

# STATE OF COLORADO

Department of Military & Veterans Affairs

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<b>TITLE:</b>	Colorado National Guard State Tuition Assistance
<b>EFFECTIVE DATE:</b>	July 01, 2024
<b>APPLICABILITY:</b>	Colorado Army and Air National Guard Members
<b>PROPONENT:</b>	Colorado National Guard Tuition Assistance Administrator
<b>REGULATION NUMBER:</b>	Regulation 350-8
<b>REFERENCE:</b>	C.R.S. 23-7.4-302
<b>SUPERCEDES:</b>	Colorado National Guard State Tuition Assistance: January 01, 2021

- 1. PURPOSE.** This regulation delineates the policy and procedures implementing the Tuition Assistance Program authorized in Colorado Revised Statute C.R.S. 23-7.4-302.
- 2. APPLICABILITY.** This regulation is applicable to all units and activities of the Colorado Army and Air National Guard.
- 3. SUPPLEMENTATION.** Supplementation of this regulation is prohibited.
- 4. SUGGESTED IMPROVEMENTS.** The proponent of this regulation is the Colorado

Adjutant General (NGCO-TAG). 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, Colorado 80112-6703.

**POLICY:**

**1. GENERAL.** Colorado Revised Statutes 23-7.4-302 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:

1) **Semester/Quarter:** The term of school instruction defined by the catalog of the college/university.

**3. DESIGNATED INSTITUTION:** The state funded Higher Education institutions for which eligible Colorado National Guard members may receive State Tuition Assistance are as follows:

- 1) Adams State University
- 2) Aims Community College
- 3) Arapahoe Community College
- 4) Colorado Mesa University
- 5) Colorado Mountain College
- 6) Colorado Northwestern Community College
- 7) Colorado School of Mines
- 8) Colorado State University at Ft. Collins & Online Plus
- 9) Colorado State University- Global
- 10) Colorado State University at Pueblo
- 11) Community College of Aurora
- 12) Community College of Denver
- 13) Emily Griffith Technical College
- 14) Fort Lewis College
- 15) Front Range Community College

- 16) Lamar Community College
- 17) Metropolitan State University of Denver
- 18) Morgan Community College
- 19) Northeastern Junior College
- 20) Otero Junior College
- 21) Pickens Technical College
- 22) Pikes Peak State College
- 23) Pueblo Community College
- 24) Red Rocks Community College
- 25) Southwest Colorado Community College
- 26) Technical College of the Rockies
- 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) University of Colorado Health Sciences Center
- 32) University of Northern Colorado
- 33) Western Colorado University

#### **4. TUITION RATE**

The State Tuition Assistance Office of the Department of Military and Veterans Affairs determines the percentage of tuition awarded and the number of allotted recipients per semester, based on the availability of funds. The Colorado Commission on Higher Education establishes the Cost of Attendance caps at institutions and the tuition rate is established by each individual higher education institution.

#### **5. ELIGIBILITY**

##### ***Effective 01 July 2024:***

- a. Any member of the Colorado Army & Air National Guard (CONG), including transfers from other states or service components, is eligible to use State Tuition Assistance. There is no waiting period for members transferring from other states or service components, providing they have completed Basic Training.
- b. For transfers from other states or service components, if there is a break in

service and additional requirements to attend basic training, this must be completed to qualify for tuition assistance.

1) Proper documentation must be provided at the time of applying to verify completion.

c. New members to the Colorado National Guard must complete Basic Training *before* applying for tuition assistance. Proof of Basic Training completion must be provided to the tuition assistance administrator at the time of applying for tuition assistance.

