

State Tuition Assistance (STA)

New Mexico National Guard Tuition Scholarship Program (NMNGTSP) *also referred to as* State Tuition Assistance (STA)

The scholarship provides eligible members of the New Mexico National Guard an opportunity to pursue and complete up to a bachelor's degree (coursework above a bachelor's degree is not authorized). STA will pay up to 100% per semester towards the cost of tuition and distance learning fees (only) during the fiscal year (July 1 – June 30). STA applies to students pursuing their first bachelor's degree (no second equivalent or lower degree is allowed). STA is paid directly to the school and is invoiced after the Last Day to Drop a Class. Army National Guard Soldiers who have not completed one year of service to be eligible for Federal TA may apply for State TA. However, **members must exhaust their Federal TA before they will be awarded State TA.** For invoice questions, contact University Accounts Receivable at (575) 646-7080 or thirdparty@nmsu.edu.

State Tuition Assistance Deadlines:

- Fall Semester – August 1st
- Spring Semester – December 15th
- Summer Semester – May 15th

Please send the following documents (to the email address listed below):

- AGONMJC Form 2171-R or complete the [Fillable 2171-R State Tuition Assistance application*](#)
- Statement of Understanding (SOU)
- Degree Plan (DP) or (STAR) Degree Audit Report
- Concise Student Schedule – *available in your myNMSU account*
- Registration Fee Assessment – *available in your myNMSU account*

*Fillable 2171-R State Tuition Assistance application can be accepted via email as an original document (mail/hand deliver is not needed) as long as ALL of the signatures on the document are digitally signed with the users CAC ONLY.

NOTE: *If you submit the NMNGTSP – STA Application **after** the deadline, in addition to the above required documents, you must also submit an Exception to Policy (ETP) Waivers (Appendix D and E).*

You **MUST** then mail or hand deliver the following **ORIGINAL** documents (to the address below):

- AGONMJC Form 2171-R
- Statement of Understanding (SOU)

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:

Army National Guard NMMI ECP/SMP	Air National Guard
Department of Military Affairs NMARNG-Education Office 10 Bataan Blvd Office #346 Santa Fe, NM 87508 SPC Mark Lopez 505-474-1354 mark.c.lopez7.mil@mail.mil	Base Education and Training Manager 2251 Air Guard Rd SE Albuquerque, NM 87117 Holly Bayly, TSGT 505-846-7399 holly.bayly@us.af.mil Renee Oswald, SMSgt renee.oswald.3@us.af.mil

You must read and understand AGONM Joint Circular 621-5, dated 01 October 2014, as required in the Statement of Understanding (SOU). This circular describes National Guard policies, requirements and procedures for the New Mexico National Guard Tuition Scholarship Program (NMNGTSP). Please ask the MVP Office to email you a copy of the circular.

Military and Veterans Programs
MSC 4740, P.O. Box 30001
Las Cruces, NM 88003-8001

Corbett Center Student Union, Room 244
575-646-4524 or 646-1113 (fax)
mvp@nmsu.edu

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)		
					AA/AS	BA/BS	Technical Cert.
						ETP	
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)			
				<input type="checkbox"/> AIR GUARD	<input type="checkbox"/> TECH	<input type="checkbox"/> IDT	
				<input type="checkbox"/> ARMY GUARD	<input type="checkbox"/> AGR	<input type="checkbox"/> SMP	
10C. CERTIFY THE FOLLOWING (x all that apply):				10D. List all Scholarships or GI Bills (Not tuition related):			
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	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 2ND 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:

Army National Guard:	Air National Guard	NMMI ECP/SMP:
Department of Military Affairs NMARNG-Education Office 10 Bataan Blvd Office #346 Santa Fe, NM 87508 Email: ng.nm.nmarng.list.education@mail.mil	Base Education and Training Manager 2251 Air Guard Rd SE Albuquerque, NM 87117 Fax 505.853.7948 (emails subject to change w/o notice) renee.oswald.3@us.af.mil	Department of Military Affairs NMARNG-Education Office 10 Bataan Blvd Office #346 Santa Fe, NM 87508 Email: ng.nm.nmarng.list.education@mail.mil

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 AWARDED 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