN) is voluntary; however, failure to furnish the requested information may delay or prevent the completion of your application.

Dated July 17, 2020

MISSOURI NATIONAL GUARD STATE TUITION ASSISTANCE APPLICATION

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

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

Date of Enlistment/Appointment: (Must be prior to class start date) YYYMMDD
ETS/MRD Date: (Must be after class start date) YYYMMDD
AIT/BOLC graduation date: (Army only. If you graduated AIT/BOLC or prior service MOS school of any branch, you must use Federal TA before being approved for State TA)
Have you completed at least one college course? Yes: No:
Have you previously received MONG State TA? Yes: No: If Yes, when last?
Are you using Chapter 1606 GI Bill this semester? Yes: No: Year, Semester
Are you receiving a ROTC or ECP Scholarship? Yes: No:
If Yes, did you elect to use it on Tuition and Fees: or Room and Board:
Are you a combat veteran? 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: YYYMMDD

- The following documents are being submitted as a pdf file with this application:
- Statement of Understanding (Must be completed, signed, and dated)
- Course Schedule (Must have school's name, applicant's name, credit hours, 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)
- ROTC/ECP Scholarship Documentation (DA 597, memo from ROTC, etc... Must show that you elected Tuition and Fees or Room and Board)
- DD 214 from Mobilization(s)

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: YYYMMDD

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: YYYMMDD

Commander's Name: (Last Name, First Name, Middle Initial)
Email complete application to ng.mo.moarng.mbx.per-inc-stateta@mail.mil for Army or ng.mo.moang.mbx.ang-ta-mail@mail.mil for Air.

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

CHs applied for this semester: Federal TA paid for CHs at \$250/CH, leaving the State responsible to pay the difference of the actual CH cost of \$ - \$250 = \$ x CHs = \$
Cumulative GPA: PLUS
Eligible for Federal TA?: State TA pays for the remaining CHs at \$ = \$
Federal TA expended this FY: \$ Total = \$
Federal TA CHs this semester: OR
Federal TA paid this semester: \$ State TA pays for CHs at \$ = \$

Remarks:



Missouri National Guard  
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 that 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).

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 that 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 from the beginning of the next term. If I fail to attain a current GPA of at least 2.5 during the next academic term for which I receive educational assistance then the program administrator will immediately suspend educational assistance for me. I will not be re-eligible for educational assistance 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 the grant to enroll in a course of study leading to a degree in theology or divinity.

I have not received nor am I applying for educational assistance under the Missouri National Guard Educational Assistance 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 that if awarded Educational Assistance 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 the amount of tuition charged a Missouri resident at the University of Missouri for attendance.

I understand that I am required to provide a transcript to the Missouri National Guard Education Office prior to being awarded assistance (not required for first semester college students).

Dated July 17, 2020



**Missouri National Guard**  
**State Tuition Assistance**  
**Statement of Understanding**



I understand that 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 awarded for the academic semester or term.

I understand that 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, DD 214) no later than prior to the start date of classes.

I understand that it is recommended that I submit my completed application no later than 10 business days prior to the start date of classes in order for the Education Office to have adequate time to evaluate my application and send out discrepancy notification as necessary.

I understand if my application is submitted after 10 business days prior to the start date of classes and there is a discrepancy that is not rectified by me prior to the class start date then my application will be denied.

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

I understand that if eligible, I must utilize ALL of my Federal Tuition Assistance before applying for State Tuition Assistance. (Applies to ARMY ONLY)

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

I understand that my recruiter, my unit, school representatives, or another service member are not responsible for the submission of any of my State Tuition Assistance Documents.

I am signing certifying that I have read the above listed items and will not be authorized to submit an exception to policy if I violate any item listed above.

**I understand that 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 if I do not comply with all of the above I will not be approved for State Tuition Assistance.**

Name

Signature (Handwritten or Digital Signature)

Date:

Dated July 17, 2020