1) Proof of completion includes any of the following:

- DD FORM 214
- DD FORM 220
- DD FORM 4
- Certificate of Completion
- For Army National Guard Officers:
  - i. Oath of Completion NGB Form 33 AND Officer Record Brief (ORB). (You may redact all other information *except* your name, MRD, and Civilian Education).
- For Air National Guard Officers:
  - i. Oath of Office NGB Form 337 or AF Form 133 AND Career Data Brief (CDB). (You may redact all other information *except* your name, MSD, and Civilian Education).

d. Students who received State Tuition Assistance during Spring 2024 semester and do not meet the revised requirements effective 01 July 2024, will be grandfathered in, and permitted to continue to use State Tuition Assistance funds. This is only provided the member remains in good standing with the Colorado Air or Army National Guard.

1) New applicants must meet the revised qualifications as 01 July 2024.

e. It is required that all applicants get approval from their Commanding Officer or Commander's delegate to apply for Colorado State Tuition Assistance.

1) Approval will be based on the command's determination, providing the

applicant has completed basic training and is in good standing with the Colorado Air or Army National Guard.

- 2) The Commanding Officer or Commander's delegate must approve the Guard member to apply for State Tuition Assistance by completing and signing the Tuition Assistance Authorization Form located on the CONG Tuition Assistance website.
  - 3) By approving, the Commanding Officer, or Commander's delegate, attests that the Guard member is currently in satisfactory standings with guard performance.
  - 4) Once complete, the Tuition Assistance applicant must upload the completed authorization form with their application to be considered for State Tuition Assistance funds.
  - 5) Applications will not be approved without this completed authorization form.
- f. Members must also be enrolled at a designated State Tuition Assistance participating institution of higher education and be in good standing as an active member of the CONG, meeting all the continuing requirements of the school and this regulation.
- g. Only active CONG members under the following statuses are eligible to apply for State Tuition Assistance:
- 1) Title 32: AGR or Federal Technician, M-Day/Traditional Member, One-Time-Occasional-Tour (OTOT), or CONG Temporary Title 10 orders.
- h. Reserve Officer Training Corps (ROTC) scholarship applicants who have made the "tuition and fees" election are **not** eligible for State Tuition Assistance. If they elect the "room and board" option of the scholarship, they may still apply for State Tuition Assistance.
- 1) ROTC applicants are required to upload the following documents to determine eligibility:
    - DA FORM 597, 597-1, 597-3, or 597-4
- i. ROTC applicants who elect the "room and board" option of their scholarship and apply for Colorado State Tuition Assistance must get approval from their Commanding Officer, or Commander's delegate, to receive Colorado State Tuition Assistance.

- 1) Approval will be based on the determination of the command providing current satisfactory performance and the ROTC member is not currently using scholarship funds for tuition and fees.
  - 2) The Commanding Officer, or Commander's delegate, must approve for the ROTC member to apply for State Tuition Assistance by completing and signing the Tuition Assistance Authorization Form located on the CONG Tuition Assistance website.
  - 3) By approving, the Commanding Officer, or Commander's delegate, attests that the ROTC member is currently in satisfactory standings with their ROTC performance and the ROTC member is not currently using scholarship funds for tuition and fees.
  - 4) Once complete, the TA applicant must upload the completed authorization form with their application to be considered for State Tuition Assistance funds.
  - 5) Applications will not be approved without this completed authorization form.
- j. ROTC members must actively attend weekend drills with the Colorado Air or Army National Guard.
  - k. Applicants may not be drawing tuition from any other tuition assistance program funded by a private employer that, when combined with the assistance in this section, would exceed one hundred percent of the tuition costs.
  - l. Applicants may not be a recipient of a full scholarship for tuition and fees to any designated institution of higher education; and
  - m. Must serve in the Colorado National Guard during the period that the member receives tuition and fee assistance.
  - n. State Tuition Assistance will be provided to applicants who meet all eligibility requirements, subject to the availability of funds.

## **6. APPLICATION PROCESS**

- a. CONG members interested in applying for Colorado State Tuition Assistance can apply online at <https://dmva.colorado.gov/tuition-assistance>
- b. Deadlines by semester/quarter are posted in advance on the State Tuition Assistance [website: https://dmva.colorado.gov/tuition-assistance](https://dmva.colorado.gov/tuition-assistance).

