



Department of Military and Veterans Affairs

Policy Title:	State Tuition Assistance Program		
Issued:	10/01/2020	Revised:	
		Process:	State Operations

Application:

This policy is intended for Michigan National Guard members who need information on the Michigan National Guard State Tuition Assistance Program.

Purpose:

To provide for tuition assistance at certain educational institutions for Michigan National Guard members; and to prescribe duties for certain state officials. It also establishes the criteria under which the State of Michigan will award tuition assistance to eligible participants of the Michigan Air and Army National Guard.

Policy:

The Michigan National Guard State Tuition Assistance Program (MINGSTAP) is directly related to retaining quality Soldiers and Airmen, enhancing their career progression, increasing the combat readiness of the Michigan National Guard, and returning Soldiers and Airmen to civilian careers. MINGSTAP is a reimbursable program and will reimburse eligible participants for tuition and mandatory fees after demonstrating academic success.

General Eligibility:

All eligible Michigan National Guardsmen currently in good standing, including Active Guard Reserve (AGR) Soldiers and Airmen pursuant to Title 10 and Title 32. Soldiers and Airmen in the Inactive National Guard (ING) or the Inactive Ready Reserve (IRR) status are ineligible for State Tuition Assistance Program.

Eligibility Criteria:

1. Is an active drilling member of his/her unit of assignment or attachment.
2. Is not under UCMJ (Uniform Code of Military Justice).
3. Is not AWOL (Absent Without Leave).
4. Is not under suspension of favorable actions (Army) or adverse administrative actions (Air) in accordance with applicable regulation and policy.
5. Cannot be flagged for the Army Physical Fitness Test (APFT) or the Air Force Fitness Assessment (AFFA) and have a passing APFT or AFFA within the last 12 months for M-



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DAY and within the last 6 months for Army Guard Reserve (AGR); or has a physical profile exempting them from completing a fitness test.

6. Cannot be flagged for Height/Weight (HT/WT) and must have a compliant date within the last 12 months for M-DAY and AGR.
7. Completed basic military training or its equivalent, as defined by regulations before the first day of class.
8. Any other criteria determined by the Adjutant General consistent with Michigan National Guard recruiting and retention requirements.

Rate of Reimbursement:

The Adjutant General has determined that the State Tuition Assistance Program will reimburse up to 100% of an eligible participant's tuition and mandatory fees per academic year at the maximum rate of \$600 per credit hour not to exceed the limits listed below. In order for a course to be reimbursed it must be passed with a 2.0 on a 4.0 scale for undergraduate work or a 3.0 on a 4.0 scale for graduate work or a passing grade for certificate or training programs.

Training Programs – up to \$6000

Certificate Programs – up to \$6000

Master's Degree – up to \$6000

Associate Degree – up to \$14,400

Baccalaureate Degree – up to \$14,400

Duplication of Benefits:

Federal Tuition Assistance (FTA) must be used first with the following exceptions.

1. Service members who use FTA for any portion of their undergrad degree and who are working towards their Master's degree, but have not yet completed Advance Leadership Course (ALC), Warrant Officer Advanced Course (WOAC), or Career Captains Course (CCC).
2. Service members that are currently using Chapter 1606 GI Bill or Chapter 1607 GI Bill.
3. Service members working for a degree higher than a Master's (Doctorate or Professional).
4. APFT/AFFA/HT/WT information is not correct due to the lag time between SIBX and GoArmyEd.
5. Service member used the max 16 credits or \$4000 for the fiscal year.
6. Service members that are in a VA work study program are not eligible for FTA.
7. ROTC SMP cadets that are on any type of scholarship to include room and board are not eligible for FTA.
8. Airforce M-Day member who is not authorized FTA.
9. If Service member is required to re-enlist to utilize FTA.
10. Other circumstances MAY be considered on a case by case basis.

The State Tuition Assistance Program may be combined with Federal Tuition Assistance and may be used in conjunction with GI Bill Programs and other aid, provided the service members are otherwise



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qualified and does not exceed 100% of the cost of attendance (cost of attendance does not include room and board).

