

Fillable 2171-R State Tuition Assistance application

(New Mexico National Guard Tuition Scholarship Program-NMNGTSP)

ANY QUESTIONS CONCERNING ANY ASPECT OF THE TUITION ASSISTANCE PROCESS SHOULD BE IMMEDIATELY ADDRESSED BY CALLING 505.474.1276 OR EMAILING ng.nm.nmarnng.list.education@mail.mil. DO NOT WAIT UNTIL YOU ARE IN DANGER OF MISSING A DEADLINE!

*****ATTENTION*****

Digital Signatures

This fillable application can be accepted via email as an original document as long as ALL of the signatures on the document are digitally signed with the users CAC **ONLY**. This document must stay in its original pdf format. If you cannot open or enter data into the document, you will need to visit your local Readiness Center and execute from that location. If you have partial digital and then hand written wet signatures, this is not a valid document. It must either be **completely** digitally CAC signed or **completed** using only hand written signatures. A combination digital wet CAC signature is valid (combo signatures are typically only created on government computers AGR/Miltechs). Electronic signature documents must be emailed to the end user (State tuition Assistance Manager) at ng.nm.nmarnng.list.education@mail.mil.

Hand Written (WET) Signatures

If hand written signatures, the original document **MUST** be received in our office **NO LATER THAN** the deadline highlighted in yellow on the 2171-R application: ***NO EXCEPTIONS!*** Your application will be returned without action if you miss the deadline. We simply do not have enough time to hold up the entire list of Air and Army Guard applications for your application, which missed the deadline. You put everyone in jeopardy of being disenrolled from school attributable to administrative processing time requirements. It can either be mailed via a parcel service or hand delivered. **We are not responsible for applications mailed via parcel (USPS/Fed ex/UPS/etc.) that are not received in our office by the deadline.**

*****WARNING-PLEASE NOTE*****

Please utilize the instruction pages at the end of this document for questions about what data to enter into specific blocks of the application. ***Any applications which are incomplete will be returned without action and you will not receive tuition assistance for the requested semester*** without executing an Exception to Policy (ETP).

Please ensure your supporting documents accompany your email or courier/parcel delivered application:

1. Class schedule (if available. If not, ensure you deliver it after registration is complete. This is needed for audit purposes)
2. Cost estimate/verification of tuition costs (Fees are not payable with the exception of a Distance Learning Fee)
3. Prior semester grades if the NMARNG previously paid for your classes

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

page 1 of 2

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.
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 Albuquerque, NM 87116 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

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:

CCNM-Central College of New Mexico	SFCC-Santa Fe Community College	Other abbrev. that do not create confusion to the processor
NMSU-New Mexico State University	UNM-University of New Mexico	

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.