Education

New Mexico National Guard Tuition Scholarship Program

Department of Military Affairs
Military Personnel Division
Santa Fe, NM 8708-4695
01 October 2014
NEW MEXICO NATIONAL GUARD TUITION SCHOLARSHIP PROGRAM

Summary: This circular describes National Guard policies, requirements and procedures for the New Mexico National Guard’s Tuition Scholarship Program (NMNGTSP).

Interim Changes: Interim changes to this circular are not official unless they are authenticated by the Military Personnel Officer (MILPO) at NGNM-DPA, Santa Fe, NM 87508-4695

Applicability: This circular applies to all personnel of the New Mexico National Guard.

Contents (Listed by paragraph and page number)
Chapter 1
Introduction, page 1

Purpose • 1-1, page 1
Reference • 1-2, page 1
Explanations of abbreviations and terms • 1-3, page 1

Chapter 2
General information, page 1

General information • 2-1, page 1

Chapter 3
Applicability, page 2

Applicability • 3-1, page 2
Eligibility • 3-2, page 3
Chapter 4
Responsibilities,  page 5

Adjutant General of New Mexico  •  4-1, page 5
Education Services Officer (ESO)  •  4-2, page 5
Unit Commander  •  4-3, page 6
State Programs Office  •  4-4, page 6
NM Air National Guard ESO  •  4-5, page 6
NMNG Member/Student  •  4-6, page 7

Chapter 5
Exception to Policy, page 9

Exception to policy  •  5-1, page 9

Chapter 6
Publication, page 9

Publication  •  6-1, page 10
Proponent  •  6-2, page 10

Appendixes

A.  2171-R, NMNGTSP Application (SAMPLE), page 11
B.  Statement of Understanding (SOU) (SAMPLE), page 12
C.  Directions for completing 2171-R, page 13
D.  Soldier Memo-Request for Exception to Policy Memorandum, page 15
E.  Application for Exception To Policy Memorandum, page 16
F.  Letter of Recommendation Memorandum, page 17
G.  Exception to Policy Waiver Decision Memorandum, page 18
H.  Exception to Policy Waiver Decision Memorandum, page 19

FORMS
2171-R Application
Statement of Understanding
Chapter 1

Introduction, page 1

1-1. Purpose
This Army Guard of New Mexico Joint Circular 621-5 (AGONMJC) regulation establishes policy and procedures to administer of the New Mexico National Guard’s Tuition Scholarship Program (NMNGTSP) also referred to as State Tuition Assistance (STA).

1-2. References
a. Section 21-1-2.1, Chapter 64 NMSA, 1978.
   b. General Appropriation Act of 2010, Section 4, Subsection G.

1-3. Explanation of abbreviations and terms
Abbreviations and special terms in this joint circular are explained in the glossary.

Chapter 2

General information

2-1. General information
a. This scholarship provides eligible members of the New Mexico National Guard an opportunity to pursue and complete up to a baccalaureate degree for professional and personal development by defraying a major portion of educational tuition expenses. This scholarship will be tied directly to recruiting and retaining quality members, enhancing their professionalism, and increasing the personnel readiness of the New Mexico National Guard (NMNG).
   b. The NMNGTSP will pay up to 100% per semester towards the cost of tuition and distance learning fees only for eligible members of the NMNG for courses at a Bachelorette or below. Coursework above a Bachelorette level is not authorized.
   c. The intent of the scholarship program is to increase the opportunity for members of the New Mexico Army and Air National Guard, to earn their first post-secondary degree or vocational training that can lead to gainful employment.
   d. Vocational/Technical schools (Certificate producing programs) are limited to 5 slots per year that are distributed on a first come, first serve basis. These slots will be subject to the “priority of funding” rules below if more than five Service Members (SM) apply. These slots are subject to availability of funding. These Vocational/Technical schools must be New Mexico State public schools.
   e. Institutions of Higher Learning (IHLs) eligible to receive funding from the NMNGTSP must be NM State associated IHLs (not privately owned) located in:
      (1) “The Database of Accredited Postsecondary Institutions and Programs” maintained by the U.S. Department of Education and can be found at http://ope.ed.gov/accreditation/search.aspx.
      (2) The database maintained by the New Mexico Department of Higher Education; which can be found at http://www.hed.state.nm.us/.
f. The annual NMNGTSP funding received from the NM State Legislature will be appropriated for the Summer Semester. Any funds remaining after the Summer Semester will be available for the Fall Semester. Any funds remaining after the Fall Semester will be made available for the Spring Semester. Up to 100% tuition assistance for each semester will be administered, which is contingent upon the availability of funds.

g. Priority of funding will be allocated in the event that a projected or current lack of funding exists within the NMNGTSP. Priorities in order are:

   (1) Enlisted SMs with fewer than 60 Semester Credit Hours (SCHs) with no scholarship and/or GI BILL benefits or contracted members of the Simultaneous Membership Program (SMP).

   (2) Enlisted SMs under 150 SCHs with no scholarship or GI BILL Benefits.

   (3) Officers under 150 SCHs with no scholarship or GI BILL Benefits.

   (4) Enlisted SM’s with additional scholarships and/or GI BILL Benefits.

   (5) Officers with additional scholarships and/or GI BILL Benefits.

   (6) Any other SM that is not listed herein but is eligible according to the AGONMJC 621-5, effective 17 December 2012.

   (7) Exception To Policy (ETP).

h. Failure to disclose any and all scholarships and/or GI BILL benefits to be utilized for determining priority of funding may disqualify your application and/or place you in non-payment probation status for one semester.

Chapter 3
Applicability

3-1. Applicability The NMNGTSP allows eligible members of the New Mexico National Guard to attend any New Mexico State supported post-secondary IHL. This scholarship applies to students pursuing their first baccalaureate degree at the undergraduate level or vocational studies in a full or part-time status. This Circular is valid for the period 01 October 2014 through 30 September 2015.

   a. Members must understand that NMNGTSP funds can be used concurrently with most of the GI Bills, Scholarships (not State funded), and FTA funds. The utilization of combined benefits/entitlements actually paying for tuition CANNOT exceed 100% of the tuition costs and there CANNOT be a duplication of funding for the same tuition requested. The SM CANNOT personally receive money from the NMNGTSP by utilizing a combination of benefits. However, if the benefit such as a scholarship or GI BILL (Chapters 1606, 1607, or 30) is not specifically designated for tuition, the SM may receive NMNGTSP funding and their additional benefit IAW the priorities of funding in Paragraph 8.d. of this circular, if applicable. All NMNGTSP is paid directly to the IHL. The SM can personally receive, from the IHL, money from a scholarship not specifically designated for tuition such as the portion of the Post 9/11 GI BILL (Chapter 33) for the book stipend and Basic Allowance for Housing (BAH) paid directly from the Veterans Affairs (VA) to the students direct deposit account. However, the portion of the Post 9/11 GI BILL designated for tuition, which is paid directly to the school by the Post 9/11 GI BILL, is determined to be ineligible for receipt of benefits under the NMNGTSP as it is considered a duplication of benefits. The unpaid portion of tuition costs not paid by the Post 9/11 GI BILL IS eligible for receipt of tuition benefits under the NMNGTSP depending upon availability of
funding In Accordance With (IAW) the priorities of funding in Paragraph 8.d. of this AGONMJC 621-5 if applicable.