Recoupment:

If an eligible participant received tuition assistance for courses that they were not authorized, that eligible participant shall reimburse the fund in an amount and in a manner prescribed by the Adjutant General unless the eligible participant was deployed in a state or federal status that resulted in the eligible participant's inability to complete the course of study. In that case, the matter shall be determined by the Adjutant General.

Deadlines:

An eligible participant has 14 calendar days after the start of class to submit their application.

Example: If classes started on August 28, 2019 you would have to have your application submitted on or before September 11, 2019.

An eligible participant must submit a new application for every academic year. The applications open on April 1st.

An eligible participant must submit their reimbursement request, along with supporting documentation within 30 calendar days after the last day of class. Because reimbursement is subject to the availability of funds it is based on a first come first serve basis as determined by the submission date of the reimbursement request, not the date the application was submitted.

Maximum Lifetime Benefit:

The maximum lifetime benefit under the State Tuition Assistance Program is funding for up to 144 semester hours of undergraduate credit or a baccalaureate degree, whichever comes first and up to 42 semester hours towards a master's degree.

Authorized Uses:

The State Tuition Assistance Program applies to any course of study that is intended to culminate in vocational or technical training, a certificate, or the eligible participant's first associate degree, bachelor's degree, master's or first professional degree. The State Tuition Assistance Program does not allow you to work on a degree lower than one you already possess. The State Tuition Assistance Program will reimburse for the following:

- a. Training Programs – Applies towards graduate lifetime limit.
- b. Certificate Programs – Applies towards graduate lifetime limit.
- c. Associate Degree – Applies towards undergraduate lifetime limit – only one regardless of who paid for it.
- d. Baccalaureate Degree – Applies towards undergraduate lifetime limit – only one regardless of who paid for it.



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- e. Master's Degree – Applies towards graduate lifetime limit – only one regardless of who paid for it.
- f. A participant that already holds a Baccalaureate Degree cannot use the program to obtain a lower degree.

Eligible Institutions:

Eligible participants may be authorized to use the State Tuition Assistance Program at any eligible educational institution, such as a public or private college, university, vocational school, technical school, or trade school located in this state that is eligible to receive Federal Tuition Assistance.

The first exception to this is allowing Airmen pursuing an approved on-line degree program through the Air University General Education Mobile (GEM) or Associate to Baccalaureate Cooperative (ABC) programs until such time that the programs are offered by a Michigan-based institution to use the State Tuition Assistance Program.

The second exception to this is allowing service members who are actively/currently using the program to be grandfathered in to colleges/universities/training programs/vocational/trade schools.

Eligible Courses:

The State Tuition Assistance Program is intended to culminate in vocational or technical training, a certificate, or the student's first associate's degree, bachelor's degree, master's degree or first professional degree.

Courses taken on-line or on campus at any eligible institution located in this state or off-duty courses taken through the Air University.

Vocational, technical or trade school must submit the pass/fail documentation or a certificate of completion provided at the end of the course.

Courses a student is currently attending at the time of direct commission (AMEDD/Chaplain/JAG Corps Officers) into the MNG.

Courses which start on or after their Pay Entry Basic Date (PEBD) and end on or prior to the Service Members Expiration Term of Service (ETS) date.

Ineligible Courses:

Reimbursement is not authorized for:

- a. DMOS/AFS and/or mission-required military training courses.
- b. Courses of all types for which instruction is available through the Army e-learning portal, unless the course is a requirement for a college degree.
- c. Exam Prep Courses (e.g., GRE, GMAT).



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- d. Courses that earn Continuing Education Units (CEUs may be paid through other funding sources).

