



STATE OF DELAWARE
DELAWARE NATIONAL GUARD
JOINT FORCE HEADQUARTERS
250 AIRPORT ROAD
NEW CASTLE, DELAWARE 19720-1502



DNG Pamphlet 600-3

15 August 2016

**DELAWARE NATIONAL GUARD
EDUCATION ASSISTANCE PROGRAM**

Summary: This pamphlet establishes policies and procedures for the Delaware National Guard Education Assistance Program (DNGEAP).

Applicability: The contents of this pamphlet are applicable to all active members of the Army National Guard (ARNG) and Air National Guard (ANG) of the State of Delaware.

Supplementation: Supplementation of this pamphlet is prohibited without prior approval from the Adjutant General of the State of Delaware.

Statutory Authority: Delaware State Code, Title 14, Section 3480 subchapter XI.
<http://delcode.delaware.gov/title14/c034/sc11/index.shtml>

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CHAPTER 1

INTRODUCTION

1-1. PURPOSE: This pamphlet establishes policies and provides guidance relative to the implementation, administration, eligibility, and certification processes required by the DNGEAP.

1-2. POLICY: Any active member of the Delaware National Guard (DNG), who meets the eligibility requirements as defined by the Adjutant General, shall be entitled to Tuition Reimbursement under the following conditions:

a. The member must first apply for and use all other reasonably available education assistance programs, including mandatory completion of the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/>, Federal Tuition Assistance if eligible, scholarships, grants and civilian employer education benefit programs. Montgomery GI Bill benefits are excluded from this program and will not result in any reduction of State Tuition benefits. Post 911 GI Bill benefits and/or Federal Tuition Assistance paid directly to the school is not reimbursable and will be deducted from reimbursement amount. The member must declare receiving any of the above benefits on the DNG 600-1 RE application form. The program will deduct the entire amount for scholarships and grants printed on the Official School Invoice from the tuition entitlement. The member may request a lesser offset by submitting an appeal to the Education Review Board (ERB). The appeal must include a letter from the school stating that the scholarship and/or grant being received can be applied towards books, fees and other school related billing expenses.

b. Education assistance may be used only for attendance at a post-secondary educational school, either financially supported by the state or, if private, located in the State of Delaware. 100% Tuition Reimbursement is not guaranteed at any school - All Tuition Reimbursement is contingent upon funding.

(1) State Supported Schools

(a) If state funding permits and a member chooses to attend a state-supported school which is the University of Delaware, Delaware Technical Community College or Delaware State University, tuition and fees shall be reimbursed up to 100% not to exceed the in-state resident tuition rate. “State supported schools shall charge members the in-state rate for tuition and fees and treat members as in-state applicants or students regardless of the members’ state of residence.” See (<http://delcode.delaware.gov/title14/c034/sc11/index.shtml>). Fees may be reimbursed for normal registration and class fees as funding permits. Flight lab fees, health plan fees, parking fees, parking fines, late registration fees and other similar fees are not reimbursable.

(b) Each semester/session students are responsible to provide evidence of fees paid when filing the DNG Form 600-4 Reimbursement Form. Students must submit their completed DNG Form 600-1 Application prior to class start date and attach a copy

of the Financial Aid Award Letter from their school's Financial Aid Office. See Sample Financial Aid Award Letter in F-1. Failure to attach the Financial Aid Award Letter will result in ineligibility for the State Tuition Reimbursement Program. At the end of the class/semester student must file DNG Form 600-4 with all supporting documents within 45 days after the class ends or their reservation of funds will be forfeited and returned to the general fund for other students to use.

(2) Delaware Private Schools

(a) If state funding permits, a member may choose to attend a Delaware private school, including but not limited to those schools listed in the current procedural guidance. Tuition and fees shall be reimbursed up to the average tuition of Delaware post-secondary public schools. Fees may be reimbursed for normal registration and class fees as funding permits. Flight Lab fees, health plan fees, parking fees, parking fines, late registration fees and other similar fees are not reimbursable.

(b) Each semester/session students are responsible to provide evidence of fees paid when filing DNG Form 600-4 Reimbursement Form. Students must submit their completed DNG Form 600-1 Application prior to class start date and attach a copy of the Financial Aid Award Letter from their school Financial Aid Office. See Sample Financial Aid Award Letter in F-1. Failure to attach the Financial Aid Award Letter will result in ineligibility for the State Tuition Reimbursement Program. At the end of the class/semester student must file DNG Form 600-4 with all supporting documents within 45 days after the class ends or their reservation of funds will be forfeited and returned to the general fund for other students to use.

