

## MISSOURI STATE EDUCATION ASSISTANCE GUIDANCE

### ELIGIBILITY

- According to pay date-
  - 0-10 years of service: 100%
  - 10-17 years of service: 50%
- Max amount is \$274.00 / semester hour (MIZZOU's rate)
- You **MUST** maintain a **cumulative** GPA of 2.5 on a 4.0 Scale
- Army members must apply for Federal tuition assistance before they can be awarded State tuition assistance.
- Not to be used toward a degree of Theology or Divinity
- Must be a member prior to the start of each semester
- Must remain a member thru each semester used
- Program pays up to 39 semester hrs per year (Jul-Jun)
- 15 hours fall, 15 hours spring, 9 hours summer for a total of 39 hours a year
- Program pays up to 150 semester hrs for ONE Bachelor's degree
- This program only pays your "per-hour tuition"
- **1st Semester – use as a reimbursement program (some schools may make you pay upfront every semester)**

### APPLICATION DEADLINE

Your application package must be to the Education Office at State HQ before **the start date of class for normal 16-week semester and 30 days after the first day of class for those taking less than 16 week semesters.**

### INSTRUCTIONS TO ACCESS STATE APPLICATION & STATEMENT OF UNDERSTANDING

Logon the website [www.moguard.com](http://www.moguard.com) to access your Application and Statement of Understanding EVERY semester/term. Once in the website, click on **MEMBER/EMPLOYEE**, then **"TUITION ASSISTANCE"** at the bottom of that page. On the next page, under **"STATE TA FORMS AND INSTRUCTIONS"**, print the **"State Application and the Statement of Understanding."** The site is updated periodically...be alert for changes.

### CHECKLIST FOR SUBMITTING APPLICATION PACKET

1. Application ([www.moguard.com](http://www.moguard.com))
2. Statement of Understanding ([www.moguard.com](http://www.moguard.com))
3. Class Schedule

4. Itemized Bill (if broken down cost of the semester is not on class schedule)

5. Current OFFICIAL transcripts - **not needed until 2nd Semester.** At the end of each semester, request school to mail the OFFICIAL transcripts to State HQ for you. Call State HQ to verify they received your transcripts 2-3 weeks after requesting them from your school. If not, go back to Registrar's office and remind them to send them.

### INFORMATION TO SUBMIT AIR GUARD PACKET

The Adjutant General  
ATTN: NGMO-ANG-DS (State TA)  
2302 Militia Drive  
Jefferson City, MO 65101-1203

**MAIL the PACKET:** make a **copy** for your records, then mail the original package **"Certified"** from the Post Office. Once they receive your package, they will review it and send you an "award" letter, stating how much money they are going to pay your school. If you don't receive this letter within a month of sending the package, call State HQ to make sure they received your package.

Application Packets can be emailed to the State Air Guard Inbox at [ng.mo.moang.mbx.ang-ta-mail@mail.mil](mailto:ng.mo.moang.mbx.ang-ta-mail@mail.mil). **When sending your package, YOUR LAST NAME MUST BE IN THE SUBJECT LINE, OR PROCESSING WILL BE DELAYED.**

For questions concerning the Air Guard State TA Program, contact your local POC at (573) 638-9671 or you can fax (573) 638-9822.

### INFORMATION TO SUBMIT ARMY GUARD PACKET

The Adjutant General of Missouri  
ATTN: NGMO-PER-INC (State TA)  
2302 Militia Drive  
Jefferson City, MO 65101-1203

Application Packets can be emailed to the Army Guard Inbox at [ng.mo.moarng.mbx.per-inc-stateta@mail.mil](mailto:ng.mo.moarng.mbx.per-inc-stateta@mail.mil). Your last name must be in the subject line or processing may be delayed.

For questions concerning the Army Guard State TA Program, contact the State TA Manager at (573) 638-9500 Ext. 37023 or you can fax (573) 638-9620.



# MISSOURI NATIONAL GUARD

## TUITION ASSISTANCE PROGRAM STATEMENT OF UNDERSTANDING



**Applicant must initial by each paragraph, indicating acceptance of the terms of this agreement.**

I understand that as a recipient of educational assistance pursuant to RSMo 173.239 that if I cease to maintain "active" military affiliation while enrolled in a semester or session for which I am receiving educational assistance, except death, disability, or medical disqualification, that educational assistance will be terminated and I will be required to pay back all amounts awarded to me for that semester or session.

I understand that, if eligible, I will receive educational assistance, subject to the availability of State funds appropriated for that purpose. If the state legislature does not appropriate funds or if State appropriated funds are inadequate to meet the program requirements, my benefits may be reduced and/or I may no longer continue to receive benefits and will be placed on a waiting list.