Ineligible Fees & Costs:

Fees levied by institutions not required for enrollment in a given course including:

- a. Parking privileges (can be paid only if charged as a condition of registration).
- b. Nonrefundable charges. Covered fees must be refundable to the same extent as tuition, in accordance with the institution's tuition refund policy. At a minimum, all tuition and fees must be 100 percent refundable at least up to the start of the course.
- c. Transcript fees – MINGSTAP will pay for 1 per year.
- d. Medical services (Student Health Center fees can be paid only if charged as a condition of registration).
- e. Books, room and board expenses.
- f. Evaluation of portfolio/transcription for credit.
- g. Courses sponsored by continuing education departments yielding CEUs (or equivalent) that cannot be used towards degree/certificate completion.
- h. Preparatory courses for college/graduate admissions testing such as the Scholastic Assessment Test (SAT).
- i. Graduate Record Examination (GRE), Law School Aptitude Test (LSAT).
- j. Courses of all types for which instruction is available through the Army e-learning portal, unless the course is a requirement for a college degree.
- k. Costs associated with Study Abroad travel.

Suspension of Eligibility:

Soldiers and Airmen who are not satisfactorily fulfilling their military obligations but have not been discharged or separated will have all State Tuition Assistance payments immediately suspended. If the Soldier or Airman's conduct is corrected and/or satisfactory participation is resumed, the suspension will be lifted effective the next academic year.

Termination of Eligibility:

A Soldier or Airman's eligibility for the State Tuition Assistance Program will be terminated if the Soldier or Airman transfers to the National Guard of another state, to the United States Army Reserve or enlists into active military duty.

Service Obligation:

Soldiers and Airmen who use the State Tuition Assistance Program will not incur an additional service obligation. Only courses that start after a Soldier or Airman's PEBD (Pay Entry Base Date) or end prior to a Soldier or Airman's ETS (Expiration Term of Service) are eligible for the State Tuition Assistance Program.



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Exception to Policy:

When extenuating circumstances exist, a request for exception to policy may be initiated in writing by the Soldier or Airman and endorsed by his/her chain of command to the Michigan Army National Guard Education Services Office. The request must clearly explain the circumstances that may merit an exception to policy. Some examples may include deployment issues, State Active Duty issues, military training conflicts that result in missed suspense's or delays, or medical issues that disrupt civilian education.

Fraud, Waste and Abuse:

The submission of a falsified grade report, transcript, final fee statement, fraudulent application form or an attempt to receive funds to which a member is not due will result in termination with recoupment and suspension from the State Tuition Assistance Program for a minimum of one year. A Service Member who received State Tuition Assistance funds utilizing a falsified grade report, transcript, final fee statement or fraudulent application may be subject to prosecution under the Michigan Code of Military Justice or the Uniform Code of Military Justice.

Recoupments will be processed in accordance with DMVA policies and procedures and may include tax refund intercepts.

Legal and Regulatory Governance:

- Public Act No. 259 of 2014
- Public Act No. 531 of 2016
- Public Act No. 150 of 1967

Terms and Conditions:

I understand the State of Michigan sponsors the State Tuition Assistance Program. The state legislature appropriates funds for this program annually. If, in the future, the State does not fund the State Tuition Assistance Program, or funds are depleted, neither the State of Michigan nor the Michigan National Guard is obligated to continue such a program.

I understand that the State Tuition Assistance program reimburses eligible participants after successful completion of course/programs.

I understand that the State Tuition Assistance Program will cover fees that are mandatory as a condition of enrollment.

I understand that the State Tuition Assistance Program is not authorized to reimburse books and room and board expenses.



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I understand I must attend an eligible educational institution, such as a public or private college, university, vocational school, technical school, or trade school located in this state that is eligible to receive Federal Tuition Assistance. Courses that earn Continuing Education Credits (CEUs) are not eligible for State Tuition Assistance Program funds.

I understand the maximum lifetime benefit that I may receive under this program is funding equivalent up to 144 semester hours of undergraduate credit or a baccalaureate degree, whichever comes first and up to 42 semester hours towards a master's degree and that vocational and certificate producing programs up to 42 credit hour equivalency.

