

NEBRASKA NATIONAL GUARD

TUITION ASSISTANCE PROGRAM

Office of the Adjutant General

01 June 2014

Effective 01 July 2014

Prepared By:

Education Services Office
2433 NW 24th Street
Lincoln, NE 68524

This regulation supersedes NEARNGR 621-10/NEANGR 213-10 Dated 01 May 2003

NEBRASKA NATIONAL GUARD TUITION ASSISTANCE PROGRAM

01 June 2014 / Effective 01 July 2014

Nebraska Military Department
Office of the Adjutant General
Lincoln, NE 68524
01 June 2014

Nebraska Army National Guard
(NEARNG) Regulation 621-10
Nebraska Air National Guard
(NEANG) Regulation 213-10

EDUCATION

NEBRASKA NATIONAL GUARD STATE TUITION ASSISTANCE PROGRAM

By Order of the Adjutant General:



DARYL L. BOHAC
Major General, USAF
The Adjutant General

Official:
CHAD R. STEVENS
COL, G-1, NEARNG

Summary. This regulation outlines requirements unique to the Nebraska National Guard State Tuition Assistance Program and its applicability, management and utilization by members of the Nebraska National Guard.

Applicability. This regulation is applicable to NEARNG and NEANG members.

Internal control system. Programs defined in this publication are subject to the requirement of AR 11-2.

Supplementation. Supplementation of the regulation is prohibited without approval from NEARNG -G1.

Suggested improvements. The proponent of this regulation is the G1 Education and Incentives Office representative in the NEARNG-G1. Users are invited to send comments and suggested improvements to the Adjutant General of Nebraska, ATTN: NEARNG-G1, 2433 NW 24th Street, Lincoln, NE 68524.

Distribution. A

CONTENTS

Chapter 1.....	GENERAL.....	Page 1
Chapter 2.....	STATUTE AUTHORITY.....	Page 1
Chapter 3.....	PROGRAM RULES AND LIMITS.....	Page 1
Chapter 4.....	ELIGIBILITY.....	Page 1
Chapter 5.....	NEBRASKA AIR NATIONAL GUARD PROCEDURES.....	Page 2
Chapter 6.....	NEBRASKA ARMY NATIONAL GUARD PROCEDURES.....	Page 3
Chapter 7.....	RECOUPMENT.....	Page 5

Summary of Changes:

PROGRAM RULES AND LIMITS:

- Organizes the regulation into sections, General, Statute Authority, Program Rules and Limits, Eligibility, Nebraska Air National Guard Procedures, Nebraska Army National Guard Procedures and Recoupment. (Table of Contents)
- Removes language precluding use of the NNGTAP program if eligible for Federal Education benefits. Now follows AR 621-5 - In cases where the Soldier is eligible for the Education Pell Grant and/or state-funded TA, Federal TA may be used concurrently and applied first. The Pell Grant and state-funded TA may be applied to the remaining balance of financial need as determined by the academic institution. (Chapter 3)
- Removes mention of unrelated GI Bill programs. (Chapter 3)
- Simplify and clearly defines priority of use. (Chapter 3a, 3e)
- Defines tuition rate (Chapter 3c)
- Establishes TAG authority to appoint a representative (Chapter 3g)

ELIGIBILITY

- Removes the AGR disqualifier, open program to any member with less than 10 year in the Nebraska National Guard. (Chapter 4a)
- Defines extended eligibility for deployment time per the statute. (Chapter 4d)
- Removes confusing information on Commissioned and Warrant Officers. (Chapter 4d)
- Defines eligibility as any member of the Army or Air Guard with 10 years or less TIS without a Bachelors degree. (Chapter 4d)
- Removes ranking language for first time users. (Chapter 4)
- Defines Tuition Rate (Chapter 4e)
- Defines number of hours program will pay for and conversion of Semester, Quarter and Clock hours (Chapter 4g)

NEBRASKA AIR GUARD PROCEDURES:

- Links to correct web address for State TA application (Chapter 5b)
- Defines notification of acceptance into the TA program as 15 working days. (Chapter 5f)
- Modifies verification of actual classes; 10 working days followed by a courtesy reminder email and one additional period of 5 working days to submit class verification before suspension of funding. (Chapter 5g)
- Defines "onetime exception" to once for request of TA and once for verification of classes and defines approving authority for other requests for exception to policy. (Chapter 5i)

NEBRASKA ARMY GUARD PROCEDURES

- Adds requirement for Army Soldiers to have a valid GoArmyEd account. (Chapter 6a)
- Adds requirement to exhaust Federal TA prior to utilization of State TA (Chapter 6b)
- Links to correct web address for State TA application (Chapter 6d)
- Defines notification of acceptance into the TA program as 15 working days. (Chapter 6g)