b. This scholarship may be used to cover the balance of tuition costs that may include distance learning fees (only) not covered by other State-funded scholarships (Lottery Scholarship, Bridge to Success Scholarship), but will not be used to duplicate costs covered by other State Tuition Scholarships or other federal programs. All students eligible must utilize Lottery Scholarship or the Post 9/11 GI Bill (Ch 33) as a first source of funds. The NMGTSP can be used for a first semester bridge until the State Lottery Scholarship is available.

c. This scholarship is limited to tuition costs that may include distance learning fees. This scholarship will not pay registration fees, laboratory shop fees, computer lab fees, administrative fees, books, tools, and room and board. The deadlines to have the original 2171-R application & supporting documents in the education office located at the JFHQ in Santa Fe for each semester are:

- (1) Fall Semester – 1 August
- (2) Spring Semester – 15 December
- (3) Summer Semester – 15 May

3-2. Eligibility

a. Any member of the New Mexico National Guard who has completed Basic Training or is a member of the Simultaneous Membership Program (SMP) and who is a satisfactory participant as defined in National Guard regulations, with no current suspension of favorable personnel actions for both the Air & Army National Guard. A participating member cannot have any unsatisfactory participation, Absent With-Out Leave (AWOL) (9 or more unexcused absences within a 12 month period or who fails to attend or complete the entire period of Annual Training [AT]), Uniform Code of Military Justice (UCMJ) actions, or have been administratively reduced in rank due to unfavorable actions within one (1) year prior to submitting AGONMJC Form 2171-R.

b. Army National Guard Soldiers are required to utilize the allotment of FTA provided through www.GoArmyEd.com prior to being eligible for the NMNGTSP. New Mexico Military Institute (NMMI) cadets are exempt from this requirement IAW applicable law.

c. Army National Guard Soldiers who have enlisted and completed Basic Training (BT) but have not yet completed Advanced Individual Training (AIT) or who have not yet completed one year of service to be eligible for FTA may apply for tuition assistance through the NMNGTSP.

d. The member must maintain a cumulative academic Grade Point Average (GPA), per semester, of a 2.0 or higher on a 4.0 grading scale according to unofficial or official transcripts from the SM’s current IHL where the Degree Plan/Technical Certificate Plan is registered. Members with a semester GPA of a 1.9 and below will be placed on academic probation and are still subject for recoupment actions for any classes failed, incomplete, or dropped after the schools official add/drop date. If a 2.0 GPA is not achieved after the next attempted semester, they will be subject to the same recoupment actions and suspended from further NMNGTSP benefits until a 2.0 GPA is achieved. ETP’s will not be authorized for the “two consecutive semesters below a 2.0 GPA” rule.

e. State Tuition Assistance (STA) will not be approved to pay for any repeat courses unless recoupment is initiated.

f. Suspension of FTA benefits for poor performance also suspends you from STA benefits.
g. In order to be approved and receive funding, the applying member must mail, hand deliver, or email, a copy of previous semester grades within 30 days of course completion (No exceptions!) to the appropriate Education Liaison Officer:

<table>
<thead>
<tr>
<th>Army National Guard:</th>
<th>Air National Guard</th>
<th>NMMI ECP/SMP:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Military Affairs</td>
<td>Base Education and Training Manager</td>
<td>Department of Military Affairs</td>
</tr>
<tr>
<td>NMARNG-Education Office</td>
<td>2251 Air Guard Rd</td>
<td>NMARNG-Education Office</td>
</tr>
<tr>
<td>10 Bataan Blvd.</td>
<td>Albuquerque, NM 87116</td>
<td>10 Bataan Blvd.</td>
</tr>
<tr>
<td>Santa Fe, NM 87508</td>
<td>Fax 505.853.7948</td>
<td>Santa Fe, NM 87508</td>
</tr>
<tr>
<td>Email:</td>
<td>(emails subject to change w/o notice)</td>
<td><a href="mailto:ng.nm.nmarng.list.education@mail.mil">ng.nm.nmarng.list.education@mail.mil</a></td>
</tr>
<tr>
<td><a href="mailto:ng.nm.nmarng.list.education@mail.mil">ng.nm.nmarng.list.education@mail.mil</a></td>
<td><a href="mailto:renee.oswald.3@us.af.mil">renee.oswald.3@us.af.mil</a></td>
<td><a href="mailto:ng.nm.nmarng.list.education@mail.mil">ng.nm.nmarng.list.education@mail.mil</a></td>
</tr>
</tbody>
</table>

Table 3-1

h. The member must submit to the Education Service Liaison a Degree Plan (DP); which includes all coursework needed to attain said degree/Technical Certificate. A current DP must always be on file in order to validate coursework applied for with the AGONMJC Form 2171-R. Courses not on the current DP will be denied. Degree Plan can be changed at any time.

i. Expiration Term of Service (ETS) date must be beyond the semester enrolled in to be eligible for the NMNGTSP.

j. Members who have received a post-secondary baccalaureate degree or have accumulated 150 SCH program are not eligible for continuation in the program.

k. To maintain active participation in the NMNGTSP from one semester to the next, the student/member must notify the Education Services Officer (ESO) immediately of any changes in status. Members who withdraw from school, receive incomplete(s), add or drop classes that changes their total number of credit hours, and fail to inform the ESO of such changes may be subject to reimburse the State and will NOT be eligible to receive the NMNGTSP the following semester. Funding will not be approved if applying member fails to submit transcript from previous semester.

l. Members must be certified by the unit commander or designated representative (for the Air Guard only) as a satisfactory participant on the AGONMJC Form 2171-R.

m. Members that are SMPs must be certified by their Professor of Military Science (PMS) at the attending Reserve Officer Training Corps (ROTC) institution as a satisfactory participant on the AGONMJC Form 2171-R. This requires all SMPs maintain full time status of (12 semester hours). Any ROTC member may be subject to reimburse the State and will NOT be eligible to receive the NMNGTSP the following Fall or Spring Semester if he/she fails to meet the standard. In the extended absence of a PMS, the Cadet’s drilling Unit Commander (UC) will be the approving authority.

n. RSP Soldiers who have completed Basic Training (BT) and have not yet been assigned to a unit will have the Education Services Officer sign this block.

o. ETPs will be considered on a case by case basis. Applicants must provide documentation of extenuating circumstances. Any tuition ETP for SMPs must also be approved by the PMS of the attending institution prior to submitting to the State ESO. In the absence of a PMS, the SM’s drilling UC will be the approving authority. The Military Personnel Officer (MILPO) is the final approving authority for ETPs.
Chapter 4
Responsibilities

4-1. Adjutant General of New Mexico  The Adjutant General will establish the criteria for eligibility and participation in the NMNGTSP.