(c) The average tuition of the Delaware post-secondary public schools will be the published rate as determined annually by the Higher Education Commission, State Department of Education.

(3) Master's Degree Program Policy

(a) All personnel requesting State Reimbursement for their master's degree will submit Application for tuition assistance on the DNG Form 600-1-RE application contract and follow Service Member requirements in section 3-6 below.

(b) Each semester/session students are responsible to provide evidence of fees paid when filing DNG Form 600-4 Reimbursement Form. Students must submit their completed DNG Form 600-1 Application prior to class start date and attach a copy of the Financial Aid Award Letter from their school Financial Aid Office. See Sample Financial Aid Award Letter in F-1. Failure to attach the Financial Aid Award Letter may result in ineligibility for the State Tuition Reimbursement Program. At the end of the class/semester student must file DNG Form 600-4 with all supporting documents within 45 days after the class ends or their reservation of funds will be forfeited and returned to the general fund for other students to use.

(c) If funding is not appropriated to fully support the program, master degree reimbursement will be reduced prior to any reduction to members applying for funds to

obtain an associate degree or bachelor degree as stated in the law. Payment for master degree will be equally disbursed for the approved applications.

c. Program Requirements

(1) The per member assistance granted under this section shall be limited to: only one certificate program and one degree program at each level of study: Associate, Bachelor, and Master degrees. Any member, who already possesses a degree, whether it was earned prior to this program or under this program are not eligible to apply for any courses leading to a second Associate, Bachelor or Master degree. A member must be working towards the next level of education. Note that certificate programs will be reviewed by the ERB on a case by case basis.

(2) Degree Plans

(a) The member must be in a degree seeking program and submit a degree plan originated and accomplished by the student's school counselor. Credits will be capped according to the member's submitted degree plan.

(b) The member must submit a current Official Transcript from their school so eligible credits to be paid can be calculated. For instance: 120 Credits Degree Plan - #Credits earned on transcript = Eligible Credits Payable. If a member chooses to change majors or programs, the DNG will use the remaining credits from the original submitted degree plan – no additional credits will be added.

d. Participation

(1) Full-time participation is at least twelve credit hours per semester and must meet the requirements of full-time status as defined by the post-secondary school.

(2) Part-time participation is at least three but less than twelve credit hours per semester.

(3) For any schools using other than the semester basis, the appropriate status will be determined according to the definition provided by the post-secondary school.

e. A member may not receive education assistance under this program more than ten (10) years after the date on which the member began the first course for which reimbursement was granted.

f. For any member, who is called to active duty or to an activation that requires the member to discontinue their education assistance, the ten-year limit may be extended by the amount of time the member served on active duty or activation.

g. A participating member must repay tuition and fees extended, including interest at the current government interest rate used for student loans on a pro-rata basis for any one or more of the following reasons:

- (1) Failure to fulfill the required six-year service commitment.
- (2) Failure to comply with any portion of this pamphlet.
- (3) Termination for cause from the DNG.

h. A member, who incurs a debt due to recoupment action, is ineligible for further participation in this program until the recoupment is paid in full. Eligibility resumes the semester after all payments have been received, and the recoupment action is completed.

i. A student must be a member of the DNG throughout all class periods for which he/she seeks tuition reimbursement.

j. Subject to approval of the Adjutant General, the ERB will determine the amount of repayment due by the member and the payment schedule.

k. If a member is terminated for other than cause, the member will not be required to repay previously funded tuition and fees.

CHAPTER 2

ELIGIBILITY

2-1. MILITARY REQUIREMENTS: Any active member of a federally recognized unit of the DNG, who meets the requirements for satisfactory membership as certified by the appropriate commander on the DNG Form 600-1 (RE) (Application – Appendix A), is eligible to participate in the DNGEAP.

a. Service commitment requires all participants to complete six (6) years of satisfactory membership in the DNG. The six-year requirement may include service time before, during, and after participation in the education assistance program.

b. Member must meet all military standards as validated by the unit commander.

c. Right of Appeal: Issues pertaining to satisfactory membership may be appealed through the appropriate commander and forwarded to the State Education Administrator (SEA) who presents it to the ERB. The member must file the appeal in writing no later than 30 days after notification of ineligibility.

