

LETTER OF INSTRUCTION

This letter outlines the steps to receive Extended State Tuition Reimbursement (STR). The following forms need to be filled out completely, signed and returned to Education Services:

1. State Tuition Reimbursement Extended Eligibility Program Memorandum of Understanding (MOU).
2. State Tuition Reimbursement Extended Eligibility Program Annual Obligation Request
3. State Direct Deposit form (If we don't already have one on file)

One copy each of the following needs to be sent with the above forms:

1. DD 214 (Military Discharge Document from Operation you supported).
2. NGB Form 22 (Report of Separation and Record of Service).

All forms need to be sent back to this office either by Fax: 651-282-4125 ATTN: Phyllis Lindstrand or Mail to:

Department of Military Affairs
Veterans Service Building
20 west 12th Street
Saint Paul, MN 55155-2098
Attn: Phyllis Lindstrand

After courses are completed and grades received, the following needs to be sent to me:

1. Grade Report.
2. Fee Statement.
3. State Tuition Reimbursement Extended Eligibility Program Payment Request.

Thank you,

Phyllis Lindstrand
Education Services
651-282-4118
Phyllis.lindstrand@mn.ngb.army.mil

CHAPTER 2

MINNESOTA STATE TUITION AND TEXTBOOK REIMBURSEMENT EXTENDED ELIGIBILITY PROGRAM

2-1. **GENERAL.** The State of Minnesota sponsors the State Tuition Reimbursement Grant Program. The State Legislature appropriates the funding for the program biennially. If, in the future, the legislature does not fund the program, neither the State of Minnesota nor the Minnesota National Guard is obligated to continue such a program.

2-2. **ELIGIBILITY.** The State Tuition Reimbursement Extended Eligibility program is available to the following individuals:

a. Former members of the Minnesota National Guard who:

(1) Have satisfactorily completed their service contracts in the Minnesota National Guard or the portions of it involving selective reserve status, for which any part of that service was spent serving honorably in federal active service (TITLE 10 orders) or federally funded state active duty since September 11, 2001. In these cases, the person's eligibility is extended for a period of two years (2), plus an amount of time equal to the duration of that person's active service. Eligibility effective date is **4 June 2005**.

(2) Have served honorably in the Minnesota National Guard and have been separated or discharged due to a service-connected injury, disease, or disability. In these cases, the person's eligibility is extended for eight (8) years beyond the date of separation. Eligibility effective date is **4 June 2005**.

2-3. **RATE OF REIMBURSEMENT.** The Minnesota National Guard will reimburse up to 100% of the tuition charged for eligible coursework (undergraduate and graduate) at accredited post-secondary institutions, not to exceed 100% of the University of Minnesota Twin Cities campus, undergraduate tuition rate.

2-3. **COURSE REQUIREMENTS.**

a. Reimbursement is authorized for:

(1) courses taken at an accredited post secondary educational institution or certification program approved for veteran's benefits.

(2) courses eligible for placement on a transcript from the post secondary educational institution.

(3) undergraduate courses completed with a grade of "**C**" or higher.

(4) graduate courses completed with a grade of "**B**" or higher.

b. Reimbursement is not authorized for:

(1) courses that were not completed.

(2) courses that earn Continuing Education Units (CEUs).

(3) activity fees, computer user fees, registration fees, books, room and board expenses, and other school-related fees.

c. If a student receives a tuition waiver (no tuition paid or the fee statement indicates no tuition charges), reimbursement is not authorized. For example, high school students who attempt post-secondary coursework, where the courses are paid for by the high school, school district, or state, are not eligible to receive reimbursement for this coursework.

2-5. **LIFETIME MAXIMUM BENEFIT.** The maximum lifetime benefit under the State Tuition Reimbursement Program is funding for **208 quarter/144 semester credits.**

2-6. **ADMINISTRATION.**

- a. Tuition reimbursement is paid upon successful completion of coursework.
- b. A student must request tuition reimbursement **no later than 90** days from the last official day of the term.
- c. The student's final fee statement dated after course completion and provided by the institution is the source document for determining the amount of reimbursement. If the fee statement does not clearly show the amount of tuition charged, the soldier must obtain a letter from the institution that states the amount of tuition charged and a point of contact at the institution. The final fee statement must include all other benefits paid directly to the institution, or are pending payment, on the student's behalf (i.e. GI BILL).

2-7. **ADDITIONAL SOURCES OF FUNDING.**

- a. Student's may use the State Tuition Reimbursement Program in conjunction with the following federally funded programs. Student's receiving Federal Benefits which pay tuition benefits directly to the institution are eligible to receive funds under the State Tuition Reimbursement program; however, the combination of Federal Benefits and State Tuition Reimbursement cannot exceed 100% of the tuition cost or the State Tuition Reimbursement maximum credit hour benefit, whichever is less.
- b. Tuition reimbursement grants received under this subdivision may not be considered by the Minnesota Higher Education Services Office or by any other state board, commission, or entity in determining a person's eligibility for a scholarship or grant-in-aid.