4-2. Education Services Officer (ESO)
   a. Provide policy guidance annually to inform all units, activities, ROTC programs and participants of changes.
   b. Serve as the Program Administrator for the tuition scholarship program appropriated by the New Mexico State Legislature.
   c. Maintain a State Fiscal Year Tuition Program Ledger documenting all requests for tuition scholarships.
   d. Maintain a detailed ledger of all AGONMJC Form 2171-Rs.
   e. Maintain program records for tuition scholarship recipients that reflect: courses of study and semester hours completed under the program.
   f. Coordinate with state post-secondary IHLs to facilitate implementation of the tuition scholarship program.
   g. Review AGONMJC Form 2171-R (Request for New Mexico Tuition Scholarship Application) for accuracy and process them when complete.
   h. Provide reports, as needed, pertaining to administration and status of the program to the MILPO.
   i. Certify that applicants that meet the eligibility criteria, as indicated below, by signing the AGONMJC Form 2171-R:
      (1) Any member of the NMNG who has completed Basic Training and a satisfactory participant as defined in National Guard regulations, with no current suspension of favorable personnel actions.
      (2) A participating member cannot have any unsatisfactory, AWOL (9 or more unexcused absences within a 12 month period or who fails to attend or complete the entire period of AT), UCMJ actions, or have been administratively reduced and ranked due to unfavorable action within one (1) year prior to submitting AGONMJC form 2171-R.
      (3) Applicants who have received a post-secondary baccalaureate degree or who have accumulated 150 semester hours of participation in the scholarship program are not eligible for continuation in the program. The above limitations may be waived by means of a properly submitted and approved ETP if sufficient funds are available.
      (4) ETS date must be beyond the semester enrolled to be eligible for the NMNGTSP.
   j. Send, by email, each member an approval letter and copy of the approved AGONMJC 2171-R by the start date of the IHL the SM is attending.
   k. Only authorize tuition cost for undergraduate and vocational studies.
   l. Maintain tuition assistance ledger, reconcile reports after each semester with the STA budget analyst, identify and process recoupment’s, and assist State Tuition Assistance (TA) budget analyst with cash collection vouchers.
m. Annually, coordinate and conduct a joint staff meeting with State Programs Office, Air National Guard, and New Mexico Military Institute PMS, to update/revise AGONMJC 621-5, AGONMJC 2171-R, and TA financial ledgers.

n. Certify invoices and forward them to the State Programs for payment.
o. Annually, submit updated AGONMJC 621-5, to the Adjutant General of New Mexico for approval and validation.

4-3. Unit Commander
a. Certify that the applicant meets the eligibility criteria, as indicated below, by signing and dating blocks 11A and 11B of the AGONMJC Form 2171-R.
b. Unit Commanders will ensure:
   (1) Any member of the New Mexico National Guard who has completed Basic Training and is a satisfactory participant as defined in National Guard regulations, with no current suspension of favorable personnel actions.
   (2) A participating member must not have any unsatisfactory participation actions, AWOLs, UCMJ actions, or have been administratively reduced in rank due to unfavorable actions within one (1) year prior to submitting AGONMJC Form 2171-R.
   (3) Applicants who have received a post-secondary baccalaureate degree or have accumulated 150 semester hours are not eligible for continuation in the program.
   (4) ETS date must be beyond the semester enrolled in to be eligible for the NMNGTSP.
   (5) Commander or designated representative (for the Air Guard only) may recommend that an ETP be considered on a case by case basis. Applicants must provide documentation of extenuating circumstances with commander’s endorsement when submitting AGONMJC Form 2171-R. See chapter five below. The MILPO is the final approving authority for ETPs.
c. Air National Guard SMs may have unit commander’s signatures obtained by the representative designated IAW the memorandum of authority provided by the flight or wing commander.

4-4. State Programs Office
a. Develop and administer the annual NMNG State Scholarship Budget in conjunction with the ESO.
b. Approve and forward funding documents to the educational institution, upon receipt of STA Ledger from ESO.
c. Upon receipt of invoice from institution, forward copy of invoice to ESO for review and certification.
d. Audit one in every 10 records per semester.

4-5. NM Air National Guard ESO
Certify that the applicant meets the eligibility criteria, as indicated below:
   (1) Is a member of the NMNG who has completed Basic Training or contracted in the Simultaneous Membership Program (SMP) and a satisfactory participant as defined in National Guard regulations, with no current suspension of favorable personnel actions.
   (2) A participating member cannot have any unsatisfactory participation, AWOL (9 or more unexcused absences within a 12 month period or who fails to attend or complete the entire period of AT/Advance Camp) UCMJ actions, or have been administratively reduced in rank due to unfavorable action within one (1) year prior to submitting AGONMJC form 2171-R.
(3) Applicants who have received a post-secondary baccalaureate degree or who have accumulated 150 semester hours are not eligible for continuation in the program.

(4) ETS date must be beyond the semester enrolled to be eligible for the NMNGTSP.

(5) Commander or designated representative may recommend that an ETP be considered on a case by case basis. Applicants must provide documentation of extenuating circumstances with commander’s endorsement when submitting AGONMJC Form 2171-R. The MILPO is the final approving authority for ETPs.

(6) Provide an alpha roster by student name, Social Security Number (SSN), and IHL via email to: ng.nm.nmarng.list.education@mail.mil no later than one working day after tuition deadlines.

(7) Provide an alpha roster by student name, SSN, IHL, and completed AGONMJC Form(s) 2171-R with a Transmittal Letter (TL) no later than 3 working days after tuition deadlines to the Education Service Office: NMARNG 10 Bataan Blvd., Santa Fe, NM 87508. Faxes or emails will not be accepted, to include mailed rosters without attached transmittal letters. AGONMJC 2171-R submitted directly from the student to the Education Office will NOT be accepted and returned to the Airman. All members will need to submit tuition assistance applications through their respective Education Liaison.