- Adds requirement for Federal TA manager to calculate unpaid tuition and include on the Federal TA application in GoArmyEd. (Chapter 6i)
- Allows Soldiers not eligible for Federal TA to utilize State TA per the Air National Guard Procedures. (Chapter 6l)
- Modifies verification of actual classes; 10 working days followed by a courtesy reminder email and one additional period of 5 working days to submit class verification before suspension of funding. (Chapter 6j)
- Defines “onetime exception” to policy and defines approving authority for other requests for exception to policy. (Chapter 6n)

RECOUPMENT

- Defines oversight of members on the recoupment list (Chapter 7c)
- Establishes formal notification process via certified mail – return receipt requested for initiation of any recoupment action. (Chapter 7d)
- Adds due process on request for relief from recoupment action. (Chapter 7e)
- Refines timelines for collection actions(Chapter 7f)

Military Department of Nebraska
The Adjutant General's Office
Lincoln, NE 68524

NEBRASKA NATIONAL GUARD TUITION ASSISTANCE PROGRAM

1. GENERAL: The following procedures provide guidance for the administration of the Nebraska National Guard Tuition Assistance Program (NNGTAP).

2. STATUTE AUTHORITY: Section 85-505 through 85-508 of Revised Statutes of Nebraska provides authority for a Tuition Assistance Program.

3. PROGRAM RULES AND LIMITS: The rules and limitations placed on the NNGTAP via appropriate State statute, State and Federal regulation, and policy include:

- a. No more than 1,200 members of the Nebraska National Guard (NNG) will be granted tuition assistance during any State fiscal year (1 July – 30 June).
- b. The expenditures for the NNGTAP will not exceed the appropriated State funds available for a given fiscal year.
- c. Eligible Soldiers and Airmen attending any state-supported university, college, or community college this state shall be entitled to a credit of 75% of the base undergraduate, resident tuition rate at the school they are attending. If the base undergraduate, resident tuition rate at the school the Soldier or Airman is attending exceeds that of the University of Nebraska-Lincoln, it will be limited to the University of Nebraska-Lincoln base undergraduate, resident tuition rate. Eligible Soldiers and Airmen attending any independent, not-for-profit, regionally accredited college or university in this state shall be entitled to a credit of 75% of the base undergraduate, resident tuition rate at

the University of Nebraska-Lincoln as published on the start date of any course. (<http://admissions.unl.edu/cost-and-aid/cost.aspx>)

- d. Under no circumstances will the combination of the NNGTAP and any other Federal Tuition Assistance program exceed 100% of the cost of tuition. All education benefits will be applied IAW appropriate State and Federal statutes, Army and Air Force Regulations, policies, and directives.
- e. Priority of use of the NNGTAP will be given to those individuals who have previously received tuition credit while a NNG member.
- f. Funds appropriated to the tuition program are disbursed directly to the educational institutions on behalf of NNG members. Under no circumstances will payments be made directly to a NNG member. All disbursements will be made based on enrollment in specific courses through the branch specific process.
- g. The Adjutant General (TAG) shall retain the responsibility and authority to establish limitations and controls as deemed necessary to ensure maximum fiscal efficiency and productivity of the NNGTAP. The TAG may appoint an individual to manage the NNGTAP. Such person will be known as the Tuition Approval Authority (TAA).

