



State Tuition Assistance

Application Checklist

- Get into contact with an in-state funded school (<https://hed.state.nm.us/resources-for-schools>) and get approved. Talk with your advisor and obtain a degree plan, schedule and a personal billing summary/cost verification sheet (the bursar's office can also provide this last document).
- Email the Education office at ng.nm.nmarnng.list.education@mail.mil and request for an education brief and a digital State Tuition Assistance (STA) Application.
- Read and fill out your STA application and SOU. Both you and your commander have to digitally sign your application (this must be done via CAC card).
- Submit your STA packet by the deadline (page 1 on your application) to ng.nm.nmarnng.list.education@mail.mil or by pressing the green ARMY/ blue AIR button. Your STA packet should include the following:
 1. Signed and complete digital PDF STA application.
 2. Current class schedule.
 3. Personal billing summary/cost verification
- In order for you to be approved for any form of tuition assistance the following have to apply:
 1. Approved by in state funded school.
 2. Be in good standing with your unit, NO flags.
 3. Have submitted your complete STA packet by the deadline.
- If you are submitting late (after the deadline). Get into contact with the TA Manager, so you can request for an Exception To Policy (ETP). If you have any questions about the ETP process, please read page 13 on the STA Application/policy.

Here are a few reminders.

- You can use STA in conjunction with Federal TA (ArmyIgnitEd), Credentialing Assistance and your G.I. Bill. However you cannot use/request for Federal TA in the same semester that you are using your Chapter 1606 G.I. Bill/Kicker.
- Only take the amount classes/credits you know you will pass. If you drop after the full refund deadline or fail classes or a class you are liable for RECOUPMENT. Please get into contact with the TA Manager if there are any changes to your schedule
- STA typically pays your school account around midterms. Please contact your school to find out what is expected of you to avoid holds or being dropped while STA is pending payment.