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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF MILITARY & VETERANS AFFAIRS
LANSING

MG PAUL D. ROGERS
THE ADJUTANT GENERAL AND DIRECTOR

November 21, 2023

FROM: Christine Apostol, Chief Financial Officer *CA*
State Operations
Department of Military and Veterans Affairs

SUBJECT: **Michigan National Guard State Tuition Assistance Program (MING-STAP)
– Delayed Dependent Invoicing**

Due to programming issues, dependent applications for the 2023-24 school year have not yet been certified. Once your application is certified, you will receive an automated email.

Additionally, the MING-STAP web application will not be updated in time for dependents to submit fall semester invoices in December. We apologize for the delay.

MING-STAP policy requires that invoices be submitted within 60 calendar days after the last day of class each semester. This deadline will be extended to 60 days after the web application is ready for dependent invoicing. You will be notified when the web application has been updated.

In the meantime, we recommend that you gather the documentation that will be required for your invoice:

- For certificate program: Certificate showing program completion.
- For non-certificate program: Official transcript showing fall semester grades.
 - Official transcript fee receipt (for reimbursement).
- All programs: We highly recommend that you have your school complete the attached supplemental invoice. This will help ensure we have all the information needed to quickly calculate your payment. Otherwise, you will need to locate a detailed account statement that lists tuition by class and any financial aid you received.

You may share this memo with your school's financial services office if it is helpful to you. Questions can be sent to mingstap@michigan.gov.

More information on MING-STAP, including the full policy and frequently asked questions, can be found here. <https://www.michigan.gov/dmva/about/mingstap>