



STATE TUITION ASSISTANCE PROGRAM INSTRUCTIONS

1. Application Process and Deadlines

- All application packets must be completed and submitted to your assigned unit no later than eight (8) days prior to the start date of the class for which State Tuition Assistance is requested.
- Units will submit to the Missouri National Guard Education Office no later than one (1) day prior to the start date of the class for which State Tuition Assistance is requested.
- Failure to submit a complete application packet by the specified deadline may result in denial of tuition assistance for the requested academic period.
- Applicants must fully cooperate in providing all financial and enrollment information necessary for determining eligibility. Incomplete applications or failure to provide required documentation will result in denial of tuition assistance.
- Approved applications shall remain valid for the specified academic period only. A new application must be submitted for each college/university, semester, or term.
- Applicants must also apply for Free Application for Financial Student Aid (FAFSA) and Federal Tuition Assistance.

2. Credit Hour Limitations

- Fall Semester: Maximum of fifteen (15) credit hours.
- Spring Semester: Maximum of fifteen (15) credit hours.
- Summer Semester: Maximum of nine (9) credit hours.
- Lifetime: Maximum of one hundred fifty (150) credit hours.

3. Required Documentation (also known as the State Tuition Assistance Packet)

- Current application (latest version available at: <https://www.moguard.ngb.mil/Programs/Education-and-Incentives/>)
- Acknowledgement and Acceptance Form.
- Course Schedule (Must have college/university's name, applicant's name, credit hours per course, course titles, and start and end dates per course).
- Itemized Bill (Must have college/university's name, applicant's name, and clearly identify the cost of tuition).
- College/University transcript (Must have college/university's name, applicant's name, all grades, and cumulative GPA). Unofficial and Official transcripts are acceptable.
- Reserve Officers' Training Corps (ROTC)/Early Commissioning Program (ECP) Scholarship Documentation (Memorandum from ROTC Command that confirms Tuition and Fees or Room and Board).
- Free Application for Federal Student Aid (FAFSA) Confirmation (Must have academic year, applicant's name, and processed date. All details can be found on page 1 of the FAFSA Submission Summary).
- Federal Tuition Assistance - Form 7792 or AF Form 1227 (screenshot showing funding exhausted also accepted).

4. Submission Methods:

- All required documentation must be submitted in PDF format.
- Army Units: Submit the packet via GKN SharePoint at: <https://armyeitaas.sharepoint-mil.us/sites/NGMO-JFHQ-J1/>.
- Packets will be uploaded using the "New Action" button accessed using the "MSC_J1_Pages" drop down and selecting "PER-INC" as the "Proponent_Section_J1".
- Air Units: Submit the packet via the STA inbox at: ng.mo.moang.mbx.ang-ta-mail@army.mil.

5. **Tuition and Fee Waiver option:** The Missouri National Guard does not determine Tuition and Fee Waiver eligibility. Applicants may wish to visit their college/university's Financial Aid Office and/or Veteran's Affairs Office to learn more.

6. **Questions:** Please contact the Missouri National Guard's Education Office at (573) 638-9500 Ext. 37971, or ng.mo.moarnng.mbx.per-inc-stateta@army.mil (Army), or ng.mo.moang.mbx.ang-ta-mail@army.mil (Air Force). **Please note that our office will not be able to answer any legal questions nor interpret any laws and regulations for you.**

7. For additional general information:

Missouri Army National Guard



Missouri Air National Guard





MISSOURI NATIONAL GUARD TUITION ASSISTANCE PROGRAM APPLICATION FORM

I. APPLICANT INFORMATION

Full Name (Last, First, Middle Initial): _____ SSN (Last 4): _____ Grade: _____

UIC or Wing Unit ID Code: _____ Phone: _____ Email: _____

II. CURRENT EDUCATIONAL INSTITUTION INFORMATION

1. I certify that any tuition assistance benefits received will not be applied towards a course of study leading to a degree in theology or divinity, and that:

A. I am requesting tuition assistance benefits for (*please select only one*): Fall Spring Summer Winter Year: _____.

B. I am admitted to and/or enrolled in courses at: _____ (College/University Name).

C. My Student ID Number is: _____. Start Date of Classes: _____. Credit Hours Enrolled: _____.

III. ELIGIBILITY VERIFICATION (*Please select the appropriate box for each question below*):

1. Have you previously enrolled in or completed at least one college/university course at a different college/university? Yes No

2. Have you previously applied for the Missouri National Guard Tuition Assistance Program? Yes No

If yes, when? (Term/Year): _____.

