

State Tuition Assistance Exception to Policy (ETP) Instructions

Members may appeal underfunded or denied applications by submitting a request for an Exception to Policy (ETP). This includes late applications which may be considered on a case-by-case basis based on funding. The following items are required to request an Exception to Policy (ETP):

From the Soldier:

1. Soldier's written request for an Exception to Policy (ETP) in letter or memo format. See AR 25-50 for help if using memorandum format.
2. Signed State Tuition Application (AGO Form 18-7). Available online by clicking "Apply for State TA": <https://ky.ng.mil/Personnel-Services/Education-and-Incentives/>

From the Unit Representative:

1. Completed DA 4856 Counseling Statement reaffirming program eligibility and importance of application deadlines.
2. Commander's recommendation memo.
3. Submit all four (4) documents to the Education & Incentives Office:
ng.ky.kyarng.mbx.education-services-office-mailbox@army.mil

Completed ETP requests will be reviewed for approval based on merit and funding by the Deputy Chief of Staff, Personnel. Results will be immediately returned to the unit.

Questions may be directed to SFC Adam Wilson, Education and Incentives NCOIC, at adam.s.wilson11.mil@army.mil or 502-607-1307.

KENTUCKY NATIONAL GUARD TUITION AWARD PROGRAM APPLICATION

The proponent of this form is NGKY-PER-ED.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: KRS.

PRINCIPAL PURPOSE: Used to apply for Kentucky National Guard tuition award.

ROUTINE USES: To Academic Institutions who need to verify the approval of a TA Recoupment Waiver.

DISCLOSURE: Voluntary; however, failure to furnish all information could delay or prevent award of tuition. Failure to submit this form for approval before the deadline could also prevent award for tuition. Deadlines for Fall and Spring semesters are 01 April and 01 October respectively.

REQUESTING APPLICANT INFORMATION:

1. APPLICANT NAME <i>(Last, First, MI)</i>			2. GRADE	3. DOD ID
<input type="text"/>			<input type="text"/>	<input type="text"/>
4. HOME ADDRESS				5. HIGHEST LEVEL COMPLETED
<input type="text"/>	<input type="text"/>	Select From Dropdown	<input type="text"/>	Select From Dropdown
<small>(Street)</small>	<small>(City)</small>	<small>(State)</small>	<small>(Zip Code)</small>	
6. UNIT INFORMATION		7. SCHOOL NAME		8. TYPE OF PROGRAM ATTENDING
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select From Dropdown
<small>(Unit Name)</small>	<small>(UIC)</small>	<small>(Payroll Number)</small>		
9. HOURS PLANNED FOR THIS APPLICATION PERIOD		12. TERM BEGINNING DATE		11. TERM DESIGNATION
<input type="text"/>		<input type="text"/>		Select From Dropdown
12. APPLICANT CONTACT INFORMATION				
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<small>(Preferred Email)</small>	<small>(Contact Number)</small>	<small>(Unit Contact Number)</small>		

APPLICANT'S STATEMENT OF UNDERSTANDING:

I hereby agree to adhere to all the criteria set forth in 106 KAR 3:010 for eligibility and acknowledge my intent to extend if my ETS is during the award period. I, the undersigned, certify that the information on this form is true and correct to the best of my knowledge. I understand that the awarding of tuition is considered on the basis of availability of funds and set priorities.

APPLICANT SIGNATURE

DATE

UNIT COMMANDER'S/ AUTHORIZED REPRESENTATIVE'S AFFIRMATION:

I certify that the applicant is a member in good standing in the Kentucky National Guard prior to the beginning of the term for which the applications is made.

SIGNATURE

DATE

SUBMISSION:

Forward CAC signed Application to: janet.crickmer.nfg@army.mil or ng.ky.kyarng.mbx.education-services-office-mailbox@army.mil

Education Office Use Only Below:

DATE RECEIVED

PRIORITY

AWARD AUTHORIZED

ADDITIONAL INFORMATION:

DEVELOPMENTAL COUNSELING FORM

For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 301, Departmental Regulations, 10 USC 3013, Secretary of the Army.

PRINCIPAL PURPOSE: These records are created and maintained to manage the member's Army and Army National Guard service effectively, to document historically a member's military service, and safeguard the rights of the member and the Army.

NOTE: For additional information, see the System of Records Notice A0600-8-104b AHRC, <https://dpclid.defense.gov/Privacy/SORNsindex/DOD-wide-SORN-Article-View/Article/570051/a0600-8-104b-ahrc/>.