4. ELIGIBILITY: Qualifications to use the NNGTAP are:

- a. Be a satisfactory performing member of the NNG. Member must meet all National Guard requirements and attend all scheduled drills and training. The member's Commanding Officer will determine satisfactory performance based on Army Regulation 600-8-2 (Suspension of Favorable Actions (FLAG)) or ANG 36-2002 (Enlistment and Reenlistment in the Air National Guard and as a reserve of the Air Force), as applicable based upon the member's branch of service.
 - b. Newly enlisted members of the NNG may use the NNGTAP for any term/session that begins after the date of enlistment.
 - c. The NNG member must not have been previously awarded a baccalaureate or higher degree.
 - d. The NNG member must use this benefit within the first 10 years of membership in the NNG. If a member is unable to complete his or her course of study within the 10 year period due to deployment on federal or state active duty status for not less than 120 *cumulative* days, the TAG may extend the period of entitlement equal to the period of qualifying active duty, not to exceed a maximum of 5 years.
 - e. The NNG member must be enrolled in a state supported university, college, or community college or any independent, not-for-profit, regionally accredited college or university in Nebraska. Any member who attends an independent, not-for-profit, regionally accredited college or university in Nebraska may receive a credit in an amount no higher than that person would receive if he or she attended the University of Nebraska-Lincoln. Payment of NNGTAP will not exceed the effective base undergraduate, resident tuition rate at the University of Nebraska-Lincoln as published on the start date of any course. (<http://admissions.unl.edu/cost-and-aid/cost.aspx>)
 - f. Only credit bearing courses, which meet degree requirements at an authorized school, shall be approved for assistance. The NNGTAP will fund approved courses only once. Repeated courses will not be funded.
 - g. The NNGTAP will fund the NNG member through the completion of a baccalaureate degree or a maximum of 139 Semester Hours, 210 Quarter Hours, or 6270 Clock Hours whichever occurs first.
 - h. The NNG member must agree to serve in the NNG for a period of 3 years upon completion of the course(s) for which assistance is received. Failure to complete the required 3 year commitment may result in recoupment of tuition paid.
 - i. All NNG members are expected to successfully complete the course(s) in which they enroll. If a member withdraws from the course for which he/she received tuition assistance, the member will be responsible for repayment of the NNGTAP funds paid to the school on the member's behalf. Failure to reimburse the NNG will result in suspension of the member's eligibility for the NNGTAP until paid in full.
 - j. The TAG, or TAA, if appointed, may approve exceptions to eligibility requirements on a case by case basis upon receipt of a written request for exception to policy endorsed by The NNG member's unit Commander and forwarded for consideration to the State Tuition Assistance Office.
- 5. NEBRASKA AIR NATIONAL GUARD (NEANG) PROCEDURES:** The following procedures will be followed by members of the NEANG to request tuition assistance under the NNGTAP.

- a. NNGTAP applications will be processed under the system of priority established by the TAG, or TAA, if appointed, and eligibility stated in this regulation. It is the responsibility of the individual member to initiate the NNGTAP application prior to the deadlines stated below for each semester or academic term.

Deadline	Term Start	Term End
5 June	1 July	30 September
5 September	1 October	31 December
5 December	1 January	31 March
5 March	1 April	30 June

- b. The application process is accomplished on the NNG website located at <http://ne.ng.mil/Pages/TARegister.aspx>.
- c. NEANG members will input their proposed schedule of classes during the application process.
- d. After submission of the NNGTAP application, the NEANG member will receive a "confirmation email" verifying the application was submitted and received by the State Tuition Assistance Office.
- e. The State Tuition Assistance Office will forward approved applications to the educational institution. The member will be notified of approval/disapproval of tuition assistance each semester or academic term by the State Tuition Assistance Manager via e-mail.
- f. Notification of the status of the NNGTAP application will occur within 15 working days following the published cutoff/deadline dates.

- g. All NEANG members who are approved for tuition assistance will provide the State Tuition Assistance Office with an accurate list of classes within 10 working days following the start of each term/semester via e-mail. Failure to submit verification of current classes within 10 working days will result in 1 courtesy reminder e-mail being sent. Failure to respond within an additional 5 working days will result in cancellation of the tuition assistance request. After class verification, any changes to class schedule due to drops, withdrawals, substitutions or other circumstances must be reported to the State Tuition Assistance Manager within 5 working days. Failure to inform the State Tuition Assistance Manager of these changes may result in recoupment, suspension of future use of the program or other actions as deemed appropriate by the TAG, or TAA, if appointed.
- h. In no case, will tuition assistance be paid by the State Tuition Assistance Office for more hours than were originally requested and approved for each semester/term.
- i. NEANG members may request a onetime exception to each of the request and verification policies based on extraordinary circumstances. Additional requests for exceptions to policy will be reviewed. The TAG, or TAA, if appointed, will make the final determination on all requests for late request and verification exceptions to policy.

6. NEBRASKA ARMY NATIONAL GUARD (NEARNG) PROCEDURES: The following procedures will be followed by members of the

NEARNG to request tuition assistance under the NNGTAP.

- a. NEARNG members must have a valid GoArmyEd.com account to apply for NNGTAP.
- b. Federal tuition assistance must be exhausted or the member must have reached either a fiscal or hourly cap prior to NNGTAP being available.
- c. NNGTAP applications will be processed under the system of established by the TAG, or TAA, if appointed, and eligibility stated in this regulation. It is the responsibility of the individual member to initiate the NNGTAP application prior to the deadlines stated below for each semester or academic term.

Deadline	Term Start	Term End
5 June	1 July	30 September
5 September	1 October	31 December
5 December	1 January	31 March
5 March	1 April	30 June

- d. The application process is accomplished on the NNG website located at <http://ne.ng.mil/Pages/TARegister.aspx>.
- e. NEARNG members will indicate on the NNGTAP application the classes and number of hours they expect to take.
- f. After submission of the NNGTAP application, the NEARNG member will receive a "confirmation email" verifying the application was submitted and received by the State Tuition Assistance Office.

