



**Application for the Arkansas National Guard Tuition Waiver Program (NGTW)**

<b>Section I</b>	<b>Privacy Act Statement</b>						
<p>1. AUTHORITY: Arkansas Code § 6-61-214 and NGAR 621-203.</p> <p>2. PRINCIPLE PURPOSE: The purpose for requiring the individual SSAN is to positively identify the individual applying for the benefits.</p> <p>. ROUTINE USES: Routine uses of the SSAN are for rosters for various accountability reasons and fiscal accounting purposes for individuals to receive the benefits.</p> <p>. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUALS NOT PROVIDING INFORMATION: Mandatory disclosure is necessary for the individual who has received benefits to be credited properly. Without the SSAN, it is possible to credit the wrong individual for benefits.</p>							
<b>Section II</b>	<b>Personal Data</b>						
1. SSN	2. FIRST NAME		3. MI	4. LAST NAME		5. FORMER NAME(S)	
6. DOB (MM/DD/YYYY)	7. PHONE NUMBER	8. GENDER	9. RACE	10. MAILING ADDRESS - STREET			
11. CITY	12. STATE	13. ZIP	14. SCHOOL ATTENDING		15. SEMESTER	16. SEMESTER START DATE (MM/DD/YYYY)	17. ARMY /AIR
18. ASSIGNED UNIT	19. PAY GRADE	20. PREFERRED EMAIL				21. ETS / MSD / MRD (MM/DD/YYYY)	
<b>Section III</b>					<b>Criteria</b>		
<p><b>(As outlined in Statement of Understanding on Page 2)</b></p>					<b>Select Appropriate Block</b>		
					YES		NO
1. I am a resident of the State of Arkansas or eligible for in-state tuition rates.							
2. I am currently in "Good Standing" with my unit.							
3. The statement "I do NOT have a bachelor's degree" is correct.							
4. I have an active Free Application for Federal Student Aid (FAFSA) application for the school I am attending.							
5. I have completed the Arkansas State scholarship application through the Arkansas Division of Higher Education (ADHE).							
6. I have applied for all grants/scholarships I am eligible for at my school.							
7. I am submitting this application during the normal application period (60 days prior to - 30 days after the start of the semester).							
8. I have read and understand the NGTW Statement of Understanding.							
9. Has a mobilization ever interrupted a semester in which you were receiving NGTW?							
<p>* By digitally signing and submitting this document to the Arkansas National Guard Education Services Office, you are verifying that all information provided is accurate. The personal data you provide will be used to verify eligibility for NGTW. Submitting false or incorrect information will delay processing and may lead to denial for the program.</p>							
<p>_____ (Signature of Applicant)*</p>					<p>_____ (Date Submitted)</p>		

## Arkansas National Guard Tuition Waiver Application Instructions

### Section I: Privacy Act Statement

Principle purpose, routine uses and voluntary disclosure warning.

### Section II: Personal Data

Block 1: Social security number

Block 2: First name

Block 3: Middle initial

Block 4: Last name

Block 5: Former last name(s), if applicable

Block 6: Date of birth

Block 7: Phone number to include area code

Block 8: Gender selection (*Male / Female*)

Block 9: Race selection (*AI – American Indian or Alaska Native; AS – Asian; B – Black; PI – Native Hawaiian or Pacific Islander; W- White; UK – Unknown*)