2-2. ACADEMIC REQUIREMENTS: Program participants must maintain the prescribed academic standards. Earn a grade no lower than a 2.0 on a 4.0 scale, or its equivalent, for each individual course for which tuition and fee assistance is granted. In any courses for which a specific grade is not issued, the member must show documentation to verify satisfactory completion. Failure to maintain a cumulative grade point average of 2.0 or higher will be cause for forfeit of funding for all courses taken for the semester or period in which the grade point average remains below 2.0 GPA level.

CHAPTER 3

RESPONSIBILITY

3-1. THE ADJUTANT GENERAL:

- a. Appoints a board to adopt rules and procedures to administer the program.
- b. Provides the following data to the General Assembly on an annual basis:
 - (1) The number of members who participated at each post-secondary school.
 - (2) The total amount of tuition and fees paid through the program.
 - (3) The total amount of tuition and fees to be repaid by members in default.
 - (4) The amount of tuition and fees actually repaid by members in default.
- c. Remains the final authority in all aspects of this program.

3-2. UNIT COMMANDER OR AUTHORIZED REPRESENTATIVE:

- a. Certifies the eligibility of each member on the Application.
- b. Personally informs the member when a Notification of Ineligibility Letter is issued.
- c. Notifies the SEA if a member is called to active duty or to an activation that requires the member to discontinue participation in the program.
- d. Notifies the SEA of all separation/discharge actions regarding program participants and indicates whether or not the action is for cause.
- e. Takes action on each DNG Form 600-2 (RE) (Request for Change to Course Enrollment) by either recommending or not recommending an exception to policy, then forwards the form to the SEA.

3-3. STATE EDUCATION ADMINISTRATOR (SEA):

- a. Receives properly completed Applications and Reimbursement forms directly from the student members.
- b. Establishes and maintains a complete database for historical purposes.
 - (1) Personal Data: Name, SSAN, rank, sex, race, ethnic group, home of record, home/work phone numbers, unit of assignment, ETS/MSD, and log number.

(2) School Data: School, degree program, status (full-time/part-time), enrollment period, summary of courses taken, number of credit hours, grades and cumulative grade point average (GPA).

(3) Cost Data: Tuition by course(s) for each enrollment period, to include amount obligated and reimbursed. Also tracks the amounts to be repaid and the amounts actually repaid by members in default.

(4) Records the approval/disapproval and reimbursement information in the database.

- c. Forwards all eligible applications and a copy of the current database to the ERB.
- d. Forwards requests for payment / reimbursement to the State Comptroller upon receipt of invoices, grades and DNG 600-4(RE) Reimbursement Form.
- e. Recommends recoupment actions to the ERB.
- f. Processes appeals and requests for Exception to Policy (ETP) and forwards to the ERB.
- g. Initiates the notification process:
 - (1) Sends electronic email receipt of Application and Reimbursement submissions.
 - (2) Sends the Notification of Ineligibility Email to the member if appropriate.
 - (3) Sends the Notification of Recoupment action to the member.
- h. Prepares the Annual Report on behalf of the Adjutant General.
- i. Publishes Procedural Guidance annually to include tuition amounts, payment schedules, approved schools and other required publications.

3-4. EDUCATION REVIEW BOARD:

- a. Adopts rules and procedures to administer the program on behalf of the Adjutant General.
- b. Responsible for writing and maintaining the DNG PAM 600-3 policy.
- c. Determines the amount of recoupment, when necessary.
- d. Notifies the SEA and ERB President of all actions taken.
- e. Recommends COA to the Adjutant General on all appeals and ETPs.