3. Do you currently receive a Reserve Officers' Training Corps (ROTC) or Early Commissioning Program (ECP) Scholarship? Yes No

4. Are you currently using GI Bill benefits for this semester? Yes No

If yes, which chapter? Ch. 33 (Post-9/11) Other: _____.

IV. REQUIRED DOCUMENTATION ACKNOWLEDGMENT

Applicant expressly agrees that it is his/her sole responsibility to timely provide all required documentation outlined in the instructions, in the manner specified therein. Failure to comply may result in processing delays and/or denial of tuition assistance benefits.

V. TUITION AND FEE WAIVER

The Missouri National Guard does not make Tuition and Fee Waiver eligibility determinations; those eligibility determinations are separately and exclusively made by the Applicant's college/university. For reporting and record-keeping purposes only (*please select only one*):

1. Applicant, if found to be eligible for a Tuition and Fee Waiver, wants to: Opt-in Opt-out Undecided/No choice at this time.

VI. APPLICANT CERTIFICATION

By signing below, I certify that I am a member in good standing with the Missouri National Guard and that all information provided herein is true and complete to the best of my knowledge. Any false, misleading, or incomplete information, whether intentional or unintentional, may result in adverse action. Electronic/digital signature shall have the same legal effect as a handwritten signature and shall be binding.

Applicant Signature: _____ **Date:** _____

VII. COMMANDER CERTIFICATION

By signing below, I certify that the above-named individual is currently in my command and is a member in good standing with the Missouri National Guard. To the best of my knowledge, that individual is requesting tuition assistance benefits and intends to take college/university courses. Electronic/digital signatures shall have the same legal effect as a handwritten signature and shall be binding.

Commander's Name (Print): _____

Commander's Signature: _____ **Date:** _____



STATE TUITION ASSISTANCE PROGRAM ACKNOWLEDGMENT AND ACCEPTANCE FORM

This Acknowledgement and Acceptance Form (hereinafter, "Acknowledgment") pertains to the Missouri National Guard's State Tuition Assistance Program (hereinafter referred to as the "Program"), as governed by Section 173.239 of the Revised Statutes of Missouri and 23 CSR 10.3.015. The Program is designed to provide financial assistance for qualified members of the Missouri National Guard pursuing higher education at eligible educational institutions. This Acknowledgement shall be governed by and construed in accordance with the laws of the State of Missouri, with jurisdiction in the State of Missouri.

I, the undersigned applicant (hereinafter, "Applicant") hereby acknowledges, represents, and warrants that it is my sole and exclusive responsibility to comply with all applicable federal and state laws, regulations, and requirements related to my application for and receipt of tuition assistance benefits, under the Program.

1. PROGRAM LIMITATIONS AND RESTRICTIONS

The Applicant acknowledges, certifies, and agrees that:

- A. Tuition assistance is subject to available appropriations from the Missouri General Assembly and that tuition assistance may be modified, reduced, or discontinued based on available funding.
- B. He/she must provide a certification of satisfactory service of their Missouri National Guard duties from his/her commanding officer.
- C. He/she must provide proof of maintaining a cumulative grade point average of at least two-point five (2.5) on a four-point (4.0) scale, or the equivalent on another scale, while attending an approved accredited college/university.
- D. If his/her grade point average falls below two-point five (2.5) on a four-point (4.0) scale, or the equivalent on another scale, that he/she will retain the tuition assistance, but shall be placed on probation under the tuition assistance program. Failure to achieve a current grade point average of at least two-point five (2.5) on a four-point (4.0) scale or the equivalent on another scale for future semesters or equivalent academic terms shall result in termination of the tuition assistance benefits effective as of the next academic term. He/she shall be removed from probation status upon achieving a cumulative grade point average of two-point five (2.5) on a four-point (4.0) scale or the equivalent on another scale.
- E. Tuition assistance shall not exceed the actual tuition, as defined in Section 173.260 of the Revised Statutes of Missouri, charged for applicable courses.
- F. If he/she fails to maintain membership in the Missouri National Guard, while enrolled in an academic semester or term for any reason except death, disability, or medical disqualification, then the tuition assistance shall be terminated, and he/she shall repay any amounts awarded for the academic semester or term.
- G. Any tuition assistance benefit that is unlawfully or erroneously obtained must be returned/reimbursed to the Missouri National Guard; failure to comply may result in collection actions, including but not limited to referral to collection agencies, reporting to credit bureaus, wage garnishment, and/or legal action.
- H. All resources/aid, as required by applicable law, must be exhausted prior to receipt of tuition assistance benefits.

