

**STATE OF MICHIGAN**  
**DEPARTMENT OF MILITARY & VETERANS AFFAIRS**

3423 N. MARTIN LUTHER KING JR. BLVD, LANSING, MI 48906 2934

MAJOR GENERAL THOMAS G. CUTLER

Director, and The Adjutant General

**Michigan Air and Army National Guard**  
**State Education Reimbursement Program**  
**Administrative Regulations and Procedures**

**A. BACKGROUND**

- The fiscal year appropriation for the Michigan Department of Military and Veterans Affairs provides funding for the continuation of a State Education Reimbursement Program (SERP) for members of the Michigan Air (MIANG) and Army National Guard (MIARNG). The program is designed to offset tuition costs of up to \$2,000.00 per year for members of the Michigan National Guard who enroll in approved courses of instruction offered at colleges, universities, technical colleges and vocational/trade schools in Michigan. The amount of the program will be reduced to **\$1,500** beginning with the Fall 2008 semester.
- The Department of Military and Veterans Affairs, Office of Financial Services shall administer the State Education Reimbursement Program on behalf of the Adjutant General and prescribe forms and procedures to effectively carry out the State Education Reimbursement Program.

**B. ELIGIBILITY**

- Member must be in good standing and participating in either the Michigan Air or Army National Guard to be eligible for the State Education Reimbursement Program
- The State Education Reimbursement Program shall be available to all active members of the Michigan Air and Army National Guard regardless of his or her state of legal residency as long as they attend a college, university, technical college or vocational/trade school in Michigan. A member of the MIANG/MIARNG who meets the minimum requirements for satisfactory active membership as set forth in the regulations of the National Guard Bureau and the Michigan Department of Military and Veteran's Affairs shall be considered an active member.
- The member must not be incarcerated in a correctional institution.
- An eligible person does not include a member of the Michigan Army National Guard or Air National Guard who is absent without leave or who is under charges as described in the Michigan code of Military Justice of 1980, 1980 PA 523, MCL 32.1001 to 32.1148.
- State Education Reimbursement is not available to spouses, children or other family members of current Michigan Air and Army National Guard members, unless they themselves are eligible members of the Michigan National Guard.

### **C. CRITERIA**

- A member of the Michigan National Guard who is in active service and who enrolls as a full or part time student at a public or private college, university, community college, technical college or vocational/trade school in Michigan may be eligible to receive 50% of the total cost of tuition not to exceed \$2,000 in any academic year, in the form of State Education Reimbursement. The amount of the program will be reduced to **\$1,500** beginning with the Fall 2008 semester.
- The State Education Reimbursement Program may be applied to any course of instruction that is included in an associate, undergraduate, postgraduate degree program; or a certificate program offered by an accredited college, university, community college, technical college or vocational/trade school in Michigan.
- A member's participation in SERP may be suspended at the direction of the Adjutant General for failure to maintain good military standing as an active member of the Michigan National Guard or for failing to maintain good academic progress and program pursuit. Member, who provides evidence of attendance and completion of the course of study with a cumulative G.P.A. of at least a 2.0 on a 4.0 scale, or its equivalent, shall be eligible for reimbursement. The Adjutant General may, when extenuating circumstances exist, waive the application of this paragraph to members who have applied or who are currently receiving State Education Reimbursement in Michigan.
- Programs offered through Distance Learning must be at accredited colleges and universities located in Michigan.

### **D. APPLICATION PROCEDURES**

- An eligible member shall complete a State Education Reimbursement application, have a unit representative verify on the application that the member is in good standing with the MIANG or the MIARNG, sign a Statement of Understanding and submit them both to:

**Office of Financial Services  
Reserve Forces Support Center  
3423 N. Martin Luther King Jr. Blvd  
Lansing, MI 48906-2934**

- Member must complete a new application for each semester/term to indicate his intent to receive SERP. Failure to reapply for SERP may prevent an eligible member from receiving reimbursement.

## **E. REIMBURSEMENT PROCEDURES**

- Upon completion of the semester or term, member with an approved application, will submit a copy of his final grade report and tuition bill to the State Education Office for reimbursement. Reimbursement is based on courses or terms that are successfully completed. Reimbursement will not be given for courses that are failed, incomplete, repeated or withdrawn. Grade reports and bills must include the member's name.
- Reimbursement payments will only be made for semesters/terms of the current academic year. SERP payments will not be made for semesters/terms from previous academic years without written request from the member.
- Member has 30 days upon the completion of the semester/term to send his grade report and tuition bill to the State Education Office for payment.
- Approval of reimbursement payments will depend on funding availability. If member receives 100% funding from federal tuition assistance, member will not be eligible to receive state reimbursement for that semester.
- To request additional information on the State Education Reimbursement Program or an application for SERP, contact the State Education Office:

**Kathy Enderle  
State Education Analyst  
(517) 481-7646  
Reserve Forces Support Center  
Office of Financial Services**

**3423 N. Martin Luther King Jr. Blvd  
Lansing, MI 48906-2934**

Or, visit the State Education website at [www.michguard.com](http://www.michguard.com)