3-5. STATE COMPTROLLER:

- a. Appropriates funds from the General Assembly to support the program.
- b. Makes approved payments and/or issues reimbursement of tuition checks to members at least semiannually. Reimbursement payments for Summer and Fall semesters for classes between 1 JULY-31 DECEMBER are to be processed on or about 28 FEBRUARY timeframe. Reimbursement Payments for Winter and Spring semesters for classes between 1 JANUARY-30 JUNE are to be processed on or about 31 AUGUST timeframe.
- c. Receives recoupment of tuition debt payments.
- d. According to current IRS regulations, state tuition reimbursement is tax free from Federal income tax up to \$5,250 received per calendar year. Any state tuition reimbursement amount received over \$5,250 in a calendar year will be taxable income to the recipient, and an IRS Form 1099 reporting this supplemental income over \$5,250 will be issued to the IRS and the recipient by no later than 28 February of the subsequent calendar year. The date of state tuition reimbursement payment is based on either the check date or the Electronic Funds Transfer (EFT) deposit date, depending on which form of payment is utilized.

3-6. SERVICE MEMBER:

- a. Agrees to follow the policies outlined in this pamphlet.
- b. The member must first apply for and use all other reasonably available education assistance programs, including the mandatory completion of the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/>, Federal Tuition Assistance if eligible, scholarships, grants and civilian employer education benefit programs. The member must declare receiving any of the above benefits on the (DNG 600-1 RE application contract).
- c. Makes, submits and agrees to the Application for tuition assistance on (DNG 600-1 RE application contract) and attach the school financial award letter (see sample letter in Appendix F) prior to school's official start date of class or semester/block to the SEA.
- d. Agrees to submit a degree plan curriculum from their school counselor along with a most recent official school transcript.
- e. Notifies to the SEA of any changes in education status within seven days, using DNG Form 600-2 (RE) (Appendix B).
- f. Member is responsible to file for reimbursement of tuition by submitting proof of completed course(s), grade(s) or transcripts with cumulative GPA, official school invoice, student payment receipt and DNG 600-4 (RE) Reimbursement Form to the SEA within 45 days upon (semester or block) completion date. **Failure to apply for reimbursement within 45 days upon (semester or block) completion will result in**

forfeiture of funds. Student understands that the program may only make two semiannual session reimbursement payments during the entire school year. This is to ensure that the student receives an appropriate share of the yearly budget of money provided by the State of Delaware. Students should plan their school finances accordingly.

g. By law, the student must submit the following evidence via authentic documents prior to receiving a reimbursement and register on the state website listed in #5 below:

- (1) The course title and grade received.
- (2) The amount of tuition and fees paid for the course.
- (3) The name of the post-secondary school where the course was taken.
- (4) Evidence of the member's cumulative grade point average.
- (5) Register at state website -

<https://w9.accounting.delaware.gov/W9form.aspx>. See vendor registration procedures in Appendix G.

(6) Student must include projected tuition and fees needed for next semester on their submitted DNG form 600-1.

(7) Student must have applied for FAFSA and submitted their College Financial Aid Letter with their original application.

STATE EDUCATION ASSISTANCE PROGRAM – APPLICATION/CONTRACT/FUNDING CTR# _____

APPLICATION DEADLINE IS NLT CLASS START DATE & MUST FIRST APPLY FOR FAFSA

NAME: _____ SSAN: _____ RANK: _____
(PRINT: LAST NAME, FIRST NAME, AND MI)

ADDRESS: _____
(STREET, CITY, STATE, ZIP CODE)

PHONES: HOME (____) _____ CELL (____) _____ E-MAIL: _____

SEX: _____ RACE: _____ ENTRY STATUS INTO THE DNG (CIRCLE ONE): NON-PRIOR SERVICE PRIOR SERVICE

CURRENT MILITARY STATUS (CHECK ONE): FEDERAL TECH _____ STATE TECH _____ AGR _____ TRADITIONAL _____

MILITARY UNIT: _____ DATE JOINED DNG: _____ ETS/MRD/MSD: _____

HIGHEST EDUCATION LEVEL ALREADY COMPLETED (CIRCLE ONE): HIGH SCHOOL ASSOCIATE BACHELOR MASTERS

PROJECTED GRADUATION DATE: _____ CURRENT SCHOOL YR TUITION & FEES NEEDED? _____

CURRENT PROGRAM (CIRCLE ONE): MASTERS BACHELORS ASSOCIATES CERTIFICATE #CREDIT HOURS EARNED? _____

NAME OF SCHOOL: _____ CAMPUS LOCATION: _____

COURSE (S) NUMBER	COURSE (S) TITLE	CLASS START DATE	CREDIT HOURS	TUITION COST
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____