4-6. Responsibilities of the NMNG Member/Student
   a. Must meet the eligibility criteria as outlined below:
      (1) Must have completed Basic Training and is a satisfactory participant as defined in National Guard regulations, with no current suspension of favorable personnel actions.
      (2) Cannot have any unsatisfactory participation, AWOL, UCMJ actions, or have been administratively reduced in rank within one (1) year prior to submitting AGONMJC Form 2171-R.
      (3) Cannot have received a post-secondary baccalaureate degree or have accumulated 150 semester hours.
      (4) The Service Member’s ETS date must be beyond the semester enrolled in to be eligible for the NMNGTSP.
   b. Is required to submit a valid completion document; (i.e. official and/or unofficial transcript of all coursework taken) within 30 days of course completion directly to the NMNG Education office via email: ng.nm.nmarng.list.education@mail.mil. Subject line of email should state: STA Grades: Airman’s name
   c. Will notify the ESO regarding any classes dropped before the schools drop/add date.
   d. Will reimburse the state for any classes failed (i.e. “F”), incomplete, or dropped (W) after the schools official drop/add date by payment in full or calculated payment structure.
      (1) Reimbursement payments to be calculated accordingly:
          (a) Payment structure not to exceed 48 months
          (b) Payment structure not to exceed SM current ETS
          (c) Payments due (X) are to be calculated as the balance due (Y) divided by the number of months left to ETS (Z) or $Y/Z$=X.
      (d) Upon reenlistment, SM can place an inquiry/request to the NMNG Education Office group email to have reimbursement payment schedule adjusted for a longer period of time not to exceed 48 months from the date of initial start date of recoupment. Reenlistment documentation must be included in email.
      (2) Reimbursement payment schedule is established in order to keep from placing SM into undue financial hardship.
(3) Reimbursement payments:
(a) Made by Cashier’s check only (no personal checks accepted)
(b) Addressed to “Department of Military Affairs.”
(c) Payments are to be mailed or hand delivered to:

Department of Military Affairs
New Mexico Army National Guard
10 Bataan blvd.-Education Office
Santa Fe, NM 87508-4695

e. Must submit a copy of previous semester grades by means of unofficial transcript of all classes taken with the AGONMJC form 2171-R in order to be considered for NMNGTSP, each semester.
f. Must complete, sign and submit the ORIGINAL AGONMJC Form 2171-R for each Academic semester to the ESO postmarked/courier delivered to appropriate ESO liaison no later than the following deadlines:
   (1) Fall Semester – 01 August
   (2) Spring Semester – 15 December
   (3) Summer Semester – 15 May

g. Must submit via mail or email proof of enrollment/registration (school class schedule) to the ESO within two weeks after the last day of registration.
h. Be responsible for paying ANYTHING not covered by the scholarship.
i. Must notify the ESO immediately of any changes in enrollment status. Members, who withdraw from school, receive incomplete(s) grades, add or drop classes that change their total number of credit hours, and fail to inform the ESO of such changes will not be eligible to receive the NMNGTSP the following Fall of Spring Semester. Some of or all of the STA applied for on the current semester’s application may also be placed into “non-pay” status. Failure to report any changes you have made since submitting your application places extreme burdens on the accountability system and may create inconsistencies in the reconciliation process between the IHL and the NMNG; which could result in some or all of your STA not being funded.
j. Must understand that NMNGTSP funds and Federal Tuition Assistance funds can be used simultaneously, but cannot exceed 100% of tuition cost. The Montgomery G.I. Bill can be used simultaneously with the NMNGTSP and can exceed 100% of tuition cost IAW paragraph 3-1. a. thru c. of AGONMJC 621-5.
k. Must not fax AGONMJC Form 2171-R, as it will not be accepted. Deliver to your Education Liaison by courier or U.S. mail.
l. May be required to reimburse the state if the SM withdraws from courses without reasonable cause or without notifying the ESO of any change.
Chapter 5
Exception to Policy

5-1. Exception to Policy waivers
   a. ETPs will be considered on a case by case basis. Members will submit all supporting
documentation of extenuating circumstances to the Unit Commander. The Unit Commander
must endorse the request for an ETP (Appendix E) before AGONMJC Form 2171-R is submitted
to the ESO.
   b. All ETPs must be submitted within 30 days from the start date of the course for which the
ETP is being applied. ETPs submitted after the 30 day deadline are not authorized and will be
returned to the SM without action.
   c. The fiscal year for the State of New Mexico is July 1-June 30.
      (1) Any ETPs which are submitted for tuition that was been billed during the current
fiscal year must be submitted by June 1. No ETPs for the current fiscal year will be accepted
between June 1 - June 30 attributable to the need for administrative processing requirements.
This rule takes precedence over the 30 day ETP submittal deadline listed in 5-1.b.
      (2) ETPs cannot cross fiscal years. Fiscal responsibility prevents us from paying for
tuition billed during last fiscal year with current fiscal year’s money.
   d. Documents needed from SM for ETP packet (to be prepared by the SM and provided to
the Unit Commander (Education Services Liaison for the Air Guard only).
      (1) AGONMJC 2171-R NMNGTSP Service Member Application; see Appendix A for
sample. (Form 2171-R is at the end of this policy)
      (2) Statement of Understanding (SOU) (see Appendix B for sample-SOU at end of this
policy)
      (3) Memo from Service Member asking for ETP and describing extenuating
circumstances (Appendix D).
      (4) Documentation validating extenuating circumstances.
      (5) Documentation validating cost of tuition and student schedule.
   e. The Service member will provide the ETP packet to the Commander (Education Services
Liaison then to the Commander for the Air Guard only).
   f. The Commander will then prepare and sign the “Application for Exception to Policy
memorandum” (Appendix E) and forward the packet with original documents to the Education
Office located at the JFHQ in Santa Fe. This packet may be hand walked by the Service member
or mailed. The ETP must arrive in the education office by the prescribed deadline or it will be
returned without action.
   g. Administrative process chain for submittal of ETP
      (1) ETPs with administrative errors and/or ETPs not submitted through the proper chain
will automatically be returned without processing.
      (2) The administrative process chain for submitting an ETP is:
         (a) SM-Completes ETP packet
         (b) (Air Guard only) The Education Services Liaison-processes Airmen’s request
         (c) Commander-Prepare & sign Application for ETP
         (d) NMNG ESO-Prepares recommendation for MILPO
         (e) MILPO-Adjudicates ETP
         (f) Education Office sends a results memo back to the unit.
   h. ETPs for courses above a bachelor’s degree are not authorized.
i. The MILPO is the final approving authority for ETPs.

Chapter 6  
Publications

6-1. Records & filing  
Digital copy of AGONMJC 621-5 serves as official copy. The ESO is to keep a ratified copy AGONMJC 621-5 on file for inspection in the Education Office.

6-2. Proponent  
The proponent of NMNGTSP is the Adjutant General of New Mexico. Questions or comments should be addressed to the Education Services Office.

