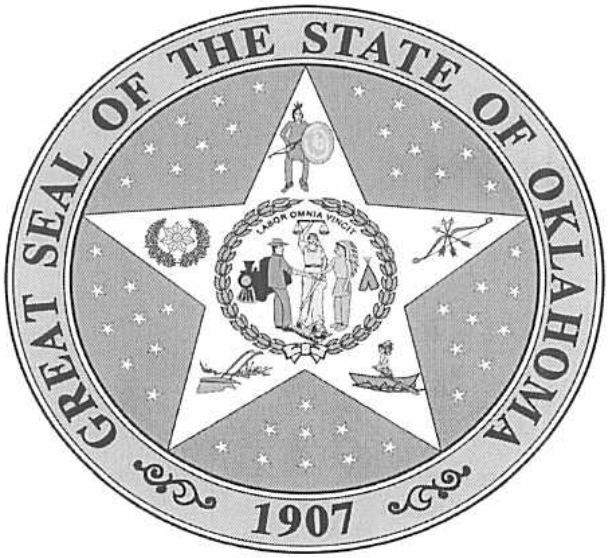
OKARNG Regulation 621-202
OKANG Regulation 621-202

Education

Oklahoma Army and Air National Guard State Tuition Waiver Program



Department of the Army
Joint Force Headquarters
19 February 2009
19 February 2009

Unclassified

Summary of Change

This publication establishes the policies, procedures and eligibility requirements of the Oklahoma National Guard State Tuition Waiver Program, with the following changes;

- Implementation of Air National Guard unit reconciliation authority effective Spring 2009 is covered in paragraph 1-4 e(4).
- Omission of obsolete OKARNG/ANG Form 60 from Appendix C is covered in paragraph 2-2 a(14) and 2-2 b(5).
- Clarification of eligibility for benefits while currently enrolled at time of initial enlistment is covered in paragraph 2-1c.
- Definitions and procedures for requesting Exceptions to Policy (ETP) are established in paragraph 2-4.

Department of the Army
Oklahoma Army National Guard
19 February 2009

OKARNG Regulation 621-202
OKANG Regulation 621-202
Effective: 19 February 2009

Education

Oklahoma Army and Air National Guard State Tuition Waiver Program

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By order of The Adjutant General of Oklahoma National Guard

ROBBIE L. ASHER
COL, GS, OKARNG
Chief of Staff

Official:

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Director of Personnel/J1

History. This publication establishes the policies and procedures and set the eligibility requirements of the Oklahoma National Guard State Tuition Waiver Program.

Summary. This regulation provides the purpose of the Oklahoma National Guard State Tuition Waiver Program; sets forth the entitlement criteria and policies; defines the responsibilities necessary for implement of the program; and the service commitment required for participation. The regulation states the administrative requirements necessary for implementing the program; the deadlines for submission necessary documentation; and, how to levy and process grievances authorized by this program. It further defines duplication of benefits and entitlement to the same. As this program pertains to career and technology centers, it defines the administration, eligibility criteria, authorized uses and enrollment requirements, application process and recoupment. Appendix B provides a list of approved accredited 2 and 4 year Oklahoma colleges and universities to which the Oklahoma National Guard State Tuition Waiver Program applies. Appendix C and D provide OKARNG/OKANG Forms necessary for implementing this program.

Applicability. This regulation applies to all active members of the Oklahoma Army and Air National Guard.

Proponent and Exception Authority Statement. The proponent of this publication is Joint Force Headquarters Education Services Officer, OKARNG.

Army Management Control Process. This regulation contains management control provisions and identifies key management controls to be evaluated. No management control review checklists are published in AR 11-2.

Supplementation. Supplementation of this Regulation and establishment of command and local forms are prohibited without prior approval from this Joint Force Headquarters Education Services Officer, OKARNG.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommend Changes to Publications and Blank Forms) directly to Joint Force Headquarters, ATTN; OKJ1-ESO, 3501 Military Circle, Oklahoma City, Oklahoma 73111-4398.