- g. Notification of the status of the tuition assistance application will occur within 15 working days following the published cutoff/deadline dates.
- h. NEARNG members will input their courses/classes in the Federal Tuition Assistance Program located at <https://www.goarmyed.com/>. The member will indicate on the class request that they intend to utilize NNGTAP.
- i. The Federal Tuition Assistance Manager will review and approve the federal portion of the tuition request per GoArmyEd.com policies and procedures. The Federal Tuition Assistance Manager will annotate the tuition request with correct totals.
- j. The State Tuition Assistance Manager will verify the course schedule of all NEARNG members through the GoArmyEd.com website.
- k. The State Tuition Assistance Office will forward approved applications to the educational institution. The member will be notified of approval/disapproval of tuition assistance each semester or academic term by the State Tuition Assistance Manager via e-mail.
- l. Individuals not eligible for Federal Tuition Assistance due to time in service requirements or other limitations will follow the NEANG member procedures until eligible to utilize GoArmyEd.com.
- j. All NEARNG members who are approved for tuition assistance will provide the State Tuition Assistance Office with an accurate list of classes within 10 working days following

the start of each term/semester via e-mail. Failure to submit verification of current classes within 10 working days will result in one courtesy reminder e-mail being sent. Failure to respond within an additional 5 working days will result in cancellation of the tuition assistance request. After class verification, any changes to class schedule due to drops, withdrawals, substitutions or other circumstances must be reported to the State Tuition Assistance Manager within 5 working days. Failure to inform the State Tuition Assistance Manager of these changes may result in recoupment, suspension of future use of the program or other actions as deemed appropriate by the TAG, or TAA, if appointed.

- m. In no case, will tuition assistance be paid by the State Tuition Assistance Office for more hours than were originally requested and approved for each semester/term.
- n. NEARNG members may request a onetime exception to the request and verification policies based on extraordinary circumstances. Additional requests for exceptions to policy will be reviewed. The TAG, or TAA, if appointed, will make the final determination on all requests for late request exceptions to policy.

7. RECOUPMENT: The following guidelines will be followed when recoupment of funds distributed via the NNGTAP is deemed appropriate:

- a. NNG members may have a repayment obligation to the State of Nebraska whenever

a tuition payment is made on behalf of that member and:

- (1) The NNG member, dropped, withdrew or otherwise did not successfully complete funded classes.
 - (2) The NNG member was retaking a course for which tuition assistance has been paid once before.
 - (3) The NNG member leaves the NNG before completing the 3 year service obligation after receiving tuition assistance.
 - (4) Administrative, procedure or policy violations of the NNGTAP rules that result in recoupment action.
- b. No further requests for tuition assistance will be approved for any NNG member having an open recoupment obligation.
 - c. When recoupment is appropriate, the State Tuition Assistance Manager will record the NNG member's name, amount due and reason for recoupment on a list. This record will be maintained at all times. An independent review of this record will be conducted by the TAG, or TAA, if appointed, or the TAA's designated representative each February and September.
 - d. When a recoupment action is appropriate, the State Tuition Assistance Office will send the NNG member a formal notification of recoupment, via certified mail - return receipt requested, explaining the reason, amount and methods for repayment. This notification will inform the member of their

- ineligibility to use the program until repayment is complete.
- e. The NNG member may refute the validity of the recoupment action.
 - (1) The NNG Member must submit a written response explaining the circumstances, and detailing the reasons the recoupment is disputed, within 30 calendar days of receipt of the notification of recoupment informing them of their indebtedness.
 - (2) The TAG, or TAA, if appointed, will make the final determination of the validity of the request and determine the NNG member's level of indebtedness.
 - f. If the member fails to contact the State Tuition Assistance Office within a 30 calendar day period from receipt of the notification, the member will be deemed as having waived their right to refute the recoupment action and applicable collections actions as noted in paragraph 7g of this regulation will be initiated.
 - g. Payment in full must be received by the State Tuition Assistance Office within 90 calendar days of when the NNG member received the notification of recoupment, unless the NNG member successfully refutes the recoupment action. Failure to receive the requested recoupment amount within 90 days may result in the Nebraska Military Department, in consultation with the Nebraska Attorney General's Office, determination of the appropriate action(s) to recover on the delinquent funds, and take all other actions IAW State law.
 - h. Repayment of an obligation by a NNG member shall be received by an employee of the Nebraska Military Department State Support Services Office. That employee shall duly record the funds received and annotate the payment and current status on the recoupment list. Systems of record will be updated when the member no longer has a recoupment obligation and restore the member's eligibility for the program unless other prohibiting factors exist.