

Missouri State Education Assistance Guidance

ELIGIBILITY

- Must be a member of the Missouri Army/Air National Guard prior to the start date of classes and remain a member until completion of the course.
- May only be utilized for one undergraduate degree. Cannot have a prior bachelor's degree.
- Army members must apply for Federal Tuition Assistance prior to being awarded State Tuition Assistance. Soldiers who are not one year post AIT or BOLC may bypass FTA and apply for STA.
- Maximum amount awarded for STA is \$276.20 a credit hour/current credit hour rate of University of Missouri not to exceed 15 hours for Fall, 15 hours for Spring, and 9 hours for Summer.
- STA will not pay more than 150 credit hours towards an undergraduate degree.
- In order to remain eligible, National Guard Members must maintain a cumulative GPA of 2.5 or higher on a 4.0 scale.

APPLICATION DEADLINE

Your complete application packet must be submitted to the Education Office at State HQ before **the start date of class(es)**. **If all documents are not received by the start date of class(es) your application for STA will be denied. It is recommended that completed applications are received NLT 10 business days prior to the start date of classes to ensure the Education and Incentives office has the ability to review and send out discrepancies as necessary.**

INSTRUCTIONS TO ACCESS STATE APPLICATION & STATEMENT OF UNDERSTANDING

Go to www.moguard.com to access your Application and Statement of Understanding prior to every semester/term/class. Once in the website, click on **MEMBER/EMPLOYEE**, then **"TUITION ASSISTANCE"** at the bottom of that page. On the next page, under **"STATE TA FORMS AND INSTRUCTIONS"**, **print the "State Application and the Statement of Understanding."** **Please ensure that the latest version is utilized. Outdated versions will not be accepted.**

CHECKLIST FOR SUBMITTING APPLICATION PACKET

1. Application (www.moguard.com)
2. Statement of Understanding (www.moguard.com)
3. Class Schedule (showing school name and member's name)
4. Itemized Bill (showing school name and member's name) Current
5. Official or Unofficial transcripts – not required for first semester college students.

REMEMBER, it is highly recommended to submit your entire application in one submission. This eliminates a delay in your application process, and it gives you maximum time to react if a different document is needed. Please ensure your application is either completed digitally or written legibly. When sending your application, **YOUR LAST NAME MUST BE IN THE SUBJECT LINE, OR PROCESSING WILL BE DELAYED.**

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

The Adjutant General
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 573-638-9671.

Please like and share our facebook page at MISSOURI NATIONAL GUARD EDUCATION AND INCENTIVES for the latest updates!

The information requested for the Application and SOU will be used for the sole purpose of making an assessment on the eligibility for State Tuition Assistance. 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 1st 2015

MISSOURI STATE FUNDED TUITION ASSISTANCE APPLICATION

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

Applicant's Name:

(Last, First, Middle Initial)

Army:

Air:

Rank:

Social Security Number:

Unit of Assignment:

Current Mailing Address:

Last 4 Only

Phone Number:

Email Address:

(This email address will be used for correspondence pertaining to the status of your TA application!)

Date of Enlistment/Appointment:

YYYYMMDD

ETS Date:

YYYYMMDD

(Must be after last day of class(es).)

AIT/BOLC Graduation date:

YYYYMMDD

(Army only. If the start date of your class(es) is more than 1 year from the date you graduated AIT/BOLC you must use all available Federal TA before being approved for State TA)

Are you a first time college freshman? Yes: No:

Have you previously received MO state funded education assistance? Yes: No: If yes, when?

Year, Semester

College/University Name:

(If your school is not on this dropdown it is not on the approved State TA list)

Which semester are you applying?

Credit Hours:

Start date of classes:

YYYYMMDD

The following documents are being submitted with this application:

- Statement of Understanding
- Course Schedule (Must have School and applicant's name on the document)
- Itemized Bill (Must have School and applicant's name on the document)
- Transcript (Not applicable if you are first time college freshman)

If the completed application with the documents above are not submitted by the start date of class(es) my application will be denied.

Are you using Ch 1606 or 1607 GI Bill? Yes No

I certify all of the above information on this form is true and complete to the best of my knowledge.

Applicant's Signature:

Date:

YYYYMMDD

COMMANDER'S CERTIFICATION

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

Name:

(Last, First, Middle Initial)

Date:

After Commander signs email complete application to ng.mo.moarnq.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.

AIT completed more than 1 year ago? _____

CHs applied for this semester: _____

Fed TA expended this FY: _____

Fed hours paid towards this semester: _____

Fed \$ paid towards this semester: _____

Cost per CH: _____

GPA: _____ Date approved by STA Manager _____

Fed paid for _____ hrs at \$250/ch, leaving State responsible to pay for the difference of the actual ch cost of _____ - \$250= \$_____ x _____ ch's= \$_____

PLUS

State pays for the remaining _____ hrs at \$_____ = \$_____

actual or MU rate

Total: \$_____

OR

State pays for _____ hrs at \$_____ = \$_____

Actual hours or max for semester

Actual rate or MU rate



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 completed application must be submitted to the Education and Incentives Office prior to the start date of class or it will be denied.

I am a member of the Missouri National Guard.

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 ten semesters or 150 credit hours.

I am only authorized a maximum of 39 credit hours a calendar year (15-Fall, 15-Spring, 9-Summer).

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 Educational Assistance Office prior to being awarded assistance (not required for first semester college students).



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 (Statement of Understanding, Application, Course Schedule, Itemized Bill, Official or Unofficial Transcript) 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 State Tuition Assistance 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 box, by mail to the address listed in the application instructions, or in person.

I understand that if eligible (Enlisted and Officers), I must utilize ALL of my Federal Tuition Assistance before applying for State Educational 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 Educational 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 Educational 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 1st 2015