2-8. **APPLICATION PROCEDURES.**

- a. Student's Responsibilities.
 - (1) Read and sign the Memorandum of Understanding (MOU) annually. This memorandum specifically outlines the students's responsibility for obtaining reimbursement under the State Tuition Reimbursement Program.
 - (a) Review the MN National Guard Circular 621-5-1 annually and sign a new MOU.
 - (b) Submit the signed MOU to the Education Service Office.
 - (c) Complete an Annual Obligation Request (Annex A). Student's must submit the completed Annual Obligation Request form to the ESO within 45 days of their course start date. Failure to obligate within 45 days of their course start date will result in non-payment. The annual obligation is an estimate of tuition cost for each term during the school year. The actual amount of reimbursement is dependent on the cost of tuition and the number of credits completed. The current school year is Summer Session II 2009 through Summer Session I 2010.
 - (2) The student's must submit a tuition reimbursement Payment Request (Annex A). Student's must submit the following forms and supporting documents to the unit in sufficient time for the reimbursement request to be entered into the payment request system **no later than 90** days from the last official day of the term. See paragraph 2-9 for information on incomplete coursework or late requests for reimbursement. Soldiers and Airmen enrolled in accelerated programs, where several terms are completed during the course of a normal semester should submit their requests in groups that correspond with a normal semester.
 - (a) Payment Request, MN-NG Form 621-5-2-R-E (See Annex A).
 - (b) Grade Report. Reports downloaded from the Internet are acceptable.

(c) Final fee statement that clearly shows the amount of tuition charge. .If the fee statement does not clearly show the amount of tuition charged, the students must obtain a letter from the institution that states the amount of tuition charged and a point of contact at the institution. The fee statement must include all other federal benefits which pay tuition costs directly to the institution, or pending payment, on the student's behalf (i.e.,GI BILL).

b. ESO Responsibilities.

(1) The ESO allocates funds according to the Annual Obligation Requests received.

(2) Process payment requests.

(a) Verify all information is correct; this may include contacting the students school.

(b) Calculate the actual amount of reimbursement.

(3) Deny payment on Requests for Reimbursement that arrived at the ESO in excess of 90 days after the last official day of the school term.

2-9. INCOMPLETE COURSEWORK AND LATE REQUESTS.

a. Incomplete Coursework.

(1) If the student has an incomplete, he/she should request payment for completed classes. Once the student has finished the incomplete class(es), he/she should request payment for those courses (specify which classes submitting for). He/she must submit reimbursement requests for **completed** courses **no later than 90** days from the last official day of the term; the ESO will reimburse for these courses provided annual obligation was submitted and funds are available.

(a) In the comments block, annotate the classes that are incomplete and the expected completion date.

(b) Student's must submit request for reimbursement, along with fee statement and grades to the unit.

(c) Retain a copy of this **Request for Payment** form and paperwork to submit upon completion of **incomplete** coursework.

(2) Upon completion of the coursework, complete a new MN-NG Form 621-5-2-A, requesting reimbursement for only the courses that were originally incomplete but are now complete. Provide this request along with a grade report showing satisfactory completion and a copy of the original request to the unit.

b. Late Requests for Tuition Reimbursement.

If a student misses the 90-day suspense, the obligation will be terminated. No reimbursement request will be approved for that term. (For extenuating circumstances, the student must submit an exception to policy in writing to the ESO. The request must clearly explain the circumstances that may merit an exception to policy.)

2-10. TERMINATION. The submission of a falsified grade report, transcript or fee statement, or an attempt to receive funds to which a student is not due will result in the termination from the State Tuition Reimbursement Program for a minimum of one year from the date of detection

**MINNESOTA STATE TUITION REIMBURSEMENT EXTENDED ELIGIBILITY PROGRAM
MEMORANDUM OF UNDERSTANDING FALL 09-SUMMER 10**

A-1. ACKNOWLEDGEMENT STATEMENT.

I, _____ (Full Name), certify that I have read this memorandum prior to signing and fully understand the policies and procedures of the Minnesota State Tuition Reimbursement Program as described in Minnesota National Guard Circular 621-5-1 and this MOU.