JANUARY – JUNE MONEY NEEDED: \$ _____ 2. JULY – DECEMBER MONEY NEEDED: \$ _____

DECLARATION OF EDUCATION ASSISTANCE FROM OTHER SOURCES

Federal Tuition Assistance Program / Army Only (____) Amount: _____

Post 911 Chapter 33 GI Bill Tuition paid to school (____) Amount: _____

Scholarship Money (____) Amount: _____

Federal / State Grant Money (____) Amount: _____

Civilian Employer Contributions (____) Amount: _____

[] I completed State Registration / Changed Address at - <https://w9.accounting.delaware.gov/W9forrn.aspx>

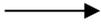
[] I have applied for FAFSA and I have attached my school Financial Award Letter - <https://fafsa.ed.gov/>

[] I have attached my Official School Registration/Class Schedule, School Billing Invoice and my Degree Plan from my Advisor.

[] I signed this Application and got my unit commander’s signature on reverse and completed Required Student Tuition Needs Worksheet on reverse

ACKNOWLEDGEMENT OF APPLICANT

I have read the pertinent portions of DNG PAM 600-3, and I agree to comply with policies and procedures set forth therein. I understand that education assistance is authorized on a course-by-course basis, and any additional agreements between educational schools and myself are not binding to the State of Delaware. I understand that I must file DNG Form 600-4 Claim Form and forward a copy of my grade reports and transcripts and official bill to the Headquarters, Delaware National Guard within 45 days upon completion of courses. **I understand that I must serve my 6 year obligation and remain a member in good standing with the DNG or I may have to repay the tuition and fees received. I also understand that I have a 10 year window of eligibility to use the program once enrolled.**



SIGNATURE OF APPLICANT

DATE

REQUIRED – STUDENT FINANCIAL NEEDS WORKSHEET - FOR STATE BUDGET PLANNING

YEARLY TUITION AND FEES NEEDED FROM DNG	SCHOOL YEAR ATTENDING	FULL/PART TIME
\$	2016-2017	
\$	2017-2018	
\$	2018-2019	
\$	2019-2020	
\$	2020-2021	

APPROVAL OF UNIT COMMANDER OR AUTHORIZED REPRESENTATIVE

I certify that the above named Service Member, in my unit, to the best of my knowledge and ability meets the criteria for participation in the State Education Assistance Program. This person is a satisfactory participant, who has not missed more than six drill periods within the past one year and is not under any adverse personnel action.

TYPED NAME OF UNIT COMMANDER OR AUTHORIZED REPRESENTATIVE



SIGNATURE OF UNIT COMMANDER OR AUTHORIZED REPRESENTATIVE

DATE

MAIL APPLICATION TO:
**STATE OF DELAWARE
DELAWARE NATIONAL GUARD
JOINT FORCE HEADQUARTERS
250 AIRPORT ROAD
NEW CASTLE, DELAWARE 19720-1502**

Or Scan and Email to: ng.de.dearng.list.j1-eso@mail.mil / Robert.L.Csizmadia.nfg@mail.mil

PRIVACY ACT STATEMENT

AUTHORITY: Delaware State Code, Title 14, Section 3411
PRINCIPAL PURPOSE (S) Used to list courses for which the Service Member is requesting education assistance from the State of Delaware.
ROUTINE USES: Used as a record of courses for which the Service Member requests educational assistance.
DISCLOSURE: Disclosure of information is mandatory. Failure to provide required information may complicate, delay, and/or prevent administrative actions needed to approve issuance of tuition assistance.

REQUEST FOR CHANGE(S) TO COURSE ENROLLMENT

NAME _____ DATE _____

SSAN _____ CURRENT UNIT ASSIGNMENT _____

REQUEST THE FOLLOWING CHANGE(S) IN MY CURRENT ENROLLMENT, WHICH HAVE BEEN MADE WITHIN THE ALLOWABLE DROP/ADD PERIOD:

COURSE(S) <u>NUMBER</u>	COURSE(S) <u>TITLE</u>	ACTION: <u>DROP/ADD</u>	CREDIT <u>HOURS</u>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____

REQUEST THE FOLLOWING CHANGE(S) IN MY CURRENT ENROLLMENT, WHICH HAVE BEEN MADE AFTER THE ALLOWABLE DROP/ADD PERIOD:

COURSE(S) <u>NUMBER</u>	COURSE(S) <u>TITLE</u>	ACTION: <u>DROP/ADD</u>	CREDIT <u>HOURS</u>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____

MAILING ADDRESSES

**STATE OF DELAWARE
 DELAWARE NATIONAL GUARD
 JOINT FORCE HEADQUARTERS
 250 AIRPORT ROAD
 NEW CASTLE, DELAWARE 19720-1502**

DNG Form 600-2(RE)
 15 AUG 2016
 DE-ARP-ES

DNG Form 600-2(RE) supersedes DNG Form 600-2(RE), dated 1 JAN 2010. Previous editions are obsolete and will not be used. Form is reproducible.