I understand if state appropriations are reduced by the legislature or student enrollment costs exceed the appropriated amount, my grant may be prorated in amounts that are no less than 50% of the limits set forth below.

I understand that, if eligible, a maximum of 39 (15 fall, 15 spring and 9 summer) semester hours per academic year will be supported not to exceed a total of 150 credit hours or a bachelor degree, whichever comes first. The amount funded per credit hour will not exceed the lesser of the following.

- a. The actual tuition amount or
- b. The current amount tuition charged a Missouri resident at the University of Missouri for resident undergraduate tuition.

I understand I must maintain a cumulative grade point average (GPA) of at least a 2.5 on a 4.0 scale, or the equivalent on another scale approved by the program administrator. (High school students, who have never attended college, do not require a 2.5 GPA nor do they need to submit a transcript to enter into and begin receiving tuition assistance.)

I understand that if I have a GPA average of less than 2.5 on a 4.0 scale (or equivalent) for any post-secondary education completed at the time I apply for educational assistance I will be immediately placed on academic probation. I understand that failure to achieve a 2.5 GPA on the next semester, while my cumulative GPA is below 2.5, will result in suspension from the educational assistance program. If suspended from the program, I will not be eligible to re-enter this program until I have an overall cumulative GPA above 2.5. Upon re-entry into the program I will be eligible for 50% of my actual tuition charge or 50% of the tuition rate as charged a Missouri resident undergraduate student attending the University of Missouri.

I understand I am not authorized payment for tuition costs incurred prior to my enlistment in the Missouri National Guard or for any fees or surcharges charged by my university. *I am seeking assistance for tuition only.* I am a member of the Missouri National Guard prior to the first day of the academic semester.

I understand if I drop a class(es) or fail to complete a course(s) for which educational assistance was received, I must reimburse the State of Missouri for the educational assistance awarded for that course(s).

I understand if I add a class(es) it is my responsibility to inform the State Tuition Office and send in correct and current bill from the university.

I have never been convicted in any court of an offense which involved the use of force, disruption or seizure of property under the control of any institution of higher education to prevent officials or students in such institutions from engaging in their duties or pursuing their studies.

I have not enrolled or intend to use the award to enroll in a course of study leading to a degree in theology or divinity.

I understand that if eligible I MUST use all of my Federal tuition assistance before applying for State tuition assistance.

I understand it is my sole responsibility to submit all required documents to ensure proper and timely processing.

Applicant's Signature:

Date:

<<<<<Continue>>>>>

# STATE FUNDED TUITION ASSISTANCE APPLICATION

Applicant's Name :

*(Last, First, Middle Initial)*

Rank: Social Security Number: Unit of Assignment:

*Last 4 Only*

Current Mailing Address:

*(Street Address to include Apartment #, if applicable)*

*(City, State, and Zip Code)*

Applicant's Telephone Number:

Pay Date (*Start Date*):

*DD/MM/YYYY*

ETS Date:

Email Address:

*DD/MM/YYYY*

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Are you a first time college freshman? (Check One) Yes: No:

Do you have prior Missouri National Guard Service? (Check One) Yes: No:

Have you previously received MO state funded education assistance? Yes: No:

*If you answered Yes – Dates last used: From:*

*To:*

*DD/MM/YYYY*

*DD/MM/YYYY*

For which semester are you applying? (Check One) Fall: Spring: Summer:

College/University Name:

Start date of classes:

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*DD/MM/YYYY"*

How many credit hours are you enrolled in: Cost of tuition only per hour:

**I certify all of the above information on this form is true and complete to the best of my knowledge.**

**I also certify that I have read the Statement of Understanding and understand that I must remain in an “active” military status while enrolled in a semester or session for which I am receiving education assistance, except for death, disability, or medical disqualification. Failure to remain in an “active” status will result in the recoupment of all monies awarded for that semester/session.**

**APPLICATIONS ARE DUE NO LATER THAN 30 DAYS AFTER THE START DATE OF CLASS**

**Late submission may result in a denial of tuition assistance and will be required to go before the Education Board for Approval**

Applicant's Signature:

Date:

## COMMANDER'S CERTIFICATION

I certify that the above applicant is a satisfactory participant and a member in good standing in the Missouri National Guard.

Printed Name and Grade:

Commander's Signature:

**AFTER COMMANDER CERTIFICATION EMAIL FORM TO [ng.mo.moarng.mbx.per-inc-stateta@mail.mil](mailto:ng.mo.moarng.mbx.per-inc-stateta@mail.mil) FOR ARMY ,  
OR [ng.mo.moang.mbx.ang-ta-mail@mail.mil](mailto:ng.mo.moang.mbx.ang-ta-mail@mail.mil) FOR AIR.**