

**Department of Military and Veterans Affairs
Regulation 350-8
01 July 2016**

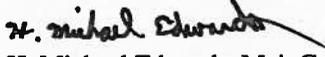


**Education and Training
Colorado National Guard
Tuition Assistance**

UNCLASSIFIED

TUITION ASSISTANCE – Colorado National Guard

By Order of the Governor:


H. Michael Edwards, Maj. Gen., COANG
The Adjutant General

COLORADO NATIONAL GUARD STATE TUITION ASSISTANCE
(Effective 01 July 2016)

PURPOSE. This regulation delineates the policy and procedures implementing the Tuition Assistance Program authorized in Colorado Revised Statute 23-5-111.4

APPLICABILITY. This regulation is applicable to all units and activities of the Colorado National Guard (Army and Air).

SUPPLEMENTATION. Supplementation of this regulation is prohibited.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is Colorado Adjutant General (COTAG). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the State Tuition Assistance Office: 6848 South Revere Parkway, Centennial CO 80112-6703.

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This regulation supersedes DMVA Reg 350-8, dated 1 MAY 2013.

1. **GENERAL:**
Colorado Revised Statutes 23-5-111.4 provides for State Tuition Assistance for members of the Colorado National Guard (CONG) at designated institutions of higher education. Funding and rate of assistance is contingent upon the annual appropriations by the State Legislature.

2. **DEFINITIONS:**
Official meanings of pertinent terms are as follows:

- a. **Semester/Quarter:** The term of school instruction defined by the catalog of the particular college/university
- b. **Designated Institution:** The state funded Higher Education institutions for which eligible CO National Guard members may receive State Tuition Assistance are as follows:

- 1. Adams State University
- 2. Aims Community College
- 3. Arapahoe Community College
- 4. Arapahoe-Douglas Career & Technical School
- 5. Colorado Mesa University
- 6. Colorado Mountain College
- 7. Colorado Northwestern Community College
- 8. Colorado School of Mines
- 9. Colorado State University
- 10. Colorado State University –Pueblo
- 11. Community College of Aurora
- 12. Community College of Denver
- 13. Delta-Montrose Area Vocational Technical Center A.V.S.
- 14. Emily Griffith Technical School
- 15. Fort Lewis College

- 16. Front Range Community College
- 17. Lamar Community College
- 18. Metropolitan State University of Denver
- 19. Morgan Community College
- 20. Northeastern Junior College
- 21. Otero Junior College
- 22. Pikes Peak Community College
- 23. Pueblo Community College
- 24. Red Rocks Community College
- 25. Southwest Colorado Community College
- 26. Pickens Technical College
- 27. Trinidad State Junior College
- 28. University of Colorado at Boulder
- 29. University of Colorado at Colorado Springs
- 30. University of Colorado at Denver
- 31. Western State Colorado University
- 32. University of Colorado Health Sciences Center
- 33. University of Northern Colorado

c. **SATISFACTORY PERFORMANCE.** The cumulative grade point average (CGPA) of the participating recipient must remain at a 2.5 or better for continued State Tuition Assistance eligibility.

d. **TUITION RATE.** The State Tuition Assistance Office of the Department of Military and Veterans Affairs determines the percentage of tuition awarded, based on the availability of funds and the number of applicants received per semester. The Colorado Commission on Higher Education establishes the tuition rate per sponsored school.

3. ELIGIBILITY

- a. Any new member of the CONG, to include transfers from other states or other components, must have served six months and be enrolled at a designated participating institution of higher education in order to be eligible for State Tuition Assistance. A member must remain in good standing as an active member of the CONG and meet all continuing requirements of the school and this regulation.
- b. Only active CONG members under the following statuses are eligible to apply for State Tuition Assistance:
 - 1) Title 32 in Title 10 status, AGR, Federal Technician, and M-DAY.
Reservists do not qualify.
- c. The member's commanding officer will attest to the applicant's current satisfactory guard performance, enlistment information, unit information and attendance as requested by the State Tuition Assistance office. The commander may delegate this authority to a member of his command or unit administrator with appropriate signature authority.
- d. The total State Tuition Assistance benefits are limited to a total of 132 semester hours or 198-quarter hours or 8 years total, whichever is reached first. Participants' accounts will be debited for actual hours enrolled and years used as determined by the State Tuition Assistance office.
- e. Continuance in the State Tuition Assistance program is contingent upon the member maintaining satisfactory academic performance (see 2.c & 3.o.) and satisfactory guard performance, including attendance, and compliance with all related rules and regulations of both the CONG and this program.
- f. State Tuition Assistance will be provided to applicants who meet all eligibility requirements, subject to availability of appropriations.
- g. Any recipient of State Tuition Assistance must remain in good standing as a CONG member through the duration of the sponsored quarter/semester. Should a recipient's ETS finish during the sponsored semester, proof of extension of enlistment is required as established by the State Tuition Assistance Office. Dates of semester/quarter length are determined by the institution. If a member leaves the CONG before the sponsored semester is over and no re-enlistment documentation is provided, then that member must reimburse the State Tuition Assistance Program the amount of tuition paid for the semester.
- h. The amount of State Tuition Assistance is limited to the in-state tuition rate, as defined by the institution. CONG members are eligible for in-state residency status. It is the responsibility of the member to prove residency status at the institution.
- i. No State Tuition Assistance shall be granted without a complete online application packet submitted, in addition to any other necessary documents outlined in the application process by the State Tuition Assistance office. All forms must be submitted by the deadlines established by DMVA for each semester/quarter posted on the website.
- j. If a recipient drops their course(s) and receives a refund of tuition, the recipient and institution must notify the State Tuition Assistance office and such refund shall be returned to the Department of Military and Veterans Affairs for proper credit procedures. Recipients are not eligible for tuition refunds with State Tuition Assistance funds.
- k. If a recipient withdraws from their course(s) they become fully responsible for the tuition owed to the institution for the semester. The recipient and institution must notify the State Tuition Assistance office and any State Tuition Assistance funds awarded at the time of withdrawal shall be returned to the Department of Military and Veterans Affairs for proper credit procedures.
- l. If a recipient resigns or is discharged from the CONG prior to completion of his/her membership obligation, such recipients shall be required to reimburse the Department of Military and Veterans Affairs for the amount of State Tuition Assistance sponsored, including any and all fees associated with collection.
- m. If an individual is mobilized or accepts a Title 10 Active Duty Tour after receiving State Tuition