Distribution. A for both Oklahoma Army and Air National Guard, Oklahoma State Board of Regents for Higher Education, and all in-state, two and four year public accredited institutions of higher learning.

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Glossary

Chapter 1
General

1–1. Purpose. This regulation establishes policy, procedure, and eligibility requirements for administration of the Oklahoma National Guard State Tuition Waiver Program and awarding a tuition waiver to members of the Oklahoma Army and Air National Guard.

1–2. Entitlement. The National Guard State Tuition Waiver Program (STW) entitles eligible members of the Oklahoma Army and Air National Guard (see paragraph 2-1) who are attending two or four year accredited institutions of higher learning within the State of Oklahoma (see Appendix B) to the following benefit. This benefit will waive the resident tuition of satisfactory participating Oklahoma National Guard members who are Oklahoma residents. The resident tuition waiver can waive up to eighteen (18) credit hours per semester per institution. The recipient must be pursuing an associate's or bachelor's degree and be enrolled in a minimum of three (3) hours to receive the waiver. The STW can only be used to obtain up to a bachelor's degree and can not be used by members who have previously been awarded a bachelor's degree. Effective Fall 2006, Soldiers who are considered out-of-state residents can use the Oklahoma National Guard State Tuition Waiver to waive the non-resident fees. The Soldier will still be responsible for the remaining cost of resident tuition.

1–3. Policy. In an effort to improve the quality and readiness of the members of the Oklahoma National Guard and to enhance recruiting and retention, the STW is authorized as a benefit for members of the Oklahoma National Guard and is awarded based on eligibility criteria detailed in this regulation and by the Oklahoma State Regents for Higher Education (OSRHE).

1–4. Responsibilities.

a. The Oklahoma State Board of Regents for Higher Education (OSRHE) is responsible for:
   Approving new policy changes or modifications.
   Administering receipt and disbursement of funds to the institutions and maintaining fiscal records of the STW.

b. The Institution for Higher Education is responsible for:
   Assigning a liaison that will serve as the Institution's Tuition Waiver Representative.
   The Institution's Tuition Waiver Representative will serve as the liaison between the respective institution for higher education, the Oklahoma National Guard Education Services Office (ESO) and the OSRHE.
   Providing to the ESO the corrected list of the exact hours waived at the conclusion of each semester.
   Reporting all hours and dollars waived at the end of each academic year to the OSRHE.
   If determined by institution recoupment procedures can be initiated for recipients who drop courses after the 100% reimbursement period.
   Verifying GPA's lower than 2.0 and sending notification to the Education Service Office.

c. The Adjutant General (TAG) will:
   Approve policies for the STW.
   Be the final authority in determining eligibility criteria for members of the Oklahoma Army and Air National Guard.

d. The Education Services Office (OKJ1-ESO), Army will:
   Establish policies, administer and implement the STW.
   Monitor the eligibility status of participating members of the Oklahoma Army National Guard.
   Coordinate policy changes with the OSRHE.
   Be the point-of-contact for verification, problems and discrepancies for the institution and the units.
   Maintain records/database and administer the day–to-day operation of the STW.

e. The Air National Guard Retention Officer/NCO at both Will Rogers and Tulsa will:
Work directly with the Army ESO in executing and administering the STW for the Air National Guard.
Monitor the eligibility status of participating members of the Oklahoma Air National Guard.
Maintain records/database and administer the day-to-day operation of the STW for the Air National Guard.
Be authorized to communicate and act directly with post secondary educational institutions and vocational/technology centers on all matters regarding reconciliation of OKANG service member's tuition.

f. The Oklahoma National Guard Unit/Wing Commander or Designated Representative will:
Keep members of their command informed of the STW; how to apply, application deadlines and eligibility criteria.
Monitor the National Guard members' eligibility. The only eligibility criteria for the STW, which is directed by the TAG is as follows: A National Guard member who has 9 AWOLS within the previous twelve months does not qualify for the TWP.
Notify the ESO via e-mail at ngokeducation_incentives@ng.army.mil of any change in a recipient's status affecting the STW (i.e. discharge, AWOL, ETS).
Ensure deadline dates for submitting applications are met by the unit/battery/wing commanders.