Block 10: Mailing address – street

Block 11: Mailing address – city

Block 12: Mailing address – state

Block 13: Mailing address – zip code

Block 14: School attending selection

ANC - Arkansas Northeastern College-Blytheville	HSU - Henderson State University	UACCM - University of Arkansas Community College at Morrilton
ASU - Arkansas State University	NAC - North Arkansas College	UACCRM - University of Arkansas Community College at Rich Mountain
ASUB - Arkansas State University Beebe All Campuses	NPC - National Park College	UAF University of Arkansas Main Campus (Fayetteville)
ASUMH - Arkansas State University Mountain Home	NWACC - Northwest Arkansas Community College	UAFS - University of Arkansas at Fort Smith
ASUMS - Arkansas State University Mid-South	OZC - Ozarka College	UALR - University of Arkansas at Little Rock
ASUN - Arkansas State University Newport & Technical Center at Marked Tree	PCCUA - Phillips Community College University of Arkansas	UAM - University of Arkansas at Monticello
ASUTR - Arkansas State University Three Rivers	SACC - South Arkansas Community College	UAMC -University of Arkansas at Monticello Crossett Campus
ATU - Arkansas Tech University	SAU - Southern Arkansas University	UAMM - University of Arkansas Monticello McGehee Campus
ATUO - Arkansas Tech University Ozark Campus	SAUT - Southern Arkansas University Tech	UAMS - University of Arkansas Medical Science
BRTC - Black River Technical College	SEARK - Southeast Arkansas College	UAPB - University of Arkansas Pine Bluff
CCCUA - Cossatot Community College University of Arkansas	UACCB - University of Arkansas Community College at Batesville	UAPTC - University of Arkansas Pulaski Technical College
EACC - East Arkansas Community College	UACCH - University of Arkansas Community College at Hope	UCA - University of Central Arkansas

Block 15: Semester selection (*SP – Spring, SU – Summer, FA –Fall, I – Intersession, O – Other (remark required)*)

Block 16: Semester start date

Block 17: Army / Air selection

Block 18: Assigned unit

Block 19: Pay grade

Block 20: Preferred email (*contact email for Education Services Office if there are application issues*)

Block 21: ETS / MSD / MRD

### Section III: Criteria

Read the Arkansas National Guard Tuition Waiver Program Statement of Understanding, page 3 and 4 of the application then select the appropriate block, "YES" or "NO", for questions 1 through 9.

Signature of Applicant: All applications must be signed, digitally or hand (wet) signature. Unsigned applications will be returned to the applicant without processing.

**Arkansas National Guard Tuition Waiver Program Statement of Understanding****1. Application:**

**1-1. Application Process:** Guardsmen (Air and Army National Guard) who want to participate in the Arkansas National Guard Tuition Waiver (NGTW) Program must submit an application each semester through the Arkansas National Guard Education and Incentives Branch. The NGTW includes ALL semesters, such as Fall, Spring, Summer I and II, and Winter and May intercessions. <https://arkansas.nationalguard.mil/EIB/>

**1-2. Submission Deadlines:** Applications may be submitted up to 60 days prior to the start of the course/semester, but MUST be submitted no later than 30 days after the start of the course/semester. Applications submitted after the deadline WILL NOT be granted the NGTW for that semester without an approved Exception to Policy (ETP) through the Education Services Office (ESO).

**1-3. Other Funding:** Each Guardsman must submit applications for all federal, state, and institutional grants and scholarships for which they are eligible. The Guardsman must complete and submit the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.ed.gov/>, the Arkansas State scholarship application at <https://sams.adhe.edu/>, and any additional forms/applications required by the institution in which they attend.

**2. Eligibility:**

**2-1. Who:** The NGTW Program is open to all enlisted and officer personnel of the Arkansas Army and Air National Guard who have not previously been awarded a bachelor's degree, are residents of the State of Arkansas or eligible for in-state tuition rates, are in "Good Standing" with their unit and who have completed Initial Active Duty Training (Basic Training or had the Basic Training requirement waived by the Reserve Officer's Training Corps (ROTC)). The Guardsman must be enrolled in an Arkansas state-supported public institution and in a degree seeking program. Guardsmen who have been deployed or discharged may have a continuation of eligibility (see paragraphs 2-3 and 2-4).

**2-2. In "Good Standing":** "Good Standing" refers to a Guardsman who is NOT under a Suspension of Favorable Actions for serious misconduct at the time of application for, but not limited to, absent without leave (AWOL), substance abuse violations, or any other serious adverse actions. See Army Regulation 135-178 Chapters 11 and 12 or Air Force Instructions 36-3208 and 36-3209.

