

# COMPREHENSIVE GUIDE TO APPLYING ONLINE FOR COLORADO NATIONAL GUARD STATE TA

Step-by-step instructions on applying for State Tuition Assistance

*Updated 3-4-16*

## 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. The site is secure and this is likely due to your computer browser's set firewall.
5. When you reach the application page and see access denied, don't panic! This is because you haven't registered to do the application yet. See the instructions below.

### Application Deadlines: School Year: 2016-2017

### Visit the State TA Homepage for Application Deadlines

[www.colorado.gov/dmva](http://www.colorado.gov/dmva)



### Registration Blocks by Semester: School Year 2016-2017

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
FALL 2016	August 1 <sup>st</sup> - Dec. 31 <sup>st</sup>
SPRING 2017	January 1 <sup>st</sup> - April 30 <sup>th</sup>
SUMMER 2017 (If funding is available)*	May 1 <sup>st</sup> - July 31 <sup>st</sup>

**\*CSU GLOBAL STUDENTS REFERENCE NEXT CHART FOR YOUR REGISTRATION GUIDELINES\***

## Registration Blocks by Semester: School Year 2016-2017

### CSU Global Students ONLY

**SKIP THIS PAGE IF YOU ARE NOT ATTENDING CSU GLOBAL**

**NOTE: CSU GLOBAL AND CSU ONLINE PLUS ARE NOT THE SAME SCHOOLS!**

1. CSU Global Students must register for all courses and 8-Week Terms within the State TA Semester Block outlined below. Do this while the State TA application period is *open* or risk not being funded for those classes in the Semester Block.

2. To maximize your State TA Eligibility, in Fall and Spring semesters, you should be registered for *at least 2* 8-Week terms for each State TA Semester Block from the list below, not to exceed 12 credit hours.

3. You will be unable to register for all courses via your student portal. *Contact* your Academic Advisor at CSU Global and let them know you are a State TA Applicant and must register for all 8-Week Terms up front. Request an invoice(s) from your advisor; you will need these to complete your State TA application later.

4. Check start and end dates of the 8-Week terms below, so you aren't overlapping on courses!

8 WEEK CSUG-TERMS TABLE 16-17 SCHOOL YEAR

STATE TA SEMESTER BLOCK <i>FALL 2016</i>	CSU GLOBAL Start Dates
FALL- B (Burgundy & Gold Tracks)	August 8th – October 2 <sup>nd</sup> , 2016
FALL- C (Burgundy & Gold Tracks)	September 5th – October 30 <sup>th</sup> , 2016
FALL-D (Gold Track)	October 3rd – November 27 <sup>th</sup> , 2016
WINTER-A (Burgundy Track)	November 7 <sup>th</sup> – Jan 8 <sup>th</sup> , 2017
WINTER-B (Burgundy & Gold Tracks)	December 5 <sup>th</sup> – February 5 <sup>th</sup> , 2017

STATE TA SEMESTER BLOCK <i>SPRING 2017</i>	CSU GLOBAL Start Dates
WINTER-C (Burgundy & Gold Tracks)	January 9 <sup>th</sup> – March 5 <sup>th</sup> , 2017
WINTER-D (Gold Track)	February 6th – April 2 <sup>nd</sup> , 2017
SPRING-A (Burgundy Track)	March 13 <sup>th</sup> – May 7 <sup>th</sup> , 2017
SPRING-B (Burgundy & Gold Tracks)	April 10 <sup>th</sup> – June 4 <sup>th</sup> , 2017

STATE TA SEMESTER BLOCK <i>SUMMER 2017 (If funds are available)</i>	CSU GLOBAL Start Dates
SPRING- C (Burgundy & Gold Tracks)	May 8th – July 2 <sup>nd</sup> , 2017
SPRING-D (Gold Track)	June 5th – July 30 <sup>th</sup> , 2017
FALL-A (Burgundy Track)	TBD

Register for at least two 8 wk terms and no more than 4 classes during the open application period ea/semester

## 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
- Reservists (look into separate Reserve TA program)

- 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](http://www.colorado.gov/dmva)
- 6 month service in CONG is required for **all** members.
- 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](http://www.colorado.gov/dmva)
- Members are only eligible to apply for assistance on degree levels/certifications they have not already received. **For example:** A student that already has a Bachelor's Degree cannot apply for a 2<sup>nd</sup> Bachelor's Degree, etc.
- Up to \$475 paid per credit hour
- Up to \$4,250 paid per Semester/Trimester/Quarter
- 2.5 Cumulative Grade Point Average required for continued eligibility
- 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](http://www.colorado.gov/dmva)

