



REPLY TO
ATTENTION OF

**DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS, KENTUCKY NATIONAL GUARD
BOONE NATIONAL GUARD CENTER, 100 MINUTEMAN PARKWAY
FRANKFORT, KENTUCKY 40601-6168**

NGKY-PER-Z

1 May 2024

MEMORANDUM FOR ALL MEMBERS, KENTUCKY NATIONAL GUARD

SUBJECT: Kentucky National Guard Tuition Award Program Policy

1. REFERENCES:

- a. Kentucky Revised Statue 164.5161, Kentucky National Guard Tuition Assistance Program, 15 July 1996.
- b. Kentucky Revised Statue 164.2844 Tuition Rates for Non-Resident Veterans, Members of the Reserve Components, and Active Members of the Kentucky National Guard at Kentucky's Public Universities, Amended 29 June 2017.
- c. Kentucky Administrative Regulation 11 KAR 3:010, National Guard Tuition Award Program, Revised 6 March 1997.
- d. Kentucky Administrative Regulation 106 KAR 3:010, National Guard Tuition Award Program, Revised 5 December 2022.

2. INTENT. The intent of the Kentucky National Guard State Tuition Award Program is to support members of the Kentucky Army and Air National Guard in their pursuit of an associates and/or bachelor's degree at accredited in-state educational institutions. This memorandum serves to define program eligibility and application submission procedures for tuition assistance, unit verification procedures, and appeals process for members.

3. SUMMARY. KYNG State Tuition Assistance (State TA) is paid directly to the participating school or university towards basic tuition costs. Other expenses including course fees, books, dormitories, and meal plans, are not covered. Eligible members are encouraged to apply for GI Bill benefits and other State and Federal aid to assist with these expenses. Basic tuition at public colleges and universities is paid up to 100%, contingent on annual state funding.

4. LIFETIME CAP. Members of the KYNG have a lifetime State TA cap. Caps are based on the institution where the member is enrolled for the most recent award period. Caps increase 5% annually. Any State TA used prior to school year 2016-2017 is not calculated toward the member's cap. The tuition caps in effect for school year 2024-2025 are as follows:

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- a. \$28,000 for Community and Technical Colleges
- b. \$56,000 for comprehensive public universities or approved private colleges.
- c. \$70,000 for research university (i.e., University of Kentucky or University of Louisville)
- d. Changing schools may have a negative effect on a member's lifetime State TA cap. For example, switching from a research university to a community college, the past usage may surpass the new cap. Service members are encouraged to monitor their usage to ensure they are not underfunded. Past usage may be seen here:
<https://www.kheaa.com/apps/registration/signin>

5. ADDITIONAL CAPS:

- a. Non-Kentucky residents who are members of the KYNG are entitled by law to the in-state tuition rate at all Kentucky public institutions. Schools may choose to offer additional tuition, book, and fee discounts to military members if they wish.
- b. Private schools participating in State TA are capped each semester at the average cost of a public 4-year college, currently \$5,256/semester for school year 2023-2024.
- c. Online classes are payable up to the cost of in-person classroom tuition only. Online course fees are not paid.
- d. Repeating courses for poor or failing grades are eligible for funding. Service members are not required to submit transcripts or maintain a minimum GPA and no recoupment is incurred for a failed or repeated course, however, the expenditure is still counted against the member's lifetime cap.

6. ELIGIBILITY. Current members are eligible for benefits under the program so long as they meet the following requirements:

- a. Applied for assistance on or before 1 April for Fall terms and 1 October for Spring terms. Summer and Winter terms are not currently funded. Members who enlist, inter-state transfer (IST), or contract SMP/ROTC after the applicable deadline may still submit an application and are not considered late.
- b. Completed Basic Combat Training (BCT) or contracted SMP/ROTC with the Kentucky National Guard prior to the semester start date (e.g. member submits their application on time and completes BCT over the summer).