g. Recipients will:
Meet the criteria contained in paragraph 2-1 and request application through their unit before the deadline date each semester.
Maintain eligibility criteria established by the institution and the Oklahoma National Guard and otherwise successfully complete the semester and all hours for which tuition waiver is awarded.
Notify the ESO immediately if a class/course(s) is/are dropped. If the class is dropped subsequent to the 100% reimbursable drop/add period, the waiver may not be honored and the recipient will be responsible for paying for the dropped class/course(s) to the institution. The recipient may request an exception to policy (ETP) through their unit of assignment to the ESO if they feel they have extenuating circumstances which were beyond their control for dropping the course(s). The ESO will make the final decision whether the tuition waiver will be honored for the dropped course(s) or the member will have to pay for the class/course(s) themselves. The exception to policy must be requested before the end of the semester in which the class/course(s) were dropped.
Will maintain a cumulative GPA of a 2.0 or above. If the Soldier fails to keep a Cumulative GPA of a 2.0 or higher, he/she will be ineligible for STW until the GPA on record with the institute for higher education is 2.0 or above.

1–5. Service Commitment.

a. Recipients must have sufficient service time remaining before their current service obligation/Expiration Term of Service (ETS).

b. Recipients must extend for at least as many months or days necessary to complete the end of a semester. For example: a member receiving a Tuition Waiver for the Fall 2005 semester which ends December 18, 2005 and has an ETS of November 11, 2005, may do a 1 month 8 day extension in order to remain a member of the National Guard through the end of the semester and receive the tuition waiver. (IAW AR 600-200, Rule F-4, Table 7-1)

Chapter 2
Criteria and Administration

2–1. Criteria. Eligibility:

a. OKARNG Soldiers. This program is open to all OKARNG enlisted and officer personnel. Soldiers are eligible upon date of enlistment. Soldiers are required to maintain eligibility as an active member at the time of the application and through completion of the semester.

Soldiers must be residents of the State of Oklahoma in order to receive the Tuition Waiver for cost of resident tuition. Residency is determined by the OSRHE.

Effective Fall 2006, Soldiers who are considered out-of-state residents can use the Tuition Waiver to waive the non-resident fees. The Soldier is still responsible for the remaining cost of resident tuition. Non-residency is determined by the OSRHE.

Soldiers must not currently hold a bachelor or higher degree in order to receive the Tuition Waiver.

Soldiers who have 9 or more AWOLs in the previous 12 months are ineligible to receive the waiver.

Soldiers must be accepted and enrolled in undergraduate studies at an accredited school in the State of Oklahoma (Appendix B).

b. OKANG Airmen. This program is open to all OKANG enlisted and officer personnel. Airmen are eligible upon the date of enlistment. Airmen are required to maintain eligibility as an active member at the time of the application and through the completion of the semester.

Airmen must be residents of the State of Oklahoma in order to receive the Tuition Waiver for cost of resident tuition. Residency is determined by the OSRHE.

Airmen who are considered out-of-state residents can use the Tuition Waiver to waive the non-resident fees. The Soldier is still responsible for the remaining cost of resident tuition. Non-residency is determined by the OSRHE.

Airmen must not currently hold a bachelor or higher degree in order to receive the Tuition Waiver.

Airmen who have 9 or more AWOLs in the previous 12 months are ineligible to receive the waiver.

Airmen must be accepted and enrolled in undergraduate studies at an accredited school in the State of Oklahoma (Appendix B).

c. OKARNG and OKANG service members who enlist during the current enrolled semester at an institute of higher education are eligible to have tuition immediately waived for the current semester as long as they are in good academic standing and hold a 2.0 GPA or higher on record with the institute of higher education at time of enlistment.

2–2. Administration.

a. Application Process for OKARNG Soldiers:

Soldiers wanting to participate must request by the deadline dates, each semester, through their Commander/or Commander's designee.

The Unit Commander/designee will administer this process.

