

Colorado State Tuition Assistance

Command Authorization Form

Instructions for Completing this Form:

1. All applicants must obtain approval from their Commanding Officer or Commander's Delegate to apply for Colorado State Tuition Assistance.
2. If you are a Colorado State Tuition Assistance applicant, you can send this form to your Commanding Officer or Commander's Delegate for completion. State Tuition Assistance applicants are not permitted to complete this form.
3. The Commanding Officer or Commander's Delegate is responsible for completing this form for the State Tuition Assistance applicant every semester.
4. 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.
5. Once completed, the Commanding Officer or Commander's Delegate should return this form to the Colorado State Tuition Assistance applicant.
6. The Colorado Tuition Assistance applicant must upload the completed Command Authorization Form with their online application each semester to be considered for State Tuition Assistance funds.
7. Applications will not be considered without an approved authorization form, which must be uploaded to the online application system.
8. Approval will be based on the command's determination providing the applicant has fulfilled all requirements and is in good standing with the Colorado Air or Army National Guard.
9. Additional qualifications apply and will be determined through the official online application at <https://dmva.colorado.gov/tuition-assistance> .
10. Final determination is verified by the Tuition Assistance Administrator.



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

Colorado State Tuition Assistance Applicant's Name:

Rank:

Phone Number:

Email:

1. Did the member complete Basic Training?

Yes. (Go to question 5).

No. (Go to question 1a).

1a. Did the members receive Tuition Assistance in Spring 2024?

Yes. (Go to question 1b).

No. (Go to question 1b).

1b. Is the member an ROTC participant?

Yes. (Go to question 2. Basic Training is not required).

No. (Go to question 3).



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

Note: ROTC members cannot use Tuition Assistance with ROTC Scholarship Funds.

Tuition and Fees (Disqualified)

Room and Board (Go to question 6)

Both (Disqualified)

3. Is the member a recipient of the Minuteman scholarship?

Note: Minuteman scholarship recipients do not qualify to receive State Tuition Assistance.

Yes. (Disqualified).

No. (Go to question 4).

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

No. (Go to question 5).

Yes. (Go to question 4a).

4a. Is there an additional requirement to reattend Boot Camp?

No. (Go to question 5).

Yes. (Go to question 4b).

4b. Has this requirement been fulfilled?

No. (Disqualified)

Yes. (Go to question 5).



5. Is the member an officer in the Colorado National Guard?

No. (Go to question 6).

Yes. (Go to question 5a).

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.

5a. 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 6.

No. (Disqualified)

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

6. 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:

For specific questions regarding the DMVA Tuition Assistance Policy, contact tuition@dmva.state.co.us or 303-249-0146.

All other military related questions can be deferred to your respective Army & Air Education Officers at:

- Air Force Education Officer: 140FSS.FSD.BETM@us.af.mil
- Army Education Officer: nq.co.coarng.mbx.g1-per-es@army.mil



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, please contact the State
Tuition Assistance Program Administrator:**

Call: 303-249-0146

Email tuition@dmva.state.co.us



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