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- c. Within good standing at the unit at time of application: Meets Army Combat Fitness Test (or equivalent for Air National Guard), height and weight standards, not flagged for any reason, and do not have any AWOL or UNSAT periods charged within the previous 12 months. Members who met eligibility at time of signing but later fail to meet these criteria during the approved term may still be funded, however they will not receive assistance the next semester if they are not in compliance before the applicable deadline.
- d. Attending a Kentucky public college/university or participating private institution located in Kentucky.
- e. Have not reached their lifetime State TA cap. KHEAA will deny or reduce the tuition award as needed at time of payment for any member who reaches a cap.
- f. Have not completed a bachelor's degree. Lateral degrees are not funded (e.g. second associate's degree).
- g. Will not reach the end of their enlistment agreement (ETS or MRD) during the course period.

7. APPLICATION. To apply for the program, member and units will conduct the following actions:

- a. Current Service Members will complete the State Form AGO 18-7, requesting State Tuition Assistance prior to the applicable deadline. Paper applications may be obtained from the Education & Incentives website by clicking "Apply for State TA"- <https://ky.ng.mil/Personnel-Services/Education-and-Incentives/>
- b. Participants may sign their application in ink or using CAC signature. Applications received after the applicable deadline that are not CAC-signed cannot be verified against the deadline and will be considered late and referred to the ETP process.
- c. The Education & Incentives Office will utilize the G1 Newsletter, social media, Microsoft TEAMS, FRAGO, and OPORD channels to reiterate upcoming deadlines, program changes, and procedures for application and validation of applications.
- d. Units will review and validate application eligibility for any paper applications that were received from members without a unit representative's signature. Questions regarding eligibility should be referred to the State TA Manager. Unit personnel may review applications here- <https://ngky-inet/tuitionunit/frmSplash.aspx>
- e. Members who will reach the end of their enlistment before the course end date must extend to qualify for State TA funding. Service members who are otherwise eligible, may extend at any time and for any duration necessary to

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satisfy an education benefit. Members who are discharged for any reason prior to payment being transmitted for a term cannot receive funding through KHEAA.

f. Awards are subject to State funding availability and in accordance with the following priorities:

- 1) Kentucky Air National Guard Airmen and Kentucky Army National Guardsmen not eligible for Federal Tuition Assistance (FTA).
- 2) Kentucky Army National Guard Traditional (M-Day) Enlisted Soldiers.
- 3) Kentucky Army National Guard Traditional (M-Day) Officers lacking a bachelor's degree.
- 4) Kentucky National Guard enlisted members performing as Active Guard Reserve (AGR) and Dual Status Technicians.
- 5) Kentucky National Guard officers performing as Active Guard Reserve (AGR) and Dual Status Technicians.

g. Service Members who have submitted an application and wish to change the rate of pursuit, term, or school should contact the Education & Incentives Office. Applications received for students who do not enroll at the designated institution will be cancelled by the Education & Incentives Office without penalty to the member.

h. Tuition awards are distributed through KHEAA to the school during the term after the school official verifies student enrollment, hours, and amount. This is generally performed after the school's add/drop date each term. Members may track their application progress online- <https://ky.ngb.army.mil/tuitionstudent/>

8. NOTIFICATION. The Education Office will notify units when rosters are finalized, approximately 30-45 days following the application deadline.

9. AUDITING. The Education Office will audit for quality control to ensure good stewardship of State funds. No less than 25% of unit approved applications each semester will be randomly selected and compared against available databases to ensure eligibility. Unit personnel and members will be contacted for any applications found to be out of compliance.

10. APPEALS PROCESS. Members may appeal underfunded or denied applications by submitting a request for Exception to Policy (ETP). This includes late applications which may be considered on a case-by-case basis based on funding.

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- a. The ETP request should include:
 - 1) Memorandum or letter from Soldier explaining the issue and circumstances.
 - 2) State TA Application signed by Soldier and Unit.
 - 3) Concur/ Non concur Memo from Unit Commander.
 - 4) DA 4856 counseling from unit commander or delegate.
- b. ETP requests should be forwarded to the Education & Incentives Office as soon as possible-
ng.ky.kyarng.mbx.education-services-office-mailbox@army.mil
- c. ETP requests will be reviewed and forwarded for consideration by the Deputy Chief of Staff, Personnel. Results will be returned to the Service Member at the servicing unit.

11. Point of contact for the Kentucky National Guard State Tuition Assistance Program is SFC Amy Jo Parker, NCOIC of Education and Incentives, at (502) 607-1307 or via email at amy.j.parker8.mil@army.mil .

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