

# Colorado State Tuition Assistance

## Command Authorization Form

### Instructions for Completing this Form:

1. The Command Authorization Form must be downloaded and completed in Adobe Acrobat to access the Common Access Card (CAC) signature requirements, which is not available when completing this form in a web browser.
2. The Commanding Officer or Commander's Delegate is responsible for completing this form for the State Tuition Assistance applicant **each semester** prior to their online application submission. State Tuition Assistance applicants are not permitted to complete this form.
3. By approving, the Commanding Officer or Commander's Delegate attests that the Guard member has met all requirements and is currently in satisfactory standing with Guard performance.
4. Once complete, the Commanding Officer or Commander's Delegate should forward the final form to the applicant.
5. The applicant must upload the completed Command Authorization Form with their online application each semester to be considered for State Tuition Assistance funds.
6. Applications will not be considered without an approved authorization form.
7. If the Commanding Officer or Commander's Delegate determines that the applicant is not qualified, an online application is not needed.
8. Additional qualifications must be met according to the State Tuition Assistance Policy and the Colorado Revised Statutes (C.R.S. 23-7.4-302).
9. Final qualification is verified and determined by the Tuition Assistance Administrator through the official online application at <https://dmva.colorado.gov/tuition-assistance>.



**Enter the information of the member applying for  
Colorado State Tuition Assistance below.**

**Applicant's Name:**

**Rank:**

**Command:**

**Phone Number:**

**Email:**

**1. Did the member complete Basic Training?**

Yes. (Go to question 6).

No. (Go to question 2).

**2. Did the members receive Tuition Assistance in Spring 2024?**

Yes. (Go to question 3).

No. (Go to question 3).

**3. Is the member an ROTC participant?**

Yes. (Go to question 4).

No. (Go to question 5).



**4. If the member is in ROTC using scholarship funds, which funding source is being utilized?**

**Note:** ROTC members **cannot** use State Tuition Assistance in conjunction with the Tuition and Fees covered by their ROTC Scholarship Funds.

Tuition and Fees (Disqualified)

Room and Board (Go to question 7)

Both (Disqualified)

**5. Is the member a transfer from another state or service component?**

No. (Go to question 6).

Yes. (Go to question 5a).

**5a. Is there an additional requirement to reattend Boot Camp?**

No. (Go to question 6).

Yes. (Go to question 5b).

**5b. Has this requirement been fulfilled?**

No. (Disqualified)

Yes. (Go to question 6).



**6. Is the member an officer in the Colorado National Guard?**

No. (Go to question 7).

Yes. (Go to question 6a).

*Note: Officers who use State Tuition Assistance incur a service obligation of two years. The ADSO/RDSO is calculated from the date of completion of the last course for which State Tuition Assistance was used and the command responsibility to track.*

**6a. Is the command tracking the Officer Service Commitments to extend their military contract for 2 years after the last day of course completion for which State Tuition Assistance was used?**

Yes, proceed to question 7.

No. (Disqualified)

NOTE: It is the member's responsibility to inform their command of Tuition Assistance approval each semester for tracking purposes.

**7. Is the member in good standing with their command and maintaining satisfactory performance levels in the Colorado National Guard to include weekend drills and meeting all Physical Training (PT) requirements?**

Yes. (Proceed to final signature).

No. (Disqualified and provide an explanation).



## Approval:

*By signing the command authorization form, you are authorizing the requesting member of the Colorado National Guard to apply for State Tuition Assistance and confirming all qualifications have been met according to Colorado National Guard State Tuition Assistance Policy and C.R.S. 23-7.4-302. You are also confirming that the information disclosed is true and correct.*

Commanding Officer or Commander's Delegate Rank and Name:

Approval Date:

Phone Number:

Email:

Signature:



# Required Forms for Tuition Assistance Application

To view the complete Submission Checklist for required forms,  
Tuition Assistance Policy, FAQ's, State TA Manual and Standard  
Operating Procedures:

Go to: <https://dmva.colorado.gov/tuition-assistance>

For more information and questions specifically regarding State  
Tuition Assistance, contact the State Tuition Assistance Program

**Administrator:**

Call: 303-249-0146

Email [tuition@dmva.state.co.us](mailto:tuition@dmva.state.co.us)

For all other questions related to Federal Tuition Assistance, refer to  
your respective Army and Air Education Officers at:

Air Force Education Officer: [140FSS.FSD.BETM@us.af.mil](mailto:140FSS.FSD.BETM@us.af.mil)

Army Education Officer: [ng.co.coarng.mbx.g1-per-es@army.mil](mailto:ng.co.coarng.mbx.g1-per-es@army.mil)



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