ROUTINE USE(S): There are no specific routine uses anticipated for this form; however, it may be subject to a number of proper and necessary routine uses identified in the system of records notice specified in the purpose statement above.

DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank/Grade	Date of Counseling
Organization	Name and Title of Counselor	

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional/Event-Oriented counseling, and include the leader's facts and observations prior to the counseling.)

Approach: Non Directive Combined Directive

Type of Counseling: General Form Professional Growth Performance Event Oriented

-Member has failed to apply for State Tuition Assistance in a timely manner.

-Reiterate the service member's applicable deadlines for using the Kentucky National Guard State Tuition Assistance Program.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points Discussion:

Service member's participating in the KYNG State Tuition Assistance Program have two important deadlines: April 1st for Fall term, October 1st for the Spring term. State tuition assistance currently only pays for Fall and Spring semesters. It pays up to 100% of college tuition at Kentucky public 2-year and 4-year colleges and universities. Participating private colleges are capped at the average cost of a public 4-year college so most are not covered 100%. Eligibility for State TA ends upon reaching their first bachelors degree. Eligibility is suspended for Soldiers flagged for any reason or if charged with an unexcused absence (UNSAT) from drill or annual training within the last 12 months.

State Tuition Assistance can be applied for anytime prior to deadlines. It is important Soldiers take on the personal responsibility to ensure they remain in good standing with their units for continued eligibility AND apply before each deadline without procrastination. Late applications may be reviewed based on merit and available funding and are never guaranteed. The application is currently in paper form while the website is being replaced. The application is required before every term. Units will support their students by reminding members to apply and help them maintain overall eligibility. Soldiers who are inclined to attend college should apply for State TA before the deadline to secure funding. Soldiers may contact the Education Office to modify or cancel their application as needed without any penalty.

KYNG State Tuition Assistance may be used in conjunction with other education benefits. These programs may remain available to members, even if they are not approved for State Tuition Assistance. These include:

- Federal Tuition Assistance (FTA) is offered by the Department of the Army (DA) using the Army Ignited website (www.armyignited.army.mil). FTA may be used up to 16 semester hours per fiscal year (FY). FTA pays up to \$250/hr (\$4,000/yr). FTA may be used for Summer and Winter terms. FTA may be used up to a masters degree and includes schools outside Kentucky. Eligible Soldiers should apply 60 days (but no less than 8 days) before their term starts.

- GI Bill programs are available to eligible Soldiers from the Department of Veteran's Affairs (DVA). This includes the Chapter 1606 Montgomery GI Bill-Selected Reserves (MGIB-SR) and Chapter 33 Post 9/11 GI Bill for those who have completed 90+ days of qualifying active-duty service (e.g. mobilization). GI Bill programs pay the member directly and may be used up to 36 months at the full-time rate. Soldiers often draw a GI Bill for themselves while using State Tuition Assistance to pay the tuition directly to the school.

- Additional State and Federal benefits (e.g. KEES, FAFSA, Scholarships) may also be available. See your school's Financial Aid Office.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (*other than rehabilitative transfers*), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below).

Soldier will commit to complete the following within 10 business days:

1. Provide their unit, if they have not already, a signed State TA application (AGO 18-7) available from their unit personnel or at: <https://ky.ng.mil/Personnel-Services/Education-and-Incentives/>
2. Provide to their unit a written request for an exception to policy (ETP) asking that their application be considered. Requests are generally 1-2 paragraphs, but should be no more than one (1) page in length. The ETP request should include any justification or extenuating circumstances that inhibited them from meeting the application deadline. Request may be in letter or memo format.
3. Contact the KY National Guard Education Office regarding any questions they have regarding State TA and other eligible education benefits (e.g. FTA, GI Bill) that could not be answered fully by unit personnel. POCs are listed on the website above.

Unit will:

1. Sign the member's application (AGO 18-7) if member is in good standing with the unit and meets program eligibility.
2. Review the member's written ETP request.
3. Enclose a signed copy of this developmental counseling (DA 4856).
4. Add a commander's recommendation memo outlining if the request is supported.
5. Submit the ETP packet to the Education and Incentives Office for approval/dissapproval by Deputy Chief of Staff, Personnel: ng.ky.kyarng.mbx.education-services-office-mailbox@army.mil

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees / disagrees and provides remarks if appropriate.)

Individual counseled: I agree disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled:

DATE (YYYYMMDD):

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Signature of Counselor:

Date (YYYYMMDD):

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

SIGNATURES

Counselor:

Individual Counseled:

Date of Assessment (YYYYMMDD):

Note: Both the counselor and the individual counseled should retain a record of the counseling.