A-2. INTRODUCTION.

a. The State of Minnesota sponsors the Tuition Reimbursement Program. The state legislature appropriates funds for this program biennially. If in the future, the state does not fund the Tuition Reimbursement Program, I understand that neither the State of Minnesota nor the Minnesota National Guard is obligated to continue the benefit.

b. I also understand that if I do not meet all the criteria outlined in Minnesota National Guard Circular 621-5-1, dated 1 Jul 09, I may jeopardize my entitlement to receive reimbursement.

c. I understand that the State Tuition reimbursement Program will reimburse up to 100% of tuition, not to exceed 100% of the University of Minnesota Twin Cities campus, undergraduate tuition rate.

d. I UNDERSTAND THAT IF I RECEIVE FEDERAL BENEFITS WHICH PAY TUITION BENEFITS DIRECTLY TO THE INSTITUTION, THE COMBINATION OF FEDERAL BENEFITS AND STR CANNOT EXCEED 100% OF THE TUITION COST OR THE STR MAXIMUM CREDIT HOUR BENEFIT, WHICHEVER IS LESS. (To include, but not limited to, GI Bill, etc.)

e. I understand that reimbursement is not authorized for activity fees, computer user fees, registration fees, books, room and board expenses, and other school-related fees.

A-3. CRITERIA FOR PARTICIPATION.

a. I understand the following additional requirements:

(1) I must attend a post secondary educational institution approved for VA benefits.

(2) I will be reimbursed only for courses that are eligible for placement on a transcript from the educational institution. Courses that earn Continuing Education Units (CEUs) are not eligible for the Minnesota State Tuition Reimbursement Program.

(3) The maximum lifetime benefit that I may receive under this program is equivalent to 208 quarter/144 semester credits.

(1) Undergraduate Study. I must achieve a grade of "C" or better, "Pass" or "Satisfactory." I understand that the National Guard will not reimburse me for any course from which I "withdraw" or receive a grade of "C-" or lower.

(1) Graduate Work. I must achieve a grade of "B" or better. I understand that the National Guard will not reimburse me for any course from which I "withdraw" or receive a grade of "B-" or lower.

e. I understand that I will be eligible for reimbursement for the course upon completion, and if the grade requirements outlined above are met.

A-4. REIMBURSEMENT PROCEDURES.

a. Memorandum of Understanding. Annually, I will carefully read, sign and submit a MOU to my unit.

b. Annual Obligation Request.

(1) I must complete the MN-NG Form 621-5-1-R-E, (Annual Obligation Request) and submit it to the ESO within 45 days of the course start date.

(2) I understand that the annual obligation is an estimate of tuition cost for each term during the school year. The actual amount of reimbursement is dependent on the school, credits and terms attended. The school year is Summer Session II 2009 through Summer Session I 2010.

(3) I understand that failure to obligate will result in my not being reimbursed.

c. Request for Reimbursement Payment:

(1) I understand that I must submit the following forms and supporting documents to the ESO within 90 days after the last official day of the term. Student's, where several terms are completed during the course of a normal semester should submit their requests in groups that correspond with a normal semester. One submission each for Fall, Winter, Spring, Summer and Summer 2 terms.

(a) Payment Request, MN-NG Form 621-5-2-R-E.

(b) Grade Report. Grades from the internet are acceptable.

(c) Fee statement that clearly shows the amount of tuition charged. If the fee statement does not clearly show the amount of tuition charged, I will obtain a letter from the institution that states the amount of tuition charged and lists a point of contact at the institution. The final fee statement must include all other benefits paid directly to the institution, or pending payment, on the student's behalf (i.e. GI BILL).

(d) Direct deposit form – State payments are now made via direct deposit using Minnesota Direct Deposit Authorization for EFT.

(2) I understand that my signature on the MN-NG Form 621-5-2-R-E will verify that all information is true and correct. My signature also authorizes the ESO to contact the school to verify course grades.

(3) I understand that I must submit my request for tuition reimbursement within 90 days after the last official day of the course.

(a) I understand that if I fail to meet this suspense, I am not eligible for reimbursement.

A-5 INCOMPLETE COURSEWORK AND LATE REQUESTS.

a. Incomplete Coursework.

(1) I understand that if I have an incomplete, that I should request payment for completed classes. Once I have finished the term I must submit reimbursement requests for **completed** courses **no later than 90** days from the last official day of the term; the ESO will reimburse for these courses provided annual obligation was submitted and funds are available.

(a) In the comments block, annotate the classes that are incomplete and the expected completion date.

(b) I must submit request for reimbursement, along with fee statement and grades to the ESO.

(c) Retain a copy of this **Request for Payment** form and paperwork to submit upon completion of **incomplete** coursework.

(2) I understand that upon completion of the coursework, complete a new MN-NG Form 621-5-2-A, requesting reimbursement for only the courses that were originally incomplete but are now complete. Provide this request along with a grade report showing satisfactory completion and a copy of the original request to the unit.

b. Late Requests for Tuition Reimbursement.