ANDREW E. SALAS  
Brigadier General, NMANG  
The Adjutant General

Official:  
Donnie J. Quintana  
COL, GS  
Chief of Staff

DISTRIBUTION: All Units and Activities of the New Mexico National Guard
**APPENDIX A:**

**REQUEST FOR NEW MEXICO ARMY NATIONAL GUARD TUITION SCHOLARSHIP FUNDING (NMNGTSP)**

| AUTHORITY: Section 21-1-2.1 NMSA 1979 (Laws 1996, Chap 64) Section 20-4-I-13 NMSA 1978 (Laws 1987, Chap 318) |
| PRINCIPAL PURPOSE(S): Application for and documentation of Tuition Scholarship funding only from the State of New Mexico |
| ROUTINE ISSUES: Used as a record of courses for which the service member is receiving tuition scholarship funding |
| DISCLOSURE: Disclosure of information is mandatory. AGONMJC form 2171-R is the only authority which can be used for obligation of funds for the New Mexico National Guard Tuition Scholarship Program. |

**ANY APPLICATION NOT COMPLETED IN ITS ENTRELLY WILL BE RETURNED WITHOUT PROCESSING!**

**SEMESTER DEADLINES**
- FALL SEMESTER: 1 AUGUST / SPRING SEMESTER: 15 DECEMBER / SUMMER SEMESTER: 15 MAY

**APPLICANTS WILL COMPLETE ITEMS I THROUGH 9B AND SIGN AND DATE ON PAGE 2 (Appendix B)**

| 1. APPLICANT'S NAME (last, first, MI) |
| 2. SSN |
| 3. ETS (Separation Date) |
| 4. CREDITS EARNED |

| 5. RANK/ GRADE |
| 6. ORGANIZATION / UIC (ARNG) |
| 7. STUDENT CURRENT MAILING ADDRESS |

| 8. NAME OF SCHOOL |
| 8A. LOC. OF SCHOOL |
| 8B. EDUCATIONAL GOAL (X box to left of goal that applies) |
| 8C. Technical Cert. |
| 9. PROJECTED COURSE # |
| 9A. PROJECTED TITLE OF COURSE |
| 9B. # OF SEM / QTR HRS |
| 9C. PER SEM / QTR HOURS COST |
| 9D. TOTAL CLASS COST (exact cost) |

| 10. COURSE START DATE |
| 10A. COURSE END DATE |
| 10B. GUARD STATUS (X all that apply) |
| 10C. CERTIFY THE FOLLOWING (x all that apply): |

- Eligible or utilizing NM Lottery scholarship: YES [ ] NO [ ]
- Received Prior State Tuition Assistance: YES [ ] NO [ ]
- On Academic Probation (1.9 GPA or below): YES [ ] NO [ ]
- Funds being recouped for prior semester: YES [ ] NO [ ]

| 10D. List all Scholarships or GI Bills (Not tuition related): |
| CH 1600 GI BILL |

| 10E. List amount of all tuition related funding not NMNGTSP: |
| $ 000.00 |

| 11. NAME OF UNIT CDR (only) |
| 11A. SIGNATURE |
| 11B. DATE |

| 12. NAME OF ESO OR AUTH REPRESENTATIVE (ESO) |
| 12A. SIGNATURE |
| 12B. DATE |

| 13. FUNDING APPROVAL BY (FTA Mgrs) |
| 13A. SIGNATURE |
| 13B. DATE |

---

**AGONMJC FORM 2171-R, 01 October 2014. Supersedes 17 December 2012 Version**

This form ratified by the ESO/Anh's Rep and Fiscal Approving authority creates a binding obligatory document between the NMANG and the Institution of higher learning (IHL). IHL's should send invoice to: DEPARTMENT OF MILITARY AFFAIRS, NMANG-Education, Santa Fe, NM 87508.

AGONMJC 621-5 • 01 October 2014

19
APPENDIX B:

STATEMENT OF UNDERSTANDING (SOU)

Have read and understand AGONMJC Joint Circular 621-5, dated 17 December 2012.

Completed AGONMJC Form 2171-R by typing or printing legible. If not complete or legible form will be rejected.

Submit ORIGINAL AGONMJC Form 2171-R to the UC or designated representative (E-7 or higher) for verification of completeness and accuracy. Submit waiver documentation if applicable.

Submit ORIGINAL AGONMJC 2171-R to the Education Services Liaison per established semester deadline.

AGONMJC 2171-R Applications will be mailed or hand delivered to the appropriate Education Service Liaison. Form must be received by the semester deadline. Service Member (SM), only, is held accountable if mail service fails to deliver application by deadline. Mail or deliver to:

<table>
<thead>
<tr>
<th>Army National Guard</th>
<th>Air National Guard</th>
<th>NMNG ECP/SMJP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Military Affairs</td>
<td>Base Education and Training Manager</td>
<td>Department of Military Affairs</td>
</tr>
<tr>
<td>NMANG-Education Office</td>
<td>2251 Air Guard Rd</td>
<td>NMANG-Education Office</td>
</tr>
<tr>
<td>10 Bataan Blvd Office #346</td>
<td>Albuquerque, NM 87116</td>
<td>10 Bataan Blvd Office #346</td>
</tr>
<tr>
<td>Santa Fe, NM 87508</td>
<td>Fax 505.853.7948</td>
<td>Santa Fe, NM 87508</td>
</tr>
<tr>
<td>Email: <a href="mailto:ng.nm.nmang.list.education@mail.mil">ng.nm.nmang.list.education@mail.mil</a></td>
<td><a href="mailto:theresa.leslie@ang.af.mil">theresa.leslie@ang.af.mil</a></td>
<td><a href="mailto:ng.nm.nmang.list.education@mail.mil">ng.nm.nmang.list.education@mail.mil</a></td>
</tr>
<tr>
<td><a href="mailto:renee.oswald3@ng.af.mil">renee.oswald3@ng.af.mil</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 1-2

Upon completion of registration, SM must submit their proof of school registration (class schedule) to the appropriate Education Service Liaison within one (1) week after last day of registration. Failure may result in an inaccurate payment of your benefits from the NMNGTSP program. As such the NMNGTSP will not be held responsible for inaccurate payments caused by non submittal of class schedule.

Service Member must agree to the following conditions:

a. I am aware that I may receive up to $4,500 dollars per fiscal year at a rate of $250 (per semester hr) $167 (per quarter hr) and $16.66 (per clock hr) credit. State Tuition Assistance does not cover Lab Fees, Books, or any other costs incurred.

b. I understand that State Tuition Assistance is not a guaranteed benefit and is only available based on availability of funds.

c. I understand that the State Tuition Assistance Scholarship Program can be used only for coursework related to a Certificate/License, Associate and Bachelors Degree. State Tuition Assistance may only be applied to New Mexico State IHLs.

d. I understand and agree to reimburse or be liable for “recoupment” action for tuition paid if I am not in compliance with AGONMJC 621-5, Appendix B (SOU). Recoupment payments will be made in full and addressed to “DEPARTMENT OF MILITARY AFFAIRS.” Recoupment payments will be sent to the Army National Guard Office address listed above.

e. I understand that if I decide not to use State Tuition Assistance, I must immediately notify the State Education Office in writing. Failure to do so may place me in suspension status for one semester.

f. I understand that if grades or completion notification from my school is not submitted to the Education Office within 30 days of the originally scheduled course completion date, my account will be locked and State Tuition Assistance privileges will be suspended until all grade notifications are received and updated.

g. I hereby consent to the release of financial information pertaining to my student account and the release of grades, course completion status, and all financial data concerning this application at the IHL indicated on my request for State Tuition Assistance, to the New Mexico Education Services Office processing tuition payments on my behalf.

h. I understand that courses must be started and completed prior to my separation from service; otherwise “recoupment” action may be initiated.