The Unit Commander/designee will go to the Oklahoma Joint Force Headquarters home page (Under J-1; Education; Education/Incentives links; State Tuition Waiver Application)

Click on "Apply for Tuition Wavier".

Enter the Soldier's SSN, and then click on "Lookup Info".

A screen will come up that lists the Soldier's SSN, Name, UPC, Unit Name, and Unit Address.

Below the listed Soldier's information you will need to use the drop down menus to select the "College", "Semester" and "Hours". Once you have selected this information using the drop down menus, click on the "Verify Eligibility" button.

From this screen you will need to verify the Soldier's information to ensure it is correct. (If the Soldier's information is incorrect please contact SIDPERS)

Input the "Institution and Number of Hours" that the soldier is requesting to take.

Click on "Verify Eligibility".

Verify that the Soldier is eligible (i.e. does not have nine (9) or more AWOLS in a twelve (12) month period and has at least a 2.0 GPA).

If eligible and all information is correct, click on the "Submit Information" button.

The ESO will receive the application on a database format and will send a consolidated list of elibible Soldiers to the respectable schools approximately two weeks after the deadline date list below. All information must be input by the dates provided in Table 2-1.

The OKARNG/ANG Form 60-E is obsolete and will no longer be used.

b. Application Process for OKANG Service Members:

Airmen who want to participate must request, each semester, through their Wing Commander/wing designee.

The Wing Commander/wing designee will administer this process.

The Wing Commander/wing designee will verify that the Airmen is eligible for the STW. (i.e. doesn't have 9 or more AWOLS in a 12 month period.)

The unit will input the information onto the database provided by the ESO, and then will send the database to the OKJ1-ESO by e-mail to ngokeducation_incentives@ng.army.mil by the dates provided in Table 2-1.

The OKARNG/ANG Form 60-E is obsolete and will no longer be used.

Table 2-1
Submission Deadlines for TWP

Semester/Intersession	Day of Month
December/Winter Intersession	January 15th
Spring Semester	January 31st
May/Summer Intersession	May 15th
Summer Semester:	June 15th
August/Spring Intersession	August 15th
Fall Semester	August 31st

Note: Applications requested from the unit after the above dates may not be awarded and therefore the tuition waiver <u>would not be granted by the institution.</u> The Soldier/Airmen would be responsible for paying for the tuition. Exception to policy can be requested through the ESO in writing.

c. Authorized Uses:

The waiver will be awarded to a National Guard member in programs leading to an associate or baccalaureate degree. Waivers will not be awarded for programs leading to a certificate, continuing education courses, or vo-tech courses, which are not counted towards a degree program at another institution.

The waiver will cover resident tuition for all courses. The recipient is responsible for all other fees: special course fees, student activity fees, facility fees, assessment fees, textbooks and room and board, etc.

Concurrently enrolled high school/college National Guard members are not eligible for the tuition waiver. The recipient must have a high school diploma or GED to qualify for the Tuition Waiver Program.

The tuition waiver is not applicable to professional programs, which do not require an earned degree.

A recipient may not receive a waiver for courses completed in a prior semester; that is, a Guard member must apply for the waiver by the published deadline dates, listed in

Paragraph 2-5 above, for each semester in which he/she is enrolled. Exceptions to Policy granted IAW para 2-4 of this Regulation can be considered on a case-by-case basis.

d. Continuation of Eligibility: A recipient who receives notification for mobilization or deployment during a semester wherein he/she has received the tuition waiver **will be required to notify the school**, via copy of official orders of the mobilization / deployment and properly and fully withdraw from school. If this is done, the Guard member's Tuition Waiver will be honored by the school.

e. Recoupment:

Recoupment of an honored Tuition Waiver is required from the National Guard member in the following instances:

(a) Fraud or misrepresentation of the application.

(b) Failure on the part of the recipient to complete the semester for which the benefit was awarded, except for reasons approved by the ESO which were beyond the control of the recipient.

(c) Failure to remain a satisfactory participant in active drilling status for the entire semester in which the Tuition Waiver was received.

