



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

REPLY TO  
ATTENTION OF

NGKY-PER-Z

1 May 2023

MEMORANDUM FOR ALL MEMBERS, KENTUCKY NATIONAL GUARD

SUBJECT: Kentucky Army National Guard Tuition Award Program

1. References:

- a. Kentucky Administrative Regulation 106 KAR 3:010, National Guard Tuition Award Program, Revised 04 December 2015
- b. Kentucky Revised Statue 164.5161, Kentucky National Guard Tuition Assistance Program, 14 July 2000

2. The intent of this memorandum is to clarify submission for tuition assistance under the Kentucky National Guard State Tuition Award Program. It also provides information to unit full time personnel on additional actions required to verify individuals seeking assistance under the program.

3. Effective School Year 16-17, members within the KYNG have a lifetime state tuition assistance cap. State tuition assistance used prior to this effective date is not calculated toward the member's cap. State tuition assistance caps are based on the institution where the member is enrolled for the most recent award period. Caps increase 5% annually, the tuition caps for fall 2023 are as follows:

- a. \$27,300 for Community and Technical Colleges
- b. \$54,600 for comprehensive public universities or approved private colleges
- c. \$68,250 for research university (i.e., University of Kentucky or University of Louisville)

4. Changing schools may have a negative effect on a member's lifetime state tuition assistance cap. For example, if switching from a research university to a community college, the past usage may surpass the new cap.

5. State Tuition Assistance is paid directly to the school/university and applies only to the tuition, no fees. Also, State Tuition Assistance will pay for online classes at the in class rate.

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

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following requirements at the applicable deadlines:

- a. Applied for assistance on or before 1 April for fall terms and 1 October for spring terms.
- b. Completed Basic Training or Contracted SMP with the Kentucky National Guard.
- c. Within good standing (i.e., passing Physical Fitness Test, meeting height and weight standards, currently not flagged, and having no AWOL periods within the previous 12 months).
- d. Attending a Kentucky public college/university or approved private institution.
- e. Have not reached their lifetime state tuition assistance cap or completed a bachelor's degree.

7. In order to apply for the program, member and units will conduct the following actions:

- a. Current Service Members will utilize the student Module at <https://ky.ngb.army.mil/TuitionStudent/> to apply for assistance.
- b. Education and Incentives Office will utilize the G1 Newsletter, FRAGO, and OPORD, during the months of September and March, to reiterate to units the deadlines and procedures for application and validation of Soldier applications.
- c. Units will verify applications between 2-8 April for fall and 2-8 October for spring.
- d. Members must have enough time on their enlistment before Expiration Term of Service (ETS) or Mandatory Removal Date (MRD) to finish the semester before the application can be approved. If not, the Service Members must extend their ETS or MRD before their application can be approved.
- e. Awards are subject to funding available in accordance with the following priorities:
  - 1) Kentucky Air National Guard Airmen and Kentucky National Guardsmen not eligible for Federal Tuition Assistance (FTA).
  - 2) All Kentucky Army National Guard Enlisted Soldiers at the rank of E5 and below.
  - 3) Kentucky Army National Guard Traditional (M-Day) Enlisted Soldiers at the rank of E6 and above.

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- 4) Kentucky Army National Guard Traditional (M-Day) Officers without degrees.
  - 5) Kentucky Army National Guard Enlisted Active Guard Reserve (AGR).
  - 6) Kentucky Army National Guard Officer Active Guard Reserve (AGR) and Dual Status Technician members.
8. The Education Office will notify units when rosters are finalized (approximately 30-45 days following the application deadline).
9. The Education Office will conduct a 25% random quality control audit each semester on unit approved service members for accuracy.
10. Members should notify their Command and the Education Office any time they change their school or rate of pursuit (i.e., fulltime to part time student).
11. Late applications will be considered on a case-by-case bases in accordance with published State Exception to Policy Guidance.
12. Point of contact for the Kentucky National Guard State Tuition Assistance Program is SFC Patricia Smith, NCOIC of Education and Incentives, at (502) 607-1307 or via email at [patricia.d.smith16.mil@army.mil](mailto:patricia.d.smith16.mil@army.mil).

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