REQUEST FOR EXCEPTION TO POLICY

PERSONAL STATEMENT TO SUPPORT THE REQUEST:

SIGNATURE OF SERVICE MEMBER
ATTACHMENTS (IF NEEDED)

APPROVAL OF UNIT COMMANDER

TYPED NAME OF UNIT COMMANDER OR AUTHORIZED REPRESENTATIVE

SIGNATURE OF UNIT COMMANDER OR AUTHORIZED REPRESENTATIVE DATE

EDUCATION REVIEW BOARD ACTION

TYPED NAME OF EDUCATION REVIEW BOARD ADMINISTRATOR

SIGNATURE OF EDUCATION REVIEW BOARD ADMINISTRATOR DATE

PRIVACY ACT STATEMENT

AUTHORITY: Delaware State Code, Title 14, Section 3411. USC 2005, Title 10 and USC 2007, Title 10.

PRINCIPAL PURPOSE(S): Used to list course(s) for which the Service Member is receiving tuition assistance from the State of Delaware.

ROUTINE USES: Used as a record of course(s) for which the Service Member is receiving tuition assistance.

DISCLOSURE: Disclosure of information is mandatory. DNG Form 600-2 (RE) is the only authorized form in which a Service Member can request changes to course enrollment. Failure to use this form, when required, may result in the loss of reimbursement for tuition assistance previously approved.

REQUEST FOR STATE TUITION REIMBURSEMENT

NAME _____ DATE _____

SSAN _____ CURRENT UNIT ASSIGNMENT _____

CONTROL NUMBER (FROM LETTER OF ELIGIBILITY) _____

AUTHENTIC DOCUMENTS REQUIRED FOR REIMBURSEMENT (PLEASE ATTACH):

1) OFFICIAL INVOICE/BILL FROM SCHOOL \$ _____

2) RECEIPT SHOWING STUDENT PAYMENTS \$ _____

3) OFFICIAL GRADE(S) REPORT / OFFICIAL TRANSCRIPT - INTERNET GRADE(S) NOT ACCEPTABLE

4) MAIL TO: Joint Force Headquarters, Attn: NGDE-ES, 250 Airport Rd, New Castle, DE 19720
OR: Scan and Email to: ng.de.dearng.list.j1-eso@mail.mil or Robert.L.Csizmadia.nfg@mail.mil

IF STUDENT PAYMENT IS LESS THAN AMOUNT ON OFFICIAL INVOICE, PLEASE EXPLAIN:

CURRENT MAILING ADDRESS FOR REIMBURSEMENT CHECK:

STREET _____

CITY/STATE/ZIP CODE _____

HOME PHONE / CELL PHONE _____

[] Mandatory Registration completed at <https://w9.accounting.delaware.gov/W9form.aspx>

[] I Changed/Updated home address at - <https://w9.accounting.delaware.gov/W9form.aspx>

CERTIFICATIONS BY SERVICE MEMBER:

I certify that the above information with regard to my reimbursement claim is correct, and I understand that any intent to falsify any supporting documentation constitutes fraud and will be cause for disciplinary action.

SERVICE MEMBER SIGNATURE

DATE
DNG Form 600-4(RE)
15 AUG 2016
DE-ARP-ES
This form is reproducible.