**2-3. Continuation of Eligibility:**

a. Guardsmen who are discharged for non-medical reasons, or medical reasons that are not service connected, are eligible for the semester in which they are enrolled.

b. Guardsmen who are medically discharged due to a service connected condition which is the result of a state or federal activation or a terrorist action as determined by the Governor, will remain eligible for up to 5 years from their date of discharge.

c. In a and b above, the benefit will end once the Guardsman receives the benefit for 120 credit hours or completes the degree program in which they were enrolled.

**2-4. Deployment or Mobilization:** In the event that a mobilization or deployment interrupts the enrollment of a Guardsman currently receiving NGTW, the Guardsman will remain eligible for a period of time equal to the semester in which they were enrolled. It is the Guardsman's responsibility to notify the institution in which they attend as soon as possible, via copies of the orders for mobilization or deployment. Each institution will handle the mobilization in accordance with Arkansas Code § 6-61-112.

**3. Institutions:**

**3-1. Authorization of Use:** NGTW will only be awarded for programs leading to an undergraduate degree up to a bachelor's degree, in a state-supported public two (2) or four (4) year institution within the State of Arkansas. Guardsmen cannot have previously been awarded a bachelor's degree. NGTW will cover tuition for all approved courses. Each Guardsman is responsible for all other costs, such as fees, room and board, NGTW will cover tuition for all approved courses. Each Guardsman is responsible for all other costs, such as fees, room and board, textbooks, etc.

**Continuation - Arkansas National Guard Tuition Waiver Program Statement of Understanding**

**3-2. Schools:** Eligible Arkansas institutions may be found at <https://sams.adhe.edu/Institutions>. No private or out-of-state institution is eligible for use this program (i.e. Central Baptist College, Harding University, or University of Phoenix). Guardsmen may be enrolled in more than one institution concurrently; however, a separate application must be submitted for each institution in which the benefit is being requested.

**3-3. Hours Covered by the NGTW:** There are no minimum or maximum credit hours, per semester, for this program. NGTW will not pay for more than a total of 120 credit hours or after a Guardsman receives a bachelor's degree. In the event a Guardsman's degree program exceeds 120 credit hours, an Exception to Policy (ETP) may be requested. Only credit hours covered by this benefit, to include remedial courses, count toward the 120 credit hour limit.

**4. Recoupment / Termination / Denial of Waiver**

**4-1. Drop I Add dates:** Classes dropped after the drop/add date may not be covered by the benefit and the Guardsman may be responsible for paying for those classes directly to the institution in which they attend.

**4-2. Academic Progress:** Each Guardsman must maintain satisfactory academic progress as determined by the state-supported institution in which the Guardsman is enrolled.

**4-3. Becoming Ineligible:** A Guardsman will become ineligible for NGTW, and subject to recoupment for that semester, if the Guardsman is dismissed from the institution for academic or disciplinary reasons, if the Guardsman's service in the Arkansas National Guard is terminated or becomes unsatisfactory, fraud or misrepresentation of information in the application, or failure to complete the semester in which NGTW was awarded. To maintain eligibility, a Guardsman must not drop more than 6 credit hours during the period in which the benefit is received, unless dropping the courses is necessary due to mobilization/deployment or a medical reason approved through the appeal/ETP process in section 5. Classes dropped before the add/drop date are not counted towards those 6 hours.

**4-4. Misconduct:** A Guardsman will become ineligible for NGTW, and subject to recoupment of ALL funds paid on the Guardsman's behalf, if the Guardsman engages in serious misconduct or fails to remain a satisfactory participant in active drilling status with the Arkansas National Guard.

**5. Exception to Policy (ETP):** In the event a Guardsman is denied for NGTW, has the benefit terminated, or is ordered to repay funds issued on their behalf, in accordance with the provisions of NGAR 621-203, the Guardsman may request an ETP in writing to their Air Wing or the Education Services Office within 30 days from the date of denial/termination/recoupment. ETP's must contain, at a minimum, the Guardsman's name, unit/wing of assignment, institution name and location, and semester/year in question and the reason for the ETP.

\*By completing and submitting the attached application, you are indicating that you have read and understood this statement of understanding. Please retain a copy for future reference.