I understand I must complete basic military training or its equivalent, as defined by regulations, before the first day of class to receive funds.

I understand that I must pass each class I am requesting reimbursement for with a 2.0 or better on a 4.0 scale for undergraduate work, or a 3.0 on a 4.0 scale for graduate work or passing grade for certificate or training programs.

I understand I must be an active member of my unit of assignment or attachment.

I understand that I cannot be under UCMJ (Uniform Code of Military Justice) action.

I understand that I cannot be AWOL (Absent Without Leave).

I understand that I must be in the Michigan National Guard until the last day of class.

I understand that I cannot receive more than 100% of the cost of attendance (cost of attendance does not include room and board).

I understand that funds from the State Tuition Assistance Program cannot be refunded to me.

I understand that I cannot be flagged for HT/WT and must have a current compliance date within the last 12 months.

I understand that I cannot be flagged for APFT or AFFA and must have a current test within the last 12 months if M-Day and within 6 months if AGR.

I understand that I must apply for FTA in order to be eligible for the State Tuition Assistance Program unless I meet one of the criteria to be exempt.

I understand that the courses I take must be a part of an approved degree program in order to be eligible for reimbursement.



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I understand that if at any point I fail to meet all the criteria of the program, I may be denied reimbursement.

I understand that reimbursement is based on a first come first serve basis as determined by the submission of my reimbursement request, not the date I submitted my application.

I understand that I must meet all the criteria at both the time I submit my application and at the time I request reimbursement.

I understand that I am authorizing my school and the State Tuition Assistance Program to share my academic information (grades, GPA, academic status, and other academic/enrollment information) and account information (billing statements, charges, credits, payments, past due amounts, and/or collection activity) with each other. I understand that I am agreeing to waive my rights of nondisclosure of these records under applicable law with regard to the State Tuition Assistance Program. I understand this release is valid as long as I am participating in the State Tuition Assistance Program.

Terms and Definitions:

Active Service

Term as defined in section 105 of the Michigan Military Act 1967, PA 150, MCL 32.505.

Adjutant General

The Adjutant General of this state.

Course of Study

An individual class, or group of classes, in which a eligible participant is enrolled for the purpose of obtaining a not yet completed training program, obtaining a not yet completed certificate program or obtaining a not yet completed associate, bachelor's or master's degree.

Eligible Educational Institution

Public or private college, university, vocational school, technical school or trade school located in this state that is eligible to receive Federal Tuition Assistance.

Eligible Participant

A member of the Michigan National Guard who meets all the following conditions:

- a. Is an active drilling member of his/her unit of assignment or attachment.
- b. Is not under UCMJ.
- c. Is not AWOL.
- d. Is not under suspension of favorable actions (Army) or adverse administrative actions (Air) in accordance with applicable regulation and policy.



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- e. Cannot be flagged for the Army Physical Fitness Test (APFT) or the Air Force Fitness Assessment (AFFA) and have a passing APFT or AFFA within the last 12 months for M-DAY and within the last 6 months for Army Guard Reserve (AGR); or has a physical profile exempting them from completing a fitness test.
- f. Cannot be flagged for Height/Weight (HT/WT) and must have a compliant date within the last 12 months for M-DAY and AGR.
- g. Completed basic military training or its equivalent, as defined by regulations before the first day of class.
- h. Any other criteria determined by the Adjutant General consistent with Michigan National Guard recruiting and retention requirements.

Fund

The Michigan National Guard Tuition Assistance Fund.

Academic Year

The period of the year during which a student attends an educational institution. For purposes of the State Tuition Assistance Program that means starting in the fall and ending in the summer.

Tuition

The cost of a course of study at an eligible educational institution, including the cost of instructional fees, laboratory fees, computer fees, and other fees directly related to that eligible participant's specific course of study at that eligible educational institution. Tuition/Cost of Attendance does not include the cost of books or study materials.

Tuition Assistance Program

The Michigan National Guard Tuition Assistance Program

Approving Authority Signature

30 November 2020

Date

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