

COLORADO STATE TUITION WAIVER

SUBMISSION CHECKLIST AND REQUIRED FORMS



Colorado State Tuition Waiver
Program

Updated 07-01-2025

#1 Verification of Drilling Status and Command Standing:

- a. DMVA will verify if the service member is an active, drilling member that is in good standing with the CONG via IPPS-A for Army and Unfavorable Information Roster for Air.
- b. DMVA Tuition Manager will verify National Guard performance and enlistment status.

#2 Proof of Basic Training and ETS

- a. Completion of basic training and your current ETS must be verified by uploading the following documents:
 - DD Form 214
 - DD Form 220
 - Basic Training Certificate of Completion

NOTE: Proof of Basic Training is not required for ROTC members

Army National Guard Officers:

- Oath of Completion NGB Form 337 AND Officer Record Brief (ORB). (You may redact all other information except your name, MRD, and Civilian Education).

Air National Guard Officers:

- 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).

#3 ROTC Contract (If Applicable)

- a. Please upload **one** of the following documents to determine eligibility:
 - 1. DA FORM 597
 - 2. DA FORM 597-1
 - 3. DA FORM 597-3
 - 4. DA FORM 597-4
 - 5. DA FORM 594-1
- 1. Reserve Officer Training Corps (ROTC) scholarship applicants who have elected the “room and board” option of the scholarship in their contract are eligible for the Tuition Waiver Program.
- 2. An ROTC member that elected the “tuition and fees” option in their contract are NOT eligible for State Tuition Waiver.

#4 Re-enlistment Documents (If Applicable)

- a. If a service member's Expiration Term of Service (ETS) date falls during the semester they are applying for, the Department of Military and Veterans Affairs (DMVA) requires re-enlistment documentation to confirm continued eligibility
- b. Submit the following:
 - i. **For Army National Guard:**
 1. DA FORM 4836 Oath of Extension Document for CO National Guard.
 2. Provide a complete re-enlistment packet with both you and your Unit Commander's signatures.
 - ii. **For Air National Guard:**
 1. AF Form 418 for CO National Guard.
 2. Provide a complete re-enlistment packet with both you and your Unit Commander's signatures.
 - iii. **For AF Form 418** to be considered an acceptable document it must have the following:
 1. Recommendation for Re-enlistment box is checked
 2. Selected for Re-enlistment box is checked
 3. Remarks specify that applicant is intending to re-enlist
 4. Remarks specify the date of expected completion of the re-enlistment packet
 5. Signature and date from Unit Commander

If you are outside the 90-day window to re-enlist and will not have a re-enlistment packet by the deadline. upload the following:

- i. A letter specifying your intent to re-enlist or a memorandum from your CO National Guard Unit Commander **and** the estimated date of completion of your re-enlistment. Your Unit Commander must digitally sign your intent to re-enlist on the memorandum document.
- ii. DD Form 4 (Proof of current ETS date)

#5 Proof of submission of the Free Application for Federal Student Aid (FAFSA) or Colorado Application for State Financial Aid (CASFA) application.

- a. Service members must upload a screenshot or confirmation email that their FAFSA or CASFA application has been completed and submitted.
- b. Service members are required to apply to either one of these forms of financial aid on an annual basis, however, service members are not required to qualify for either grant.
- c. It is not required to report your FAFSA or CASFA award determination to DMVA.

#6 Acceptance of a Designated Institution of Higher Education (DIHE)

- a. Applicants must be officially accepted to one of the approved Designated Institutions of Higher Education (DIHE) below and provide DMVA documentation of acceptance:

- 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
- 10. Colorado State University Global
- 11. Colorado State University at Pueblo
- 12. Community College of Aurora
- 13. Community College of Denver
- 14. CU Anschutz
- 15. Emily Griffith Technical College
- 16. Fort Lewis College
- 17. Front Range Community College
- 18. Lamar Community College
- 19. Metropolitan State University of Denver
- 20. Morgan Community College

21. Northeastern Junior College
22. Otero Junior College
23. Pickens Technical College
24. Pikes Peak State College
25. Pueblo Community College
26. Red Rocks Community College
27. Technical College of the Rockies
28. Trinidad State Junior College
29. University of Colorado at Boulder
30. University of Colorado at Colorado Springs
31. University of Colorado at Denver
32. University of Northern Colorado
33. Western Colorado University

Where can you access your forms?

- a. **Army Guard:** All required paperwork is available in your IPERMS and the G1 Personnel Gateway system for your current Officer Record Brief. For assistance with retrieving the appropriate documents, contact your Unit Administrator for assistance.
 - iPERMS link: <https://iperms.hrc.army.mil>
 - G1 Personnel Gateway link:
<https://arngg1.ngb.army.mil/v3/SelfService/CareerCenter/Home.aspx>
 - **Not Permitted:** Annexes to DD Form 4's Enlistment or IST paperwork from other states where you previously served.
- b. **Air Guard:** Accessing your contracts through the Air Force Portal:
 - Select PRDA (Personnel Record Display Application). If your contract is not available, please contact your CSS (Command Support Staff) for assistance.
 - Accessing your Career Data Brief:
 - Log into VMPF
 1. Click on "Career Data Brief" under "Most Popular Attractions"
 2. Click on "View CDB"

3. Right click to print

Not Permitted: Enlistment or IST paperwork from other states where you previously served or Annexes to DD Form 4's.

What happens next?

After submitting your application, allow up to 10 days for the DMVA Tuition Manager to review. If eligible, you'll receive a time-sensitive authorization/FERPA form via email.

To view the complete Colorado Tuition Waiver Policy, FAQ's, a list of participating institutions, and additional waiver information.

Go to: State Tuition Waiver | Department of Military and Veterans Affairs

**For more information, please contact the
Colorado Tuition Waiver Manager:**

Call: 303-249-0146 or

720-250-1313

Email : tuition@dmva.state.co.us