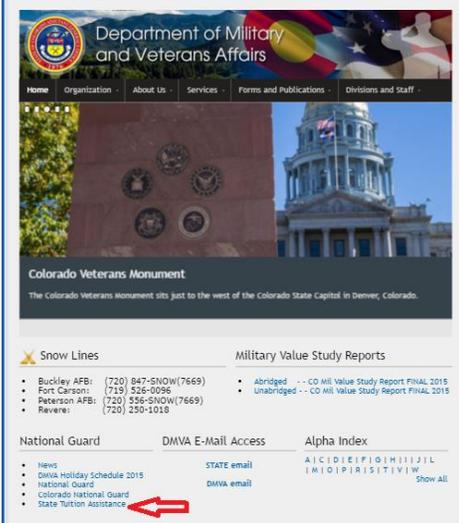
**READY TO APPLY? LET'S GO!**

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# GETTING STARTED ONLINE

Please go to: [www.colorado.gov/dmva](http://www.colorado.gov/dmva) \*Note: You may get message that states your connection is not private. The site is secure, just select the [Advanced link](#) and then the link that states: [Proceed to ta.dmva.state.co.us](http://Proceed to ta.dmva.state.co.us)

1. Select **Tuition Assistance** link at the bottom of the page.



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 – write down your information and keep it somewhere safe, you will need this every semester.

- If you are an existing user applying for a new semester, **do not** make another account!
- If you forgot your password, you can hit the tab that says "forgot password" or you can enter your existing Username and Password at this time.

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 up to an hour for you to receive the email verification.**

6. You will see that the screen says **Access Denied**. You will have to log into the application with your verified username, password and complete the Captcha code to get started.

The image shows a user login interface. On the left, there is a 'User login' form with fields for 'Username \*' (containing 'DBAPTISTE') and 'Password \*' (masked with dots). Below these are links for 'Create new account' and 'Request new password'. A 'CAPTCHA' section follows, with a question: 'This question is for testing whether you are a human visitor and to prevent automated spam submissions.' Below the question is an image of the characters 'NJCNB' and a text input field containing 'NJCNB'. A 'Log in' button is at the bottom. On the right, a message reads 'Access denied' and 'You are not authorized to access this page.' Blue arrows point to the username, password, captcha image, and captcha input field.

7. Immediately visit the **Students Corner** on the home page for access to the most up-to-date forms and instructions available. **You should always visit this section (before applying) every semester to make sure you are using the most updated forms!**

**PROCEED TO NEXT PAGE FOR DOCUMENT CHECKLIST**

## Document Checklist For Applicants

### 1) A Course Schedule:

- You must be registered for classes before you can apply. This is required to get a proper estimate of your course charges.
  - **Your name, # of credit hours and actual courses w/titles must be provided on the schedule**
  - **Calendar views of schedules are NOT acceptable**
  - **The schedule must be from your student portal or an academic advisor (self-made schedules are not permitted)**
- Upload** your schedule to confirm the information you reported
  - **CSU-Global Students: See the semester blocks and guidance provided at the beginning of this manual.**
- If you don't have a course schedule yet, you must attach **ALL** of the following documentation in lieu of the course schedule if you wish to be further considered (failure to submit **ALL** required docs listed will result in automatic disqualification!):
  - A letter of acceptance/enrollment from your institution  
**-and-**
  - 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.
  - 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
  - Cost breakdowns must show your *actual* tuition charges for the semester
  - Examples of acceptable cost breakdowns: student account, ledger card – **CSU Global Students: Must request an Invoice from your Academic advisor for at least two 8-week terms for Spring and Fall semesters (see instructions on pg. 2 of this guide).**
  - If you do not have tuition posted to your account yet: upload your school's official tuition/fees schedule that is available on their webpage. Every school has a tuition/fees schedule on their webpage- **This option is not available to CSU Global students.**
- The option to bypass this document requirement is not permitted.**

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

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

- Provide a completed Re-enlistment packet (with all required signatures)
- If you intend to re-enlist but cannot yet, please upload a **signed** memorandum from your Unit Commander specifying your intent to re-enlist **and** estimated date of completion of your re-enlistment packet.
  - 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

- 4) **Accurately 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.**
- 5) **When you get to the CERTIFICATION/TERMS & CONDITIONS section, review this page then hit the SUBMIT button. DO NOT SKIP THIS STEP!**
- 6) **You have not successfully submitted the online application packet nor will it be considered for further eligibility 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.**
- 7) **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 and your file will be submitted to your Unit Commander for approval to participate in the program and to verify your DOE, ETS, MOS/AFSC, PRN#.
2. If it is determined you are eligible, you will be emailed a FERPA release/Expectation Form to your preferred email address listed on the application and your school will be notified of your authorized amount for the semester. You will be able to check your student account at your institution to learn the amount you were authorized for or you may contact your institution if it is not yet posted.

**Please Advise: the eligibility review period can take several weeks after you submit your online application packet, so please be patient.**

3. Once you receive an emailed FERPA release/Expectation form you must 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 pay attention to your school's established deadlines for billing!**

4. Your school will not invoice the State TA Office for payment until they have received your signed FERPA Release/Expectation form and the Add/Drop period has passed. So please make sure you have turned it in by your institution's billing deadline, otherwise you will risk not having your State TA Paid!
5. 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](mailto:tuition@dmva.state.co.us)