

COMPREHENSIVE GUIDE TO APPLYING FOR COLORADO NATIONAL GUARD STATE TA

Get step-by-step instructions for applying for State Tuition Assistance

Updated 2-24-15

BEFORE YOU BEGIN

Carefully review these instructions.

1. Online Application Packets are *required* EVERY semester. ALL required documents must be uploaded *online*.
2. Uploaded documents cannot exceed 2 MB. Zip the files if file size is an issue.
3. If you are attempting to access the online application from a computer on base, you may be restricted due to their firewalls. It is recommended you use a personal computer.
4. You may receive a message that the site is not secure, hit 'advanced options' to progress to the application page.

Application Deadlines: School Year: 2015-2016

Visit the State TA Homepage for Application Deadlines

www.colorado.gov/dmva



Registration Blocks by Semester: School Year 2015-2016

For all State TA approved schools except CSU Global

Use this table to determine which semester you should apply for, based on your class start date

STATE TA SEMESTER	Class Start Date Ranges
SUMMER 2015	May 1 st - July 31 st
FALL 2015	August 1 st - Dec. 31 st
SPRING 2016	January 1 st - April 30 th
SUMMER 2016	May 1 st - July 31 st

CSU GLOBAL STUDENTS REFERENCE NEXT CHART FOR REGISTRATION

Registration Blocks by Semester: School Year 2015-2016

CSU Global Students ONLY

Warning:

You must register for all courses within the State TA application Semester block outlined below,
While the application period is open!

You will be unable to register for all courses via your student portal.

Please directly contact your Academic Advisor at CSU Global to register for all terms up front!

STATE TA SUMMER 2015	CSU GLOBAL Start Date
SPRING- C	May 4 th
SPRING-D	June 1 st
FALL-A	July 6 th

STATE TA FALL 2015	CSU GLOBAL Start Date
FALL- B	August 3 rd
FALL- C	August 31 st
FALL-D	September 28 th
WINTER-A	November 9 th
WINTER-B	December 7 th

STATE TA SPRING 2016	CSU GLOBAL Start Date
WINTER-C	January 4 th
WINTER-D	February 1 st
SPRING-A	March 7 th
SPRING-B	April 4 th

STATE TA SUMMER 2016	CSU GLOBAL Start Date
SPRING- C	May 2 nd
SPRING-D	May 30 th
FALL-A	TBD

ONCE YOU HAVE REVIEWED THE TABLES ABOVE. PLEASE MOVE TO NEXT PAGE.

SOME DETAILS ABOUT STATE TA BEFORE YOU APPLY

- CO National Guard Members under the following 'eligible' statuses, are encouraged to apply for State Tuition Assistance:
 - Eligible:**
 - Title 10: Deployment, Call Up
 - Title 32: Traditional, AGR, Federal Technician, M-Day
 - Not Eligible:**
 - Title 10: Active Duty & Title 38 Veteran/Retiree
- An online application packet must be completed and submitted prior to **each semester** you are planning to attend
- There is a deadline for application submission : **See the State TA homepage for the current deadline:** www.colorado.gov/dmva
- 6 month service in CONG is required (unless you are a 6 month service exception) Additional paperwork will be required at time of application. **See document checklist page below**
- Must be *degree-seeking* (graduate, undergraduate & some certifications qualify) at an approved institution : **See approved list of institutions on the State TA homepage:** www.colorado.gov/dmva
- Up to \$475 paid per credit hour
- Up to \$4,250 paid per Semester/Trimester/Quarter
- 2.0 Cumulative Grade Point Average required for continued eligibility
- If you are a 6-month service exception because you transferred from another state, you have additional documentation that is required at time of application. **See document checklist page below**
- If your ETS is coming up, additional paperwork is required at time of application. **See document checklist page below**
- If you are attending more than one school, additional paperwork is required at time of application. **See document checklist page below**
- **Have more questions before you begin? Check out our FAQ's page under Student Corner on the State TA homepage:** www.colorado.gov/dmva

READY TO APPLY? LET'S GO!

GETTING STARTED ONLINE

Please go to: www.colorado.gov/dmva

1. Top of the webpage (**under Department and Staff**) Select *Tuition Assistance (CONG)*.
2. When the application is open, there will be a blue link that says: **'APPLY FOR STATE TA HERE'** (Underneath the featured picture). If the link is not available, the application period is closed and you cannot apply.
3. Select **'create a new account'** if you are a first time user
If you are an existing user applying for a new semester, [AVOID CREATING MULTIPLE ACCOUNTS!](#)
4. Create a username, password and input the security (captcha) code
5. An email verification will be sent to the email you provided. Access your email and *verify* your profile. If you don't see it, check your Junk Mail. It may take several minutes for you to receive the email verification.
6. Log into the application with your verified username, password and security code
7. Visit the Students Corner on the home page for access to the most up-to-date forms and instructions available.
Version 8 of Adobe is required for the 169C.