I. I understand that I must maintain a 2.0 GPA in order to continue receiving State Tuition Assistance, if not, will be placed on academic probation and subject to recoupment actions.

I HAVE READ THE PROVISIONS OF THE AGONMJC 621-5, AND UNDERSTAND THE AWARDING OF THE TUITION SCHOLARSHIP IS BASED ON ELIGIBILITY CRITERIA ESTABLISHED THEREIN, AND MUST MAINTAIN ELIGIBILITY AS A MEMBER OF THE NEW MEXICO NATIONAL GUARD (ARMY/AIR). I UNDERSTAND SCHOLARSHIP FUNDS ARE FOR TUITION ONLY AND SUBJECT TO AVAILABILITY OF FUNDS AS APPROVED BY THE NEW MEXICO LEGISLATURE. BY SIGNING I ACCEPT THE CONDITIONS AS STATED ON THIS FORM.

John Doe

505. 234. 5678

John.doe@Somedother.com

15 Jul 14

AGONMJC 621-5 • 01 October 2014

Page 2 of 2
APPENDIX C:

DIRECTIONS FOR FILLING OUT THE 2171-R

THIS APPLICATION MUST BE FILLED OUT LEGIBLY AND COMPLETELY OR YOUR APPLICATION MAY BE DENIED. THIS APPLICATION HAS BEEN CREATED AND PROTECTED SO THAT YOU MAY ALSO ENTER INFORMATION DIGITALLY. ALL SUBMITTED DOCUMENTS MUST HAVE A HAND WRITTEN SIGNATURE BY ALL PARTIES.

Block 1:
Enter applicants last name and a comma, then the first name and the middle initial.

Block 2:
Enter the Service Member’s (SM) full Social Security Number.

Block 3:
Enter the SM Separation date. For enlisted this is the end date of your enlistment contract. For Officers this will be the Mandatory Removal Date (MRD). If Separation or MRD date is unknown, check with your Readiness Non-Commissioned Officer (RNCO) or units admin personnel.

Block 4:
Place the number of college credits you have earned total in all degree programs and IHLs attended; not just the credits you have earned for your current degree. Label them SH-Semester hour, QH-Quarter Hour, or CH-Clock Hour.

Block 5:
Enter SM rank first. Enter a forward slash and enter the SM’s grade.

Block 6:
Enter your current drilling unit name (i.e. 920th EN) and UIC (XL7AA-obtain this from your RNCO.

Block 7:
Enter the SM/Student’s CURRENT mailing address regardless of what is on official military records.

Block 8:
Enter the name of the school. You may utilize abbreviations for example:

<table>
<thead>
<tr>
<th>CCNM-Central College of New Mexico</th>
<th>SFCC-Santa Fe Community College</th>
<th>Other abrev. that do not create confusion to the processor</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMSU-New Mexico State University</td>
<td>UNM-University of New Mexico</td>
<td></td>
</tr>
</tbody>
</table>

Table 1

Block 8A:
Enter the city and the two alpha character symbol for the state of the location of your IHL. (i.e. Pecos, NM)

Block 8B:
Place an X into the empty box to the left of the Educational Goal you are achieving. If you are applying for an ETP for courses on this application you must also place an X into the empty box to the left of the box titled “ETP.”

Block 9:
Enter the projected course number of each course, line item by line item. (i.e. ENG 101 would signify English 101) Do not enter 4-6 digit program or class codes here. If more classes are requested than blocks available utilized a second 2171-R form with Blocks 1, 4, 5 & 6 completed. Enter your additional classes in block 9 thru 9D of page 2. In last available line of blocks 9 thru 9D you will type/hand write “Page 2 of 2-Additional Page Utilized.”

Block 9A:
Enter the projected title of the course you wish to take, line item by line item. The title on a line in this block must match the projected course number entered in block 9 on the same line.

Block 9B:
Enter the total number of the Semester/Quarter/or Clock hrs total for the course on the same line in block 9A.
Block 9C:
Enter the Per Semester/Quarter/or Clock hrs cost for this particular class at your IHL. Remember that the Per Hour charge can be different for resident vs. online courses at the same school or even different branches of the same school. Out of State rates or Non-Resident rates tend to be much more. This amount does NOT include any fees. This is a tuition per hour charge only.

Block 9D:
Multiply the amount on the same line in block 9B times the amount on the same line in block 9C and enter that total here. This is the total tuition only cost for the specific class on this line.

Block 9E:
Add all of the course hours in the column 9B and enter that amount here.

Block 9F:
Bring down your Per sem/qtr hr cost down. DO NOT add the items in this column. All your per hour cost should be the same. If you have $150 on three separate lines in 9C, you will only put $150 in this block.

Block 9G:
Add all course costs in column 9D and enter that amount here. Multiply the amount in block 9E by the tuition cost in block 9F and cross check that figure with the amount you entered in this block. If the amounts are not the same find your error.

Block 10:
Enter the EXACT start date of your course here.

Block 10A:
Enter the EXACT end date of your course here.

Block 10B:
Enter an X in the shaded box to the left of the service component and job type that currently applies to you.

Block 10C:
Enter an X in the shaded box to the right of the answer “yes” or “no” that applies to you for each question. Place an X into these shaded boxes even if you expect them to occur during this semester applied for.

Block 10D:
Enter any and all scholarships and/or GI BILLS (CH 1606-MGIB-SR, CH 1607-REAP, & CH 30-MGIB [NOT POST 9/11]) that are not tuition related in this block. Entries here DO NOT disqualify you from any benefits. This information is utilized to determine Priority of Funding.

Block 10E:
Enter the actual dollar amount of all tuition paying funding sources. For instance: You receive from CH 33-(Post 9/11 Gi Bill) $100 for tuition, $40 for books, $500 for BAH; NM Lottery Scholarship-$400; NM State Scholarship for NMMI-$450; Federal Tuition Assistance-$250. You add up the sources paying only tuition and place the total in this block. In this case the total is be $1200. If your total tuition costs were $1,500 for that semester, you would be applying for a total NMNGTSP request in the amount of $300; which is the difference. That figure would be placed in Block 9G.

Block 11:
Print or type your Unit Commander. ROTC/SMP Cadets may have their Professor of Military Science (PMS) sign this block. In the extended absence of the PMS, the Unit Commander is the authorizing official. RSP Soldiers who have completed Basic Training (BT) and have not yet been assigned to a unit will have the Education Services Officer sign this block.

Block 11A:
Enter here the hand written (NO Digital) signature of the Unit Commander.

Block 11B:
Enter here the actual date signed. Do not back date document. This will render it invalid and will be returned to SM without processing.

Block 12 thru 13B:
DO NOT FILL IN THESE BLOCKS. They are for administrative and obligatory purposes. If the ESO or the Department of Military Representatives change, you may enter the appropriate person into these blocks. These blocks have been left unprotected for that reason.
MEMORANDUM FOR Education Services Officer, 10 Bataan Blvd., Santa Fe, NM 87508

SUBJECT: Soldier Memo-Request for Exception to Policy to the New Mexico National Guard Tuition Scholarship Program

1. This request for an Exception to Policy to AGONMJC 621-5 is to request funding for my spring semester classes at UNM for $2,345.00.