- c. Once paperwork from the applicant is received, and it correlates with a submitted online application, the applicant is now ready to be reviewed for State Tuition Assistance eligibility.
- d. The Tuition Assistance administrator will confirm the applicant's Date of Entry (DOE), Expiration Term of Service (ETS).
- e. The Tuition Assistance administrator will review the course schedule, cost breakdown, and any other paperwork submitted by the applicant as required at the time of application.
- f. Additional documentation and corrected documents may also be collected as long as the original application was submitted by the deadline posted on the State Tuition Assistance webpage. The State Tuition Assistance administrator will verify any information provided by the applicant or the Unit.
- g. Members will supply the required documentation as mentioned in section (5.c.1.) to verify current satisfactory guard performance, enlistment information, unit information, and attendance requested by the State Tuition Assistance office. If an applicant falsifies any part of this attestation, the member may be permanently disqualified from participation in the program.
  - 1) Required documentation includes the following:
    - Detailed Course Schedule
    - Tuition Cost Breakdown
    - Reenlistment Documents (if applicable)
      - i. ARMY National Guard Submit:
        - DA FORM 4836 Oath of Extension Document for CO National Guard. Provide a completed re-enlistment packet with both you and your Unit Commander's signatures.
      - ii. AIR National Guard Submit:
        - AF Form 418 for CO National Guard. Provide a completed re-enlistment packet with both you and your Unit Commander's signatures.
- h. No State Tuition Assistance shall be granted without a complete online application packet submitted, in addition to any/all other necessary documents outlined in the

application process by the State Tuition Assistance office. All forms for each semester/quarter must be submitted by the deadlines established by the State Tuition Assistance office. Deadlines are posted on the State Tuition Assistance webpage.

## **7. GUIDELINES AND REQUIREMENTS**

- a. Funding will be provided for a standard academic year.
- b. The total State Tuition Assistance benefits are limited to a total of 132 semester hours or 198 quarter credit hours or 8 years of use, whichever is reached first. Participants' accounts will be debited for hours enrolled and years used as determined by the State Tuition Assistance office.
- c. Award Amount – Approved applicants can be awarded up to \$5,000 per semester/quarter/trimester, which is subject to change at the Tuition Assistance manager's discretion and based on funding availability.
- d. Continuance in the State Tuition Assistance program is contingent upon the member maintaining satisfactory academic progress, and satisfactory CONG performance, including attendance, and compliance with all related rules and regulations of both the CONG and this program.
- e. Any recipient of State Tuition Assistance funding must remain in good standing as a CONG member through the duration of the sponsored quarter/semester. Should a recipient's ETS conclude during the sponsored semester, proof of enlistment extension or re-enlistment is required, as established by the State Tuition Assistance office. The institution determines dates of semester/quarter length. In cases where a recipient leaves the CONG before the sponsored semester is over and no reenlistment documentation is provided, the recipient must reimburse the State Tuition Assistance program the amount of tuition paid for the semester/quarter.
- f. 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 member's responsibility to prove residency status at the institution.
- g. If the recipient cannot attend the approved courses or institution for any reason,



they must notify the State Tuition Assistance office as soon as possible. Failure to provide timely notification may disqualify the member from using future State Tuition Assistance participation.

