

STATE TUITION ASSISTANCE PROGRAMS

This regulation implements and provides policy and procedural guidance in the administration of the National Guard Tuition Waiver Act (N.D.C.C. 37.07-1) and National Guard Tuition Grant Program (N.D.C.C. 37.07-2.). The act provides reimbursement of tuition costs, based upon funding availability, for eligible active members of the National Guard in any North Dakota state school or any participating North Dakota private school providing a post secondary education program.

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\*This regulation supersedes NDNGR 621-1, dated 25 JUNE 2008, including all changes.

## **CHAPTER I: BASIC PROGRAM INFORMATION**

### **1-1 LEGISLATIVE INTENT AND PURPOSE**

- 1) The purpose of this program is to recognize the vital role of the National Guard in the state. While the National Guard is subject to federal control during periods of national emergency, it is organized, trained, and equipped to perform military functions and to aid civil authorities in the protection of life and property while is it subject to the control of the state.
- 2) The intent of this program is to encourage voluntary membership in the National Guard, improve the educational level of its members, and thereby benefit the state as a whole.

### **1-2 DEFINITIONS**

- 1) "SCHOOL" means university, college, vocational school, technical school, or post secondary educational institution.
- 2) "STATE CONTROLLED SCHOOL" means any school which is controlled financially, supported, and operated by the state, a school district, or any other political subdivision. (See appendix A for eligible state school list.)
- 3) "TUITION" means the basic charge assessed enrolled students, on a per-credit basis or otherwise, for classes or programs for which students generally earn academic credit. Tuition does not include fees assessed students for specific or supplemental services including, but not limited to, student activity, access, and program or technology fees.
- 4) "FEE" means the regular fees charged to all students and does not include lab or program fees.
- 5) "MEMBER" means a person who is currently an active participant of a federally recognized unit of the North Dakota National Guard.
- 6) "ABSENCE" means a drill period (normally 4 hours) for which pay and/or retirement points are not awarded.
- 7) "TUITION ASSISTANCE" refers to (1) the state benefit, consisting of the North Dakota National Guard state reimbursement and the tuition waiver from participating schools, and (2) the federal benefit for Army Guard members. The goal of the program is up to 100% tuition assistance; however, both state and federal benefits are limited to funding availability and are subject to change.

### 1-3 RESPONSIBILITIES

- 1) **THE ADJUTANT GENERAL:** The Adjutant General is responsible for overall policies, guidance, administration, implementation and proper utilization of the tuition assistance and grant programs.
- 2) **STATE TUITION PROGRAM MANAGER:** The program manager is charged with the administration of the state program for the Adjutant General and is the official designee of the Adjutant General for such purposes.
- 3) **EDUCATION SERVICES OFFICER (ESO):** The ESO is charged with the administration of the federal program for the Adjutant General and is the official designee of the Adjutant General for such purposes.
- 4) **RECRUITING AND RETENTION MANAGER (RRM):** The RRM is responsible for initiating and maintaining an active publicity program designed to promote recruiting and retention through the incentives offered by the waiver and grant programs.
- 5) **NATIONAL GUARD COMMANDERS:** Commanders are responsible for keeping members of their command informed of the tuition assistance and grant programs.
- 6) **MEMBERS:** Members will apply for benefits by following the instructions of Chapter II. Members will update all pertinent address changes with their unit. Members will notify the Tuition Assistance Office of any changes in college attended, class changes, or status which could affect the entitlement of tuition benefits.

### 1-4 PROGRAM ELIGIBILITY

- 1) North Dakota National Army and Air Guard Members must:
  - a) Have service remaining through the semester/term for which tuition assistance is requested.
  - b) Have no more than nine (9) unexcused absences in the preceding twelve (12) months.

## **CHAPTER II: APPLICATION PROCEDURES**

### 2-1 ARMY NATIONAL GUARD

- 1) Applicants must apply for Federal Tuition Assistance (FTA); please refer to the North Dakota Army National Guard (NDARNG) Federal Tuition Assistance Policy, dated August 2009 for details and instructions.
- 2) After the application for FTA has been processed, the State Tuition Assistance (STA) manager is notified of the application and will process it for STA according to the guidelines in Chapter III of this regulation.

## 2-2 AIR NATIONAL GUARD

- 1) All Air Guard tuition assistance is state funded and is determined by availability.
- 2) Air Guard members must complete a Tuition Assistance Application at <http://www.ndguard.com/benefits>.
  - a) Applications for new Air Guard enlistees should be submitted prior to the individual's departure for basic or follow-on training.
  - b) Applications may be submitted any time prior to the deadlines of June 15 for summer classes, August 15 for fall classes, and January 15 spring classes. Exceptions may be considered on a case by case basis.
- 3) All applicants will receive email confirmation from the STA office of the receipt and status of their application.
- 4) Air Guard member must submit a fee statement from the school showing all charges and payments at the end of the term. The STA will not be processed until the fee statement is received by the STA office.
- 5) Applications will be processed according to the guidelines in Chapter III of this regulation.

## 2-3 ACTIVE GUARD AND RESERVE (AGR)

- 1) AGR members must first apply for Federal Tuition Assistance through Go Army or Air National Guard channels.
- 2) A grade report and fee statement from the school showing Federal assistance payments must be submitted to the STA office within 60 days of course completion.
- 3) Applications will be processed according to the guidelines in Chapter III of this regulation.

## **CHAPTER III: STATE TUITION ASSISTANCE PAYMENTS**

### 3-1 BASIC INFORMATION

- 1) NDNG benefits are based on funding availability and can vary in amount from semester to semester.
- 2) The STA program will pay a lifetime maximum of 144 semester/208 quarter credit hours.