2. [Insert details. Why do you want this? What events caused the need for the ETP? Provide all supporting facts and documentation substantiating your request. If supplying additional documents to the enclosures listed below (i.e. medical or other documentation) add it to the enclosure list below and change the 4 to whatever is applicable.]

3. I have included the attached documents noted below to support my request.

4. POC for this request is SGT John Doe at 215 my street, Clovis, NM 88101. I can be reached at 505.234.5678 or at john.doe@somewhere.com.

4 Encls

- AGONMJC Form 2171-R
- Statement of Understanding
- Student Schedule
- Cost Verification

JOHN DOE

SGT, NMNG

APPENDIX D:
(example)
MEMORANDUM THRU Education Services Officer, 10 Bataan Blvd., Santa Fe, NM 87508-4695

FOR Military Personnel Officer, 10 Bataan Blvd., Santa Fe, NM 87508-4695

SUBJECT: Application for Exception to Policy (ETP) to AGONMJC 621-5 NEW MEXICO NATIONAL GUARD TUITION SCHOLARSHIP PROGRAM (NMNGTSP)

1. This request for an Exception to Policy to AGONMJC 621-5 is to allow John Doe (2345) utilize the New Mexico National Guard Tuition Scholarship Program Insert reason for ETP.

2. In accordance with paragraph 4-6, NEW MEXICO NATIONAL GUARD MEMBER/STUDENT RESPONSIBILITIES, AGONMJC 621-5, the Airman/Soldier is eligible to apply for an Exception to Policy for this purpose. I have consulted with the ESO at 505.474.1245 and/or ng.nm.nmarng.list.education@mail.mil and to the best of my knowledge additional funding exists according to paragraph 4-3.a.(3)

3. POC for the above request is CPT George W. Challenge at 2251 Air Guard Rd Albuquerque, NM 87116. I can be reached at 505.846.1234 or at George.w.challenge@ang.af.mil.

JANE EXPERT, MSgt, NMARNG
Education Services Liaison

GEORGE W. CHALLENGE, Lt Col, NMARNG
Commander, 116th Intelligence

(Army Soldier will use signature blocks IAW AR 25-50. They will also not need the Education Services Liaison signature block.)
MEMORANDUM FOR DEPUTY CHIEF OF STAFF FOR PERSONNEL, ATTN: Military Personnel Officer, 10 Bataan Blvd., Santa Fe, NM 87508-4695

SUBJECT: Letter of Recommendation

1. Purpose. To provide a recommendation in regards to the ETP submitted by [Rank First and Last name].

2. This ETP Waiver is submitted in the amount of [$00.00] to attend [Degree level] coursework at [IHL name] for the [Spring 2012] Semester.

3. The official recommendation of the Education Office is to [DENY / APPROVE] the ETP.

4. This recommendation is based upon [enter the reason for recommendation]

5. Sufficient funding [does / not] exist to satisfy ETP request.

6. POC for the above request is the undersigned at 505.474.1245 or [Email of ESO].

3 Encls

1. AGONMJC Form 2171-R
2. ETP request Memo
3. ETP Waiver Decision Memo

APPENDIX F:
(example)
MEMORANDUM FOR RECORD

SUBJECT: Exception to Policy Waiver Decision

1. References. AGONM Joint Circular Number 621-5 New Mexico National Guard Tuition Scholarship Program (NGNMTSP), effective 17 December 2012.

2. Purpose. This memo is to provide a decision of approval or denial for the Exception to Policy (ETP) waiver submitted by [Rank First Last] on [date of Service Members ETP request memo].

3. The request for an ETP for NEW MEXICO NATIONAL GUARD TUITION SCHOLARSHIP PROGRAM (NMNGTSP) funding is hereby [APPROVED / DENIED].

4. POC for this action is the undersigned at 505.474.1245 or email: [Email of current ESO].

[CURRENT MILPO
RANK, GS]
Military Personnel Officer
MEMORANDUM THRU [Commander]

FOR [Rank First, Last Address]

SUBJECT: Exception to Policy (ETP) Waiver Decision Notification

1. The purpose of this memorandum is to inform you of the decision that was made in reference to your application for an ETP for tuition.

2. Your ETP application has been [APPROVED – DENIED].

3. POC for this action is the undersigned at 505.474.1245 or at [Current ESO email].

Encl
ETP Packet

[CURRENT ESO
RANK, Branch]

Education Services Officer
## REQUEST FOR NEW MEXICO ARMY NATIONAL GUARD TUITION SCHOLARSHIP FUNDING (NMNGTSP)

**AUTHORITY:** Section 21-1-2.1 NMSA 1979 (Laws 1996, Chap 64) Section 20-4-13 NMSA 1978 (Laws 1987, Chap 318)

**PRINCIPAL PURPOSE(S):** Application for and documentation of Tuition Scholarship funding only from the State of New Mexico

**ROUTINE ISSUES:** Used as a record of courses for which the service member is receiving tuition scholarship funding

**DISCLOSURE:** Disclosure of information is mandatory. AGONMJC form 2171-R is the only authority which can be used for obligation of funds for the New Mexico National Guard Tuition Scholarship Program.

### ANY APPLICATION NOT COMPLETED IN ITS ENTIRETY WILL BE RETURNED WITHOUT PROCESSING!

#### SEMESTER DEADLINES
- **FALL SEMESTER** - 1 AUGUST
- **SPRING SEMESTER** - 15 DECEMBER
- **SUMMER SEMESTER** - 15 MAY

**APPLICANTS WILL COMPLETE ITEMS 1 THROUGH 9B AND SIGN AND DATE ON PAGE 2 (Appendix B)**

1. APPLICANT’S NAME (last, first, MI)  
2. SSN  
3. ETS (Separation Date)  
4. CREDITS EARNED

5. RANK/GRADE  
6. ORGANIZATION / UIC (ARNG)  
7. STUDENT CURRENT MAILING ADDRESS

8. NAME OF SCHOOL  
8A. LOC. OF SCHOOL  
8B. EDUCATIONAL GOAL (X box to left of goal that applies)  
<table>
<thead>
<tr>
<th>AA/AS</th>
<th>BA/BS</th>
<th>Technical Cert.</th>
<th>ETP</th>
</tr>
</thead>
</table>

9. PROJECTED COURSE #  
9A. PROJECTED TITLE OF COURSE  
9B. # OF SEM/ QTR HRS  
9C. PER SEM / QTR HOURS COST  
9D. TOTAL CLASS COST (exact cost)

| $ | $ |

**TOTALS**  
9E.  
9F. $  
9G. $

10. COURSE START DATE  
10A. COURSE END DATE  
10B. GUARD STATUS (X all that apply)  
<table>
<thead>
<tr>
<th>AIR GUARD</th>
<th>TECH</th>
<th>IDT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARMY GUARD</td>
<td>AGR</td>
<td>SMP</td>
</tr>
</tbody>
</table>