(1)) I understand that if I miss the 90-day suspense, I am not eligible for Tuition Reimbursement.

A-5 **TERMINATION.**) I understand that the submission of a falsified grade report, transcript or fee statement, or an attempt to receive funds to which a student is not due will result in the termination from the State Tuition Reimbursement Program for a minimum of one year from the date of detection

A-6. **OTHER STUDENTS RESPONSIBILITIES**

a. I understand that it is my responsibility to ensure that my application for the Minnesota State Tuition Reimbursement Program is submitted within the guidelines indicated herein and in accordance with MN NG Cir 621-5-1. Late requests for reimbursement will not be considered for payment.

b. I further understand that any attempt to submit falsified documents will result in my termination from the State Tuition Reimbursement Program for a MINIMUM of one year from the date of detection.

c. I fully understand the directives outlined herein and in MN-NG CIR 621-5-1 and my responsibilities for participation in the Minnesota state tuition reimbursement program.

Signature

Date

**STATE TUITION REIMBURSEMENT EXTENDED ELIGIBILITY PROGRAM
ANNUAL OBLIGATION REQUEST**

----DATA REQUIRED BY THE PRIVACY ACT OF 1974----

AUTHORITY: 37 USC 308b title 37, USC and section 552a, title 5, USC

PRINCIPLE PURPOSE: To explain obligation and participation requirements for State Reimbursement Program and to ensure that your agreement to these conditions is a matter of record.

ROUTINE USES: To confirm requirements of obligation and participation requirements for the State Reimbursement Program, occasionally as a basis for suspension, termination and recoument if requirements are not met.

DISCLOSURE: Disclosure of your SSN is voluntary; however, if not provided, you will not be eligible for the State Reenlistment Bonus Program.

Name: _____ SSN: _____ Rank: _____
(Last, First, MI)

Current Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Birth Date: _____ Sex: Male _____ Female _____ Race: _____

Course Type: Vo/Tech _____ Under Grad _____ Graduate _____ Dist Learning _____ Independent Study _____

School Year: _____ School Attending: _____

Anticipated Credits by Term: Fall _____ Winter _____ Spring _____ Summer1 _____ Summer _____

My Minnesota Direct Deposit Authorization for EFT form is attached. (Mandatory) _____ (initial)

Remarks:

I understand that this Annual Obligation Request is only an estimate and that the actual amount of tuition reimbursement will be based on the actual cost of tuition. I understand that I must complete all coursework at least a "C" grade of better for undergraduate and "B" or better for post-baccalaureate/graduate- level coursework

I further understand that it is my responsibility to ensure that my requests for reimbursement are forwarded to the Education Services Office within 90 days of the last day of the term.

(SIGNATURE)

(DATE)

**MINNESOTA NATIONAL GUARD
STATE TUITION REIMBURSEMENT EXTENDED ELIGIBILITY PROGRAM
PAYMENT REQUEST**

-----DATA REQUIRED BY THE PRIVACY ACT OF 1974-----

AUTHORITY: 37 USC 308b title 37, USC and section 552a, title 5, USC

PRINCIPLE PURPOSE: To explain obligation and participation requirements for State Reimbursement Program and to ensure that your agreement to these conditions is a matter of record.

ROUTINE USES: To confirm requirements of obligation and participation requirements for the State Reimbursement Program, occasionally as a basis for suspension, termination and recoupment if requirements are not met.

INSTRUCTIONS: Complete this form, attach grade report and a fee statement and submit to ESO. The form must arrive at the ESO within 60 days after the last official day of the term.

Name: _____ SSN: _____

Current Mailing Address: _____ City: _____ State: _____

Zip Code: _____ Email Address: _____ Telephone: _____

Course Type: Undergraduate Study _____ Graduate Study _____ Dist Learning _____ Independent Study _____

School Year _____ School Attended _____

TERM: Fall _____ Winter _____ Spring _____ Summer _____ Summer2 _____ Clock Hours _____

Total Number of Credits Attempted: _____ Credits Eligible for Reimbursement: _____ Tuition Charged: \$ _____

Note: Fee statement or letter from the school must reflect the actual amount of tuition charged.

My Minnesota Direct Deposit Authorization for EFT form is currently on file or attached. _____ (initial)

Did you receive GI Bill Benefits which directly paid tuition costs to the institution? Yes _____ No _____
If YES, what was the amount \$ _____

Remarks:

I verify that the address and information on this form is correct. The documentation I have submitted, herewith, is true and correct.

Signature

Date

----- FOR ESO USE ONLY -----

Contract was verified by State Program Manager for accuracy.

Printed name and Signature of program manager

Date

(Must be reviewed by program manager prior to payment being made.)