Assistance, funding shall be returned to the State Tuition Assistance office by the institution and recipient. The recipient must make appropriate payment arrangements with their institution to fulfill their tuition obligations accordingly.

- n. Falsification or misrepresentation of data or information on any State Tuition Assistance related documentation will permanently disqualify the applicant from the State Tuition Assistance program.
- o. If a member applies for State Tuition Assistance for a semester/quarter and becomes a recipient, the member is expected to attend and complete the semester. The recipient must also earn a letter grade of A-F to retain funding, W's are not permitted.
- p. If for any reason the recipient cannot attend their institution, they must notify the State Tuition Assistance Office as soon as possible. Failure to notify timely may disqualify future State Tuition Assistance for the member.

4. PRIORITY DETERMINATIONS:

- a. The following priorities can be used for disbursement of CONG State Tuition Assistance if deemed necessary and must be approved by the Executive Director prior to being enacted:
 - 1. Non-prior service
 - 2. Members without a degree
 - 3. Shortage MOS/AFSC (s) as determined by the department.
- b. Pursuant to C.R.S 23-5-111.4 2 (a), members shall be permitted to pursue studies leading towards a bachelor's degree, a postgraduate degree, an associate's degree or a certificate of completion.
- c. Recipients will be limited to completion of one degree or certificate from each level of higher education.
- d. Members may not apply to obtain another degree or certificate that is equivalent to the same education level in which they have already earned.

5. APPLICATION PROCEDURES:

- a. Funding will be provided for a standard academic year. A standard academic year does not necessarily include summer.

Applications must be submitted through the website:
www.colorado.gov/dmva
Go to State Tuition Assistance Link

Deadlines by semester are posted in advance, on the State Tuition Assistance site.

- c. Individuals should first contact the State Tuition Assistance Program Manager for further guidance. Unit commanders and authorized unit administrators will ensure active support for the program and timely processing of documentation.

6. APPEALS:

- a. Members eligible for State Tuition Assistance who are denied funds may appeal such denial to the State Tuition Assistance Advisory Board when:

(1.) Procedural error beyond the control of the individual which resulted in ineligibility.

(2.) The individual alleges other violations of this regulation or controlling statute.

- b. Appeals must be submitted in writing via certified letter and sent to:

Department of Military and Veterans Affairs,
Attn: State Tuition Assistance Office
6848 S. Revere Parkway
Centennial, CO 80112

- c. All appeals must be received by the State Tuition Assistance Advisory Board within 30 calendar days of:

(1.) Notification of State Tuition Assistance denial.

(2.) Learning of procedural error (Paragraph 6a (1) above).

- d. If funding for the term in question has already been expended, appeals may not be favorably considered.

- e. The State Tuition Assistance Advisory Board will meet as soon as possible, after receipt of appeal and notify applicant in writing of any decisions.

7. STATEMENT OF UNDERSTANDING:

The provisions of this regulation shall be explained to each new member of the Colorado National Guard upon reception.

8. INSTRUCTIONS TO PARTICIPATING INSTITUTIONS OF HIGHER EDUCATION.

Provide to DMVA State Tuition Assistance Office:

- (a) Student name
- (b) Student ID
- (c) Enrollment hours per student, per semester/quarter hour
- (d) Cumulative GPA (CGPA)
- (e) Federal Grants and Pertinent Financial Information
- (f) Timely Billings [C.R.S. 23-5-111.4 (7) (b)] Defined as the end of drop/add period