PROCEED TO NEXT PAGE FOR DOCUMENT CHECKLIST

Document Checklist For Applicants

1) A Course Schedule:

- Be registered for classes by the deadline posted on our homepage: www.colorado.gov/dmva to get a proper estimate of your course charges.
 - o Your name should be on the schedule
- Upload your schedule to confirm the information you reported**
 - o **CSU-Global Students: See the registration blocks and guidance provided at the beginning of this manual.**
- If you don't have a course schedule yet, attach **ALL** of the following documentation in lieu of the course schedule:
 - o A letter of acceptance/enrollment from your institution
 - and-
 - o A letter from your institution's Academic Advisor specifying the number of credit hours they anticipate you will be registering for **and** the date they expect your registration to be completed.
 - o You will be asked by the State TA office to later provide an official copy of your course schedule to verify this information.
- We must be able to verify the number of hours and courses you are scheduled for.
- Waitlisted classes are not approved for State TA at time of eligibility review.
- The option to bypass this document requirement is not permitted.**

2) A Cost/Tuition breakdown:

- Upload your cost breakdown to confirm the information you reported**
 - o Cost breakdowns must show your *actual* tuition charges for the semester
 - o Examples of acceptable cost breakdowns: student account, ledger card, account summary
- If you do not have tuition posted to your account yet, upload your school's official tuition/fees schedule that is available on their website. Every school has a tuition/fees schedule.
- The option to bypass this document requirement is not permitted.**

3) A Completed 169C Form:

- Please ensure you are using the most up to date form from our website (do not save 169c documents/instructions. Forms are updated regularly).
 - o Available in the **FORMS** section of the navigation menu of your online application and also on the State TA homepage at: www.colorado.gov/dmva Departments & Staff> Tuition Assistance > **Students Corner**.
 - o Initiate this document with your Unit Commander immediately; you can initiate the online application process but will not be able to complete the application.
- Upload your completed 169C to confirm the information you reported**
 - o Blank or incorrect information on either applicant or Unit Commander sections *may be rejected*

WARNING: Applicants and Enlisted personnel are not permitted to complete Unit Commander Sections of this form!
- It is your (the applicant) responsibility to ensure you obtain the form back from your Unit Commander and have it uploaded to your application by the established deadlines posted on the State TA Homepage: www.colorado.gov/dmva
- The option to bypass this document requirement is not permitted.**

4) Additional Required Documentation if any of the following applies to you:

Six month service requirement exceptions: **ISR, IST, State to State Transfer, Palace Front, Newly Commissioned Officer**

Upload the following:

- DD214 showing most recent record of service
- AND-
- NGB FORM 22-5 (Transfers: Air/Army)
 - o Must be complete with all signatures
- OR-
- DD FORM 4 (Palace Fronts, Active Duty Transfers to CO National Guard)
 - o Must be complete with all signatures
- The option to bypass this document requirement, if you fall under a six month service exception, is not permitted.**

Members with ETS dates **on or before** the end of your semester: Have additional documentation to upload into the online application before you hit 'submit.'

- Complete Re-enlistment packet (with all required signatures)
- If you intend to re-enlist but cannot yet, please upload a memorandum from your Unit Commander specifying your intent to re-enlist **and** estimated date of completion of your re-enlistment packet.
 - o Your Unit Commander must sign this document (ink or electronic signature verification from Adobe)
- The option to bypass this document requirement, if your ETS is on or before end of semester, is not permitted.**

STEPS TO SUBMISSION

- 5) Answer all questions on your online application and provide all the documents that are required in the packet. Use the checklist above to make sure you are not missing any documents crucial to your application packet.
- 6) When you get to the CERTIFICATION/TERMS & CONDITIONS section, review this page then hit the SUBMIT button. **DO NOT SKIP THIS STEP!**
- 7) You have not successfully submitted the online application packet nor will it be considered for review until you receive the **CONGRATULATIONS!** Message on your screen. Applications are typically reviewed once the application period has closed and can take several weeks.
- 8) If you attempt to submit your application packet after the application period has closed, your application will not be processed.

WHAT HAPPENS NEXT?

1. Once you have submitted your online application packet and the deadline period has closed, review of the application will begin accordingly. If it is determined you are eligible, you will be emailed an Authorization letter to your preferred email address.

Please Advise: the eligibility review period can take several weeks after you submit your online application packet, so please be patient. Letters are typically issued before the start of the applicable semester.

2. Once you receive an emailed authorization letter, sign/date it and provide to your school's billing department (military certifying official if CSUG). In the body of the email, your school contact person will be listed, so you know who to turn your letter into.

Be sure you are aware of your school's established deadlines for submitting 3rd party paperwork!

3. Your school will not invoice the State TA Office for payment until they have received your signed Authorization Letter and their Add/Drop period has passed.
4. See FAQ's on our website for additional details regarding the program or for answers to general questions you may have.

If your questions cannot be answered by using this guide or visiting the FAQ's section on our website:

E-mail: tuition@dmva.state.co.us