

Department of Military and Veterans Affairs

Regulation 350-8

01 Mar 2020



Education and Training  
Colorado National Guard  
Tuition Assistance

UNCLASSIFIED

## **TUITION ASSISTANCE - Colorado National Guard**

By Order of the Governor:

MICHAEL A. LOH, Maj Gen, COANG

The Adjutant General

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### **COLORADO NATIONAL GUARD STATE TUITION ASSISTANCE**

(Effective 01 Mar 2020)

**PURPOSE.** This regulation delineates the policy and procedures implementing the Tuition Assistance Program authorized in Colorado Revised Statute 23-5-111.4

**APPLICABILITY.** This regulation is applicable to all units and activities of the Colorado National Guard (Army and Air).

**SUPPLEMENTATION.** Supplementation of this regulation is prohibited.

**SUGGESTED IMPROVEMENTS.** The proponent of this regulation is Colorado Adjutant General (COTAG). 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 CO 80112-6703.

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This regulation supersedes DMVA Reg 3 MAR 2018.

## 1. GENERAL

Colorado Revised Statutes 23-5-111.4 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:

- a. **Semester/Quarter:** The term of school instruction defined by the catalog of the particular college/university.
- b. **Designated Institution:** The state funded Higher Education institutions for which eligible CO National Guard members may receive State Tuition Assistance are as follows:

- Adams State University
- Aims Community College
- Arapahoe Community College
- Colorado Mesa University
- Colorado Mountain College
- Colorado Northwestern Community College
- Colorado School of Mines
- Colorado State University at Ft. Collins & Online Plus
- Colorado State University – Global
- Colorado State University at Pueblo
- Community College of Aurora Community
- College of Denver Emily Griffith Technical College
- Fort Lewis College
- Front Range Community College
- Lamar Community College
- Metropolitan State University of Denver

- Morgan Community College
- Northeastern Junior College
- Otero Junior College
- Pickens Technical College
- Pikes Peak Community College
- Pueblo Community College
- Red Rocks Community College
- Southwest Colorado Community College
- Technical College of the Rockies
- Trinidad State Junior College
- University of Colorado at Boulder
- University of Colorado at Colorado Springs
- University of Colorado at Denver
- University of Colorado Health Sciences Center
- University of Northern Colorado
- Western Colorado University

### **3. APPLICATION PROCEDURES:**

- a. Funding will be provided for a standard academic year. A standard academic year does not necessarily include summer.
- b. Applications must be submitted through the website: [www.colorado.gov/dmva](http://www.colorado.gov/dmva)
- c. Deadlines by semester /quarter are posted in advance, on the State Tuition Assistance site.
- d. Members should first contact the State Tuition Assistance office if they require guidance about the program. Unit commanders and authorized unit administrators will ensure active support for the program and timely processing of documentation as needed.

### **4. TUITION RATE**

The State Tuition Assistance office of the Department of Military and Veterans Affairs determines the percentage of tuition awarded, based on the availability of funds, and the number of applicants received per semester. 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

- a. Any member of the CONG, to include transfers from other states or service components, who have served a minimum of six months in the CONG. 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.
- b. Only active CONG members under the following statuses are eligible to apply for State Tuition Assistance:
  - 1) Title 32: AGR, Federal Technician, M-Day, and One-Time-Occasional-Tour (OTOT), and CONG Temporary Title 10 orders.
- c. The member will attest to their current satisfactory guard performance, enlistment information, unit information, and attendance requested by the State Tuition Assistance office. If the applicant falsifies any part of this attestation he or she may be permanently disqualified from participation in the program.
- d. The total State Tuition Assistance benefits are limited to a total of 132 semester hours or 198 quarter credit hours or 8 years, whichever is reached first. Participants' accounts will be debited for hours enrolled and years used as determined by the State Tuition Assistance office.
- e. The participating recipient must maintain a minimum **2.50** cumulative grade point average (CGPA) while participating in the State Tuition Assistance program.
- f. Continuance in the State Tuition Assistance program is contingent upon the member maintaining satisfactory academic progress (5.e.), and satisfactory CONG

- performance, including attendance, and compliance with all related rules and regulations of both the CONG and this program.
- g. State Tuition Assistance will be provided to applicants who meet all eligibility requirements, subject to the availability of funds.
  - h. 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. Dates of semester/quarter length are determined by the institution. If a recipient leaves the CONG before the sponsored semester is over, and no reenlistment documentation is provided, then that recipient must reimburse the State Tuition Assistance program the amount of tuition paid for the semester/quarter.
  - i. 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 responsibility of the member to prove residency status at the institution.
  - j. 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 TA office. Deadlines are posted on the State Tuition Assistance webpage.
  - k. 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.
  - l. 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.
- m. If a recipient resigns or is discharged from the CONG prior to completing his/her membership obligation, such recipients shall be required to reimburse the State Tuition Assistance program for the amount of State Tuition Assistance sponsored; including, but not limited to, any/all fees associated with collection.
  - n. Applicants found intentionally falsifying or misrepresenting data or information in order to obtain State Tuition Assistance funds will be permanently disqualified from the State Tuition Assistance program and may be reported to their Unit Commander.
  - o. Any information concerning State Tuition Assistance application information is considered confidential and will only be released to and discussed with the member and their 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.
  - p. 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 Incompletes (I's) are not permitted.
  - q. If for any reason the recipient cannot attend their institution, they must notify the State Tuition Assistance office as soon as possible. Failure to notify timely may disqualify the member from use of future State Tuition Assistance.
  - r. Pursuant to C.R.S 23-5-111.4 2 (a), members shall be permitted to pursue studies leading towards a bachelor's degree, a postgraduate degree, an associate's degree or a certificate of completion.
  - s. Recipients will be limited to completion of one degree or certificate from each level of higher education.



- t. Members may not apply to obtain another degree or certificate that is equivalent to the same education level and/or certificate, in which they have already earned, regardless of prior sources utilized to obtain it.

## 6. 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 Executive Director before they are enacted:
  - 1) Non-prior service
  - 2) Members without a degree
  - 3) Shortage MOS/AFSC (s) as determined by the department

## 7. 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.
- b. 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
- c. 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 (Paragraph 6a (I) above).
- d. If funding for the term in question has already been expended, appeals may not be favorably considered.
- e. The State Tuition Assistance Advisory Board will meet as soon as possible, after receipt of appeal and notify the applicant in writing of any decisions.

## **8. STATEMENT OF UNDERSTANDING**

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

## **9. 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. 23-5-111.4 (7), defined as at the conclusion of drop/add period.