(d) Recoupment will not be required in any case where a determination is made by the Education Services Office with approval from The Adjutant General that there was good cause for a recipient's failure to complete the semester for which the Tuition Waiver was received.

Recoupment will be collected by the respective institution in which the Tuition Waiver was awarded, not by the National Guard ESO.

Recoupment Procedure. Each institution will define their own recoupment procedure and will be responsible for collecting the debt directly from the recipient.

f. Termination of Benefits:

If the recipient is dismissed from any school for academic or disciplinary reasons, he/she will be ineligible for any future Tuition Waivers and will be subject to recoupment for the semester he/she was dismissed.

If the recipient's service in the Oklahoma National Guard is terminated, or becomes unsatisfactory, he/she will be ineligible for further Tuition Waivers and subject to recoupment for the semester in which he/she became ineligible.

2–3. Grievances. In the event a National Guard member is denied STW benefits, has benefits terminated, or is ordered to repay benefits pursuant to the provisions of this regulation, member may appeal any such action to the Education Services Office, in writing, within 60 days from the date of termination/recoupment or denial. The decision of the Education Services Office through The Adjutant General on any such appeal is final.

2–4. Exception to Policy (ETP). Exceptions to Policy may be requested by Oklahoma National Guardsman, in writing, through their unit of assignment to the OKJ1-ESO in mail or e-mail to ngokeducation_incentives@ng.army.mil. The decision of the Education Services Office through The Adjutant General on any such appeal is final. In order for the ETP to be considered they must include, at a minimum, the following information;

a. Name and social security number of Soldier/Airmen.

b. Institution of higher education name and location.

c. Semester year/month in question.

d. Reason for request that indicates that the situation was not due to the negligence or fault of the service member and was not within the service member's reasonable control.

2–5. Duplicate Sources of Funding. Recipients may use other funding sources in addition to the Tuition Waiver Program [i.e. Pell Grants, Montgomery GI Bill (MGIB), Federal Tuition Assistance (FTA), etc. to pursue their college work to include the following combinations:

a. STW and the MGIB (all Chapters) and the Kicker may be used simultaneously for the same semester.

b. STW and FTA programs can be used simultaneously for the same semester. FTA will be used to cover authorized **fees only** when the Tuition Waiver is awarded. FTA can be used to pay for any semester hours that are under the three (3) credit hour limit or over the eighteen (18) credit hour maximum of the STW Program. (NOTE: FTA is a Federal program separate from the STW and is based on a limited budget per fiscal year, which is awarded on a first-come-first-served basis. Only Army National Guard Members qualify for this benefit and they must apply separately for the benefit. (For application instructions contact the Army Education Services Office.)

Chapter 3
Tuition Waiver for Career and Technology Centers

3-1. Administration. The Tuition Waiver Program is a benefit to the Oklahoma National Guard by the Oklahoma State Regents for Higher Education; this board does not govern the career and technology centers; therefore, the program was not designed to waive career and technology center programs. There are some career and technology centers that choose to grant a Tuition Waiver to Oklahoma National Guard Members for some of their full time programs. In these cases the Waiver will be administered as follows:

3-2. Eligibility Criteria.

a. OKARNG Soldiers. This program is open to all OKARNG enlisted and officer personnel. Soldiers become eligible upon date of enlistment and are required to maintain eligibility as an active member at the time of the application and during the completion of the semester in which the tuition waiver is received. Soldiers with (9) or more AWOLs/UNSAT's in the previous (12) months are ineligible to receive the waiver.

b. OKANG Airmen. This program is open to all OKANG enlisted and officer personnel. Airmen become eligible upon date of enlistment and are required to maintain eligibility as an active member at the time of the application and during the completion of the semester in which the tuition waiver is received. Airmen with (9) or more AWOLs/UNSAT's in the previous (12) months are ineligible to receive the waiver.

3-3. Authorized Uses/Enrollment Requirements. The career/technology center will determine on a case by case basis what programs, courses, seminars or training qualify for the tuition waiver. This may vary each year and from member to member. Previously only full-time courses have been considered for the waiver. The career/technology center will make the final determination regarding whether or not they will award a tuition waiver.