2. VERIFICATION AND AUTHORIZATION

The Applicant hereby voluntarily:

- A. Certifies that all information provided in connection with the application is true, accurate, and complete to the best of the Applicant's knowledge and that he/she has a continuing obligation to notify the Missouri National Guard Education Services Office in writing of any changes to the information provided that may affect eligibility for tuition assistance benefits;
- B. Authorizes the Missouri National Guard and the educational institution(s) in which the Applicant is/was enrolled to exchange information, including but not limited to, enrollment status, academic progress, tuition, financial aid, and any other information relevant to determining Program eligibility; and

- C. Authorizes the Missouri National Guard to verify the Applicant's Missouri National Guard membership status, including but not limited to verification of good standing and any other information relevant to determining Program eligibility.

3. REVIEW AND DETERMINATION

The Applicant acknowledges, certifies, and agrees that:

- A. Information disclosed by Applicant may be subject to redisclosure by the Missouri National Guard and may no longer be protected by federal or state privacy laws.
- B. The Missouri National Guard, in its sole discretion, shall make all Program eligibility determinations.

4. MISSOURI NATIONAL GUARD

The Applicant acknowledges, certifies, and agrees that:

- A. The Missouri National Guard does not provide legal, tax, financial, or regulatory compliance advice to applicants or recipients of tuition assistance benefits;
- B. Any information, guidance, assistance, or advice provided by the Missouri National Guard, its officers, employees, agents, or representatives regarding the tuition assistance program is provided solely for informational purposes and convenience;
- C. Such information or guidance shall not constitute legal, tax, financial, or regulatory compliance advice upon which Applicant may or should rely;
- D. The Missouri National Guard makes no representations or warranties regarding the accuracy, completeness, or sufficiency of any information provided to Applicant; and
- E. Applicant should consult with qualified legal, tax, financial, or other professional advisors regarding options and compliance with applicable laws, regulations, and requirements.

5. WAIVER, RELEASE, AND ASSUMPTION OF RISK

- A. Applicant hereby voluntarily and irrevocably waives, releases, and forever discharges the Missouri National Guard, its officers, directors, employees, agents, representatives, successors, and assigns from any and all claims, demands, actions, causes of action, suits, proceedings, damages, liabilities, costs, expenses, and compensation whatsoever, whether known or unknown, fixed or contingent, which the Applicant now has or may have in the future arising out of or in any way connected with Applicant's involvement with the Program.
- B. Applicant further acknowledges, certifies, and agrees that applying to the Program involves certain inherent risks, including but not limited to the possibility of application denial, delays in processing, or adverse determinations regarding eligibility. The Applicant voluntarily assumes all such risks, whether known or unknown.

SIGNATURE

Applicant hereby certifies and acknowledges that all information within the application and mandatory State Tuition Assistance Packet, including all supporting documents and other materials submitted herewith, are true, accurate, and complete to the best of the Applicant's knowledge and belief. Applicant understands and agrees that any false, misleading, or incomplete information provided may constitute grounds for immediate disqualification from the Program and/or adverse action. Applicant expressly agrees that a digital signature or CAC signature shall have the same legal effect as a handwritten signature. Applicant's voluntary signature below constitutes his/her acceptance of all matters set forth herein.

Applicant Signature and Date: _____

Printed Name: _____