### 3-2 COURSE REQUIREMENTS

- 1) Undergraduate, graduate, and certificate courses are eligible for the program. All modes of delivery are eligible for the program.
- 2) Courses must be taken at a participating, in-state post secondary institution.
- 3) Courses must be eligible for placement on a transcript from the post secondary educational institution with acceptable credits.
- 4) Undergraduate courses must be completed with a grade of “C” or higher, pass, or satisfactory.
- 5) Graduate courses must be completed with a grade of “B” or higher.
- 6) Courses will be paid using the tuition rates charged by the school for each class type as the basis for reimbursement, up the full-time undergraduate rate at University of North Dakota.

### 3-3 GRADE REPORTS

- 1) The STA office will request each school within North Dakota to send an unofficial transcript at the end of the three normal academic terms (December, May, and July.)
- 2) If there is a “business office hold” on a transcript, that student is responsible for turning in an unofficial transcript or grade report to the STA office.
- 3) A member who completes an incomplete class must send their latest transcript to the STA office within 60 days of completing the class to determine if further STA is authorized.

### 3-4 FORMS OF REIMBURSEMENT

- 1) School waivers are applied as credits to the semester attended which will reduce the tuition amount due the following semester. If the student is not attending the following semester, the school payment is sent to the student in accordance with the school’s reimbursement policy.
  - a) Participating schools will waive up to 25% of tuition charges for eligible courses (undergraduate courses only) not to exceed 25% of the University of North Dakota undergraduate tuition rate.
  - b) Any institutional academic scholarships or grants may be used toward the school’s tuition waiver. These academic scholarships do not include scholarships for athletics or other non-academic type scholarships. The tuition waiver will be limited to 25% of the undergraduate rate at University of North Dakota.

- 2) State Reimbursements are paid directly to the student in the form of a check, based upon the number of credit hours successfully completed.
  - a) The NDNG will reimburse up to 75% of tuition charges for eligible courses (undergraduate and graduate) at participating ND schools, not to exceed 75% of the University of North Dakota undergraduate tuition rate.
  - b) The NDNG will reimburse up to 100% of regular fees, not to exceed 100% of the regular fees charged by University of North Dakota.
  - c) The sum of all tuition assistance payments (Federal Tuition Assistance, Go-Army, GI Bill Tuition payment, STA, etc.) CANNOT exceed 100% of tuition costs.

## **CHAPTER IV: EXCEPTIONS, RIGHTS, AND REVIEWS**

### **4-1 EXCEPTIONS TO POLICY**

- 1) Exceptions will be considered on a case-by-case basis due to events not at the fault of the Soldier (i.e. military orders, active duty training dates, death of an immediate family member, etc.)
- 2) Requests must be addressed to the STA office.

### **4-2 RIGHTS OF STUDENTS CALLED TO FEDERAL AND STATE SERVICE**

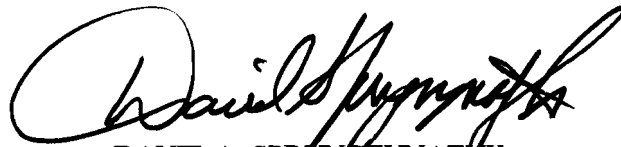
- 1) A November 2002 agreement with the State Board of Higher Education provides a student with three choices upon receiving federal or state mobilization orders for fourteen (14) days or longer. Students must select one of the following and notify the institution and the STA Office of their choice.
  - a) Withdraw from any/all classes, even after any established deadlines, for a full refund of tuition and mandatory fees. The student shall not receive credit or a grade for withdrawn classes. The student has the right to be readmitted, without penalty, within one year following release from active military service. However, if federal funding was already paid to the school and not reimbursed to the ESO, funding will not be granted again for those identical courses as repeats.
  - b) Request an incomplete under the school's incomplete policy. However, if the incomplete results in an F grade, federal funds will be recouped from Army Guard members.
  - c) Work with each instructor and complete the courses early.

### **4-3 REQUEST FOR REVIEW**

- 1) Any member who has met all program and application requirements but is aggrieved by a final decision of the STA Office concerning the administration of STA program may request a review of the decision.

- 1) Any member who has met all program and application requirements but is aggrieved by a final decision of the STA Office concerning the administration of STA program may request a review of the decision.
  - a) A request for review must be made in writing and received by the Joint Force Headquarters, Attn: State Tuition Assistance Office, P.O. Box 5511, Bismarck, ND 58506-5511, within thirty days of receipt of the decision.
  - b) The request for review shall be accompanied by information which explains the circumstances pertaining to the member's application for assistance.
  - c) Upon evaluation of the information submitted, the Adjutant General or designee will decide whether to approve or deny program eligibility.
  - d) The member will be notified of the decision in writing.

BY ORDER OF THE GOVERNOR



DAVID A. SPRYNZYNATYK  
Major General, NDNG  
The Adjutant General

APPENDIX A

ELIGIBLE SCHOOLS

STATE-FUNDED SCHOOLS PROVIDING A POST SECONDARY PROGRAM

Bismarck State College, Bismarck, ND

Dakota College at Bottineau, Bottineau, ND

Dickinson State University, Dickinson, ND

Lake Region State College, Devils Lake, ND

Mayville State University, Mayville, ND

North Dakota State University, Fargo, ND

Minot State University, Minot, ND

University of North Dakota, Grand Forks, ND

Williston State College, Williston, ND

Valley City State University, Valley City, ND

North Dakota State College of Science, Wahpeton, ND

PRIVATE COLLEGES AND UNIVERSITIES

Jamestown College, Jamestown, ND

MedCenter One College of Nursing, Bismarck, ND

Rasmussen College, Bismarck and Fargo ND

Trinity Bible College, Ellendale, ND

University of Mary, Bismarck, ND