10C. CERTIFY THE FOLLOWING (x all that apply):
- Eligible or utilizing NM Lottery scholarship: **YES** **NO**  
- Received Prior State Tuition Assistance: **YES** **NO**  
- On Academic Probation (1.9 GPA or below): **YES** **NO**  
- Funds being recouped for prior semester: **YES** **NO**  

**Receiving** CH 33; Post 9/11 GI BILL payment: **YES** **NO**  
- **10D.** List all Scholarships or GI Bills (Not tuition related):

- **10E.** List amount of all tuition related funding not NMNGTSP:

11. NAME OF UNIT CDR (only)  
11A. SIGNATURE  
11B. DATE

**STUDENT SIGNATURE IS REQUIRED ON 2**\(^{nd}\) **PAGE OF APPLICATION FOR PROCESSING**

12. NAME OF ESO OR AUTH REPRESENTATIVE (ESO)  
12A. SIGNATURE  
12B. DATE

13. FUNDING APPROVAL BY (TA Mngr)  
13A. SIGNATURE  
13B. DATE

---

AGONMJC FORM 2171-R, 01 October 2014. Supersedes 17 December 2012 Version

This form ratified by the ESO/Auth Rep and Fiscal Approving authority creates a binding obligatory document between the NMARNG and the Institution of higher learning (IHL). IHL’s should send invoice to: DEPARTMENT OF MILITARY AFFAIRS, NMARNG-Education, Santa Fe, NM 87508.
STATEMENT OF UNDERSTANDING (SOU)

(Initial)

____ Have read and understand AGONM Joint Circular 621-5, dated 01 October 2014.
____ Completed AGONMJC Form 2171-R by typing or printing legible. If not complete or legible form will be rejected.
____ Submit ORIGINAL AGONMJC Form 2171-R to the Unit Commander for verification of completeness and accuracy.
Submit waiver documentation if applicable.
____ Submit ORIGINAL AGONMJC 2171-R to the Education Services Liaison per established semester deadline.
____ AGONMJC 2171-R Applications will be mailed or hand delivered to the appropriate Education Service Liaison. Form must be received by the semester deadline. Service Member (SM), only, is held accountable if mail service fails to deliver application by deadline. Mail or deliver to:

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<td>Base Education and Training Manager</td>
<td>Department of Military Affairs</td>
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<td>NMARNG-Education Office</td>
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<td>Albuquerque, NM 87116</td>
<td>10 Bataan Blvd Office #346</td>
</tr>
<tr>
<td>Santa Fe, NM 87508</td>
<td>Fax 505.853.7948</td>
<td>Santa Fe, NM 87508</td>
</tr>
<tr>
<td>Email: <a href="mailto:ng.nm.nmarng.list.education@mail.mil">ng.nm.nmarng.list.education@mail.mil</a></td>
<td>(emails subject to change w/o notice)</td>
<td>Email: <a href="mailto:ng.nm.nmarng.list.education@mail.mil">ng.nm.nmarng.list.education@mail.mil</a></td>
</tr>
<tr>
<td><a href="mailto:renee.oswald.3@us.af.mil">renee.oswald.3@us.af.mil</a></td>
<td></td>
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Table 1-2

____ Upon completion of registration, SM must submit their proof of school registration (class schedule) to the appropriate Education Service Liaison within one (1) week after last day of registration. Failure may result in an inaccurate payment of your benefits from the NMNGTSP program. As such the NMNGTSP will not be held responsible for inaccurate payments caused by non submittal of class schedule.

____ Service Member must agree to the following conditions:

a. I am aware that I may receive up to $4,500 dollars per fiscal year at a rate of $250 (per semester hr) $167 (per quarter hr) and $16.66 (per clock hr) credit. State Tuition Assistance does not cover Lab Fees, Books, or any other costs incurred.

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c. I understand that the State Tuition Assistance Scholarship Program can be used only for coursework related to a Certificate/License, Associate and Bachelors Degree. State Tuition Assistance may only be applied to New Mexico State IHLs.

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g. I hereby consent to the release of financial information pertaining to my student account and the release of grades, course completion status, and all financial data concerning this application at the IHL indicated on my request for State Tuition Assistance, to the New Mexico Education Services Office processing tuition payments on my behalf.

h. I understand that courses must be started and completed prior to my separation from service; otherwise “recoupment” action may be initiated.

I. I understand that I must maintain a 2.0 GPA in order to continue receiving State Tuition Assistance, if not, will be placed on academic probation and subject to recoupment actions.

I HAVE READ THE PROVISIONS OF THE AGONMJC 621-5, AND UNDERSTAND THE AWARDING OF THE TUITION SCHOLARSHIP IS BASED ON ELIGIBILITY CRITERIA ESTABLISHED THEREIN, AND MUST MAINTAIN ELIGIBILITY AS A MEMBER OF THE NEW MEXICO NATIONAL GUARD (ARMY/AIR). I UNDERSTAND SCHOLARSHIP FUNDS ARE FOR TUITION ONLY AND SUBJECT TO AVAILABILITY OF FUNDS AS APPROVED BY THE NEW MEXICO LEGISLATURE. BY SIGNING I ACCEPT THE CONDITIONS AS STATED ON THIS FORM.

PRINTED NAME OF APPLICANT                TELEPHONE NUMBER                E-MAIL ADDRESS                DATE

_________________________________________  _______________  ____________________________
SIGNATURE OF APPLICANT

Glossary
Abbreviations

AGONMJC
Army Guard of New Mexico Joint Circular

AT
Annual Training

AWOL
Absent With-Out Leave

BAH
Basica Allowance for Housing

CH
Clock Hour

DP
Degree Plan

ESO
Education Services Officer

ETP
Exception to Policy

ETS
Expiration Term of Service

FTA
Federal Tuition Assistance

GI BILL
Government Issue Bill

GPA
Grade Point Average

IAW
In Accordance With

IHL
Institution of Higher Learning-Otherwise known as a college or university

MGIB
Montgomery GI Bill

**MILPO**
Military Personnel Officer

**MRD**
Mandatory Removal Date

**NM**
New Mexico

**NMNG**
New Mexico National Guard

**NMNGTSP**
New Mexico National Guard Tuition Scholarship Program

**NMSA**
New Mexico Statutes Annotated

**PMC**
Professor of Military Science

**QH**
Quarter Hour

**RNCO**
Readiness Non-Commissioned Officer

**ROTC**
Reserve Officer Training Corps

**SCHs**
Semester Credit Hour

**SH**
Semester Hour (same as SCH)

**SM**
Service Member

**SMP**
Simultaneous Membership Program

**SSN**
Social Security Number
STA
State Tuition Assistance

TA
Tuition Assistance

TL
Transmittal Letter

UC
Unit Commander

UCMJ
Uniform Code of Military Justice

US
United States

VA
Veterans Affairs