3-4. Application Process.

a. National Guard members can request a OKARNG/ANG Form 215-E (see Appendix 3-1) from their unit for the full-time career or vo-tech training prior to the first day of training.

b. Unit will ensure member meets all eligibility criteria, issue and sign the Form 215-E and immediately send form to ESO via FAX (405-606-7219) or e-mail (ngokeducation_incentives@ng.army.mil) for approval of the training.

c. ESO will contact the career/technology center to obtain approval for the waiver.

d. Waivers will not be taken to the career/technology center by the National Guard member **until approval has been granted by the ESO**. This ensures the desired program waiver can be granted by the respective Career/Technology Center.

e. ESO or State Tuition Waiver Manager will track the granted waivers on a database.

3-5. Recoupment. If the National Guard member fails to successfully complete the waived training the member could be subject to 100% recoupment by the career/technology center of the waived amount.

Appendix A
References

Section I
Required Publications

Section II
Related Publications

Section III
Prescribed Forms

Section IV
Referenced Forms

Approved Accredited 2 & 4 Year Oklahoma Colleges and Universities for the Oklahoma National Guard Tuition Waiver Program

PUBLIC COLLEGES AND UNIVERSITIES

A

Ardmore Higher Education Program, Ardmore (SE)

C

Cameron University, Lawton (SW)
  Cameron University, Duncan (SW)
Carl Albert State College, Poteau (SE)
  Carl Albert State College, Sallisaw (SE)
Connors State College, Warner (NE)
  Connors State College, Muskogee (NE)

E

East Central University, Ada (SE)
Eastern Oklahoma State College, Wilburton (SE)
  Eastern Oklahoma State College, McAlester (SE)

G

Greater Oklahoma City Downtown Consortium, Oklahoma City (OKC)

L

Langston University, Langston (NE)
  Langston University, Oklahoma City (OKC)
  Langston University, Tulsa (Tulsa)

M

McCurtain County Higher Education Center, Idabel (SE)
Murray State College, Tishomingo (SE)

N

Northeastern Oklahoma A&M College, Miami (NE)
Northeastern State University, Tahlequah (NE)
  Northeastern State University, Broken Arrow (Tulsa)
  Northeastern State University, Muskogee (NE)
Northern Oklahoma College, Tonkawa (NE)
  Northern Oklahoma College, Enid (NW)
  Northern Oklahoma College, Stillwater (NE)
Northwestern Oklahoma State University, Alva (NW)
  Northwestern Oklahoma State University, Enid (NW)
  Northwestern Oklahoma State University, Woodward (NW)

Public Colleges and Universities - CONTINUED

Oklahoma City Community College, Oklahoma City (OKC)
Oklahoma Panhandle State University, Goodwell (NW)
Oklahoma State University, Stillwater (NE)
  Oklahoma State University Center for Health Sciences, Tulsa (Tulsa)
  Oklahoma State University-Oklahoma City (OKC)
  Oklahoma State University Technical Branch-Okmulgee (NE)
  Oklahoma State University-Tulsa, (Tulsa)

R

Redlands Community College, El Reno (OKC)
Rogers State University, Claremore (NE)
  Rogers State University, Bartlesville (NE)
  Rogers State University, Pryor (NE)
Rose State College, Midwest City (OKC)

S

Seminole State College, Seminole (SE)
Southeastern Oklahoma State University, Durant (SE)
Southwestern Oklahoma State University, Weatherford (SW)
  Southwestern Oklahoma State University, Sayre (SW)

T

Tulsa Community College, Tulsa (Tulsa)

U

University of Central Oklahoma, Edmond (OKC)
University Learning Center of Northern Oklahoma, Ponca City (NE)
University of Oklahoma, Norman (OKC)
  University of Oklahoma Health Sciences Center, Oklahoma City (OKC)
  University of Oklahoma-Tulsa (Tulsa)
University of Science & Arts of Oklahoma, Chickasha (SW)

W

Western Oklahoma State College, Altus (SW)

The above list can be found online at **http://www.okhighered.org/student-center/college-univ/list.shtml**