- h. 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 entire semester/quarter. The recipient must also earn a letter grade of A-F to retain State Tuition Assistance funding. Withdrawals (W's) and incomplete's (I's) will not be funded.
- i. The participating recipient must maintain a minimum 2.50 cumulative grade point average (CGPA) while participating in the State Tuition Assistance program. If the minimum GPA is not met, funding will be denied.
- j. If a recipient drops their course(s) and receives a refund of State Tuition funds, the recipient and the institution must notify the State Tuition Assistance office and such a refund shall be returned to the State Tuition Assistance office for proper credit procedures. Recipients are not eligible for refunds with any State Tuition Assistance funding.
- k. If a recipient withdraws from their course(s), they become fully responsible for the tuition owed to the institution for the semester/quarter. 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 State Tuition Assistance office for proper credit procedures.
- l. For each member of the Colorado National Guard who is a continuing student and who is receiving tuition assistance, the Department of Military and Veterans Affairs shall obtain certification from the designated institution before the payment to the institution attesting to the member's current satisfactory academic standing for each semester or quarter for which tuition assistance is requested. No tuition assistance shall be granted without such certification.
- m. If a recipient is separated from the CONG due to no fault of their own prior to completing his/her membership obligation, such recipients will be permitted to complete the classes they are currently enrolled in, however, will no longer qualify to receive future funding from State Tuition Assistance.
- n. Any member who leaves the Colorado National Guard in violation of the member's

agreement during an academic term for which the member is receiving tuition assistance shall be required to repay to the Department of Military and Veterans Affairs the amount of Tuition Assistance granted for that academic term and all collection fees incurred by the Department of Military and Veterans Affairs.

- o. Applicants found intentionally falsifying or misrepresenting data or information to obtain State Tuition Assistance funds may be disqualified from receiving future funds, reported to their Unit Commander, and required to repay to the Department of Military and Veterans Affairs the amount of Tuition Assistance granted for that academic term and all collection fees incurred by the Department of Military and Veterans Affairs.
- p. Officers who use State Tuition Assistance incur a service obligation of two years, calculated from the completion date of the last course for which State Tuition Assistance was paid. The command the officer is assigned to is responsible for tracking the service obligation for each officer using State Tuition Assistance.
- q. Any information concerning State Tuition Assistance application information is considered confidential and will only be released to and discussed with members and their academic institution. If a member wishes to have information regarding their State Tuition Assistance application disclosed to a third-party, the applicant must be on official orders and the third-party inquiring must have a current and valid active Power of Attorney on the applicant's behalf.
- r. Pursuant to C.R.S. 23-7.4-302 (a), members shall be permitted to pursue studies leading towards an associate degree, a bachelor's degree, a Postgraduate Degree, or a certificate of completion.
- s. To better serve members of the Colorado National Guard, the previous regulation prohibiting the application of State Tuition Assistance funds towards additional degrees of same level (e.g., Bachelor, Master, and Doctorate) has been repealed. The State Tuition Assistance office will now begin considering applications for additional degrees at the same academic level. Application acceptance and funding will heavily prioritize students seeking their first degree at a level that they have not previously obtained.

## **8. PRIORITY DETERMINATIONS**

- a. The following priorities can be used for award and disbursement of CONG

State Tuition Assistance if deemed necessary and must be approved by The Adjutant General before they are enacted:

- 1) Non-prior service
  - Members without a degree
  - Shortage MOS/AFSC (s) as determined by the department.

## **9. 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.

Appeals must be submitted in writing via *certified mail* and sent to:

**Department of Military and Veterans Affairs**

**Attn: State Tuition Assistance Office**

**6848 S. Revere Parkway Centennial, CO 80112**

b. 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

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

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

## **10. STATEMENT OF UNDERSTANDING**

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

## **11. INSTRUCTIONS TO PARTICIPATING INSTITUTIONS OF HIGHER EDUCATION:**

a. Provide to DMVA State Tuition Assistance Office:

- 1) Student name
- 2) Student ID
- 3) Enrollment hours per student, per semester/quarter hour
- 4) Cumulative GPA (CGPA)
- 5) Federal Grants and Pertinent Financial Information as established by the State Tuition Assistance Program Manager
- 6) Timely Billings C.R.S. 23-7.4-302, defined as at the conclusion of drop/add period.

**Questions:** For further questions regarding the Tuition Assistance qualifications, contact the Tuition Assistance Administrator at [tuition@dmva.state.co.us](mailto:tuition@dmva.state.co.us) or 303-249-0146.

**Official:**



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