Appendix C
Oklahoma Army/Air National Guard State Tuition Waiver Statement of Understanding

State Tuition Wavier Program
Statement of Understanding

1. Unit Commanders and Administrative NCOs

a. Application Process:

Soldiers who want to participate must make a request, each semester, through their Unit Administrator. The Unit Administrator will verify that the Soldier is a satisfactory participant. SATISFACTORY PARTICIPANT IS A SOLDIER WHO HAS NOT RECEIVED 9 AWOLS IN THE PREVIOUS 12 MONTHS. This is the only guideline for Satisfactory Participant for the Tuition Waiver Program.

The administrator will go to the Oklahoma Joint Force Headquarters home page; J-1/ Education/ Education/Incentives links/ State Tuition Waiver Application. Enter in the Soldier SSN; choose what school the Soldier is going to; what semester and how many hours are being waived. Once all information has been reviewed for accuracy, then unit administrator will click submit and the waiver will be submitted to the Education Services Office and from their will be sent to the respective school.

b. Deadlines to Request for the Waiver:

The Unit Administrator should input all Tuition Wavier Requests by the below deadline dates.

December / Winter Intersession	**January**	**15th**
Spring Semester	**January**	**31st**
May / Summer Intersession	**May**	**15th**
Summer Semester	**June**	**15th**
August / Fall Intersession	**August**	**15th**
Fall Semester	**August**	**31st**

Any Soldier making request for a Waiver, or any unit administrator trying to input a Waiver after the above dates will NOT be allowed to do so and Soldier WILL NOT BE granted the wavier for that semester without Exception to Policy (ETP) approved by the Education Services Office.

2. Eligibility:

a. Who/ When:

This program is open to all enlisted and officer personnel of the Oklahoma Army and Air National Guard. Soldiers become eligible upon the date of enlistment and maintain eligibility as long as they are active members at the time of the application and through the completion of the semester in which the tuition wavier is received.

b. AWOLS/UNSAT:

Soldiers who have not received 9 or more AWOLS/UNSAT's in the previous 12 months from the date of application for the waiver are eligible to receive the Tuition Waiver.

c. Authorization of Use:

Soldiers must be accepted and enroll in an undergraduate program of study, at an accredited school within the State of Oklahoma. The member must be pursuing an Associate or Bachelor's

degree only, and can not have previously been awarded a Bachelor's Degree. This program is not used to obtain a certificate of training or to be used at a vocational/career center.

3. Recoupment / Denial for Waiver

a. Drop / Add dates:

All hours from which the recipient withdraws subsequent to the 100% reimbursable drop/add period MAY BE recouped by the institution directly from the Soldier. It is the Soldier's responsibility to notify the ESO immediately if a class/course(s) is dropped and why. If the class is dropped past the drop/add date the waiver may not be honored and the Soldier may be responsible for paying for the drop/add class/course directly to the institution.

b. Discharged/ETS:

The Unit Administrator should notify the ESO, in writing, of any changes in a recipient's status affecting the State Tuition Waiver Program (i.e. discharge, AWOL, ETS). The recipients must have sufficient service time remaining before their current service obligation/Expiration Term of Service (ETS) to complete the semester. Recipients are required to extend for as many days or months necessary to complete the end of a semester and MUST do so in order for the Waiver to be honored. (AR 600-200, Rule F-4, Table 7-1).

c. Grade Point Avg. (GPA):

The recipient must have a 2.0 cumulative GPA or higher in order to remain eligible for the Tuition Waiver Program. If the Soldier fails to keep a 2.0 GPA he will not be eligible to use the Tuition Waiver Program until he/she brings their GPA on record with the school back to 2.0 or higher.

The institution will check each Soldier's cumulative GPA prior to applying the Waiver to the Soldier's account. If the cumulative GPA is not a 2.0 or higher the Waiver will not be awarded for that semester.

4. Eligible Institutions:

a. Schools:

Any State funded public two (2) or four (4) year college or university in the State of Oklahoma. No private institution or out of state college is eligible for use this program (i.e. Oklahoma Baptist University, Metro Tech, University of Phoenix).

b. Hours Waived:

A recipient may receive a waiver for a minimum of 3 semester credit hours and a maximum of 18 semester credit hours per institution per semester.

c. Deployment / Mobilization:

A recipient who is called for mobilization/deployment during a semester where he/she has received the tuition waiver will be required to do the following. The Soldier will need to contact the college/ university and request to be WITHDRAWN. The Soldier must provide an official copy of the mobilization/deployment order and make the withdraw request prior to the end of the semester. If this is done, the school will withdraw the Soldier from the school and the Tuition Waiver will be honored.

5. Grievances:

In the event a National Guard member is denied the Tuition Waiver, has the waiver terminated, or is ordered to repay the waiver pursuant to the provisions of this regulation, such member my appeal any such action to the Education Service Office, in writing, within 60 days from the date of termination/recoupment.

Appendix D

Sample of OKARNG/ARNG 215-E (1 Nov 05)

ISSUE DATE (Required): _____

OKLAHOMA NATIONAL GUARD STATE TUITION WAIVER PROGRAM
FOR CAREER AND TECHNOLOGY CENTERS
Certificate of Eligibility & Statement of Understanding

Name (Last, First, MI):	_____	**Career/Technology Center** (Identify branch or extension)	_____
SSAN:	_____	**Career/Tech Center City:**	_____
Unit of Assignment:	_____	**Number of Hours in Training Program / Course:**	_____
Unit City:	_____	**Semester (i.e. Fall 2004)**	_____

Important note: Completion of this form does not imply responsibility on the part of the Oklahoma National Guard, for tuition or fees incurred by soldiers or airmen of the National Guard. This is an optional tuition waiver program offered by some Career and Technology Centers. For other educational benefits available, Guard members should check with their Base Career Advisor, the Education Services Office (Army) or the veterans benefit counselor at their campus.

Privacy Act Statement

Routine Uses: Used to verify the basic eligibility of Oklahoma National Guard personnel for the waiver of tuition at Oklahoma Career and Technology Centers. Provides information on eligibility and program benefits, and makes this disclosure a matter of record. Disclosure of social security number is voluntary, but failure to provide this information may delay processing. Career and Technology Centers may make academic information available to the Oklahoma National Guard only for the purpose of program administration.

Benefit Program: Eligible members of the Oklahoma Army and Air National Guard may be entitled to have tuition waived while attending an Oklahoma Career and Technology Center. This program may apply to full-time or part-time training, as approved by each Career and Technology Center. The benefits of this program do not include special classroom or lab fees or the cost of required textbooks, clothing or other equipment.

Program Limitations: This program applies to Career and Technology Centers under the state system, not proprietary institutions. Each Technology Center may limit the number of fee waivers offered to Oklahoma National Guard members. The program may be discontinued for any Oklahoma National Guard member who does not meet the attendance or academic requirements established by the school and waived tuition may be subject to recoupment from the National Guard member.

National Guard Member Certification: I certify that I am a member of the Oklahoma National Guard (not Inactive National Guard). I have read and understand the provisions of this program as stated above. I agree to follow all school policies and procedures related to enrollment, attendance and this benefit program. I understand that I must be a satisfactory participant of the National Guard and not have received 9 or more AWOLS in the previous twelve months. I understand that I must reapply for this benefit program each academic term or semester.

Unit Certification: The individual and unit information above is correct. The individual identified is in good standing in this unit. A copy of this form will remain on file at the unit of assignment. Forward original to the Education Services Office, Joint Force Headquarters for final approval before the waiver is granted at the Career / Technology Center.

Notice to School: If you require additional information on the individual listed above or general information concerning this program, contact the Oklahoma National Guard Education Services Officer at (405) 228-5251 or State Tuition Waiver Manager at (405) 228-5528.

SOLDIER / AIRMAN

Understanding and Authentication: I have read and understand each of the above statements.

Signature of Soldier/Airman & Date

Print Name of Unit Representative/ Rank / Position | **Signature of Unit Representative**