MAIL THE REQUIRED DOCUMENTS TO ONE OF THE FOLLOWING:

**STATE OF DELAWARE
DELAWARE NATIONAL GUARD
JOINT FORCE HEADQUARTERS
250 AIRPORT ROAD
NEW CASTLE, DELAWARE 19720-1502**

EDUCATION REVIEW BOARD ACTION

TYPED NAME OF EDUCATION REVIEW BOARD ADMINISTRATOR

SIGNATURE OF EDUCATION REVIEW BOARD ADMINISTRATOR

DATE

OFFICE OF THE STATE COMPTROLLER

DATE RECEIVED

DATE PAID

AMOUNT PAID

FAIR PCT FORMULA (IF APPLICABLE)

SIGNATURE

DATE

PRIVACY ACT STATEMENT

AUTHORITY: Delaware State Code, Title 14, Section 3411. USC 2005, Title 10 and USC 2007, Title 10.

PRINCIPAL PURPOSE(S): Used to list course(s) for which the Service Member is receiving tuition assistance from the State of Delaware.

ROUTINE USES: Used as a record of course(s) for which the Service Member is receiving tuition assistance.

DISCLOSURE: Disclosure of information is mandatory. DNG Form 600-2 (RE) is the only authorized form in which a Service Member can request changes to course enrollment. Failure to use this form, when required, may result in the loss of reimbursement for tuition assistance previously approved.

APPENDIX D

SAMPLE ELECTRONIC MAIL LETTER FOR STATE TUITION REIMBURSEMENT PROGRAM - APPLICATION RECEIVED

ANG/ARNG Student,

Your state application has been accepted for the Spring 2016 semester and your Control Number is ST16-0200. Please reference the State Law in the web-link below.

<http://delcode.delaware.gov/title14/c034/sc11/index.shtml>

Please be advised that you must file DNG Form 600-4 Reimbursement Claim Form with your official bill, payment receipts and official sealed transcript within 45 days after the class(es) end. You must also file a vendor registration at the State of Delaware website link below.

<https://w9.accounting.delaware.gov/W9form.aspx>

Mr. Robert Csizmadia
Joint Force Headquarters
NGDE-ES
250 Airport Road
New Castle, DE 19720

☎ (302)326-7012

FAX (302) 326-7029

<http://www.delawarenationalguard.com/members/education/>

APPENDIX D

SAMPLE ELECTRONIC MAIL LETTER FOR STATE TUITION REIMBURSEMENT PROGRAM - APPLICATION RECEIVED FOR MASTER DEGREE TUITION

SGT Snuffy,

I have received your application for Master degree tuition on Control #ST15-0500 for the Fall 2014 semester.

Please note that you have applied for Masters Tuition Reimbursement and your claim will not be considered for payment until the end of the state fiscal year in July 2015. The law states that the program must pay for all undergraduate reimbursements first then masters courses, if funding still exists. **WARNING - Please be ALERTED** that you must still file DNG Form 600-4 Reimbursement Claim Form with your official bill, payment receipts and official sealed transcript within 45 days after the class(es) end or you forfeit the right to this money.

Mandatory Registration must be accomplished at the following State Website in order to receive any state money. This registration also requires that you update/change your profile if your mailing address has changed. Please register now:

<https://w9.accounting.delaware.gov/W9form.aspx>

Mr. Robert Csizmadia
Joint Force Headquarters
NGDE-ES
250 Airport Road
New Castle, DE 19720
(302)326-7012
FAX (302) 326-7029

APPENDIX D

SAMPLE ELECTRONIC MAIL LETTER FOR STATE TUITION REIMBURSEMENT PROGRAM – RECEIPT OF REIMBURSEMENT CLAIM FORM

ANG/ARNG Student,

Your State Tuition Reimbursement Claim Form packet with all supporting documents has been received for the Spring 2016 semester on Control Number ST16-0200. The processing of this claim will not occur until the end of the 6 month window of payment eligibility. Please note to allow you the maximum benefit and fair share of the State Tuition budget money, classes between 1 JULY and 31 DECEMBER are paid after 31 DECEMBER and classes between 1 JANUARY and 30 JUNE are paid after 30 JUNE.

Mr. Robert Csizmadia
Joint Force Headquarters
NGDE-ES
250 Airport Road
New Castle, DE 19720

☎ (302)326-7012

FAX (302) 326-7029

<http://www.delawarenationalguard.com/members/education/>

APPENDIX D

SAMPLE ELECTRONIC MAIL LETTER FOR STATE TUITION REIMBURSEMENT PROGRAM – INELIGIBLE FOR STATE TUITION PROGRAM

Unfortunately you are ineligible for the State Tuition Reimbursement Program.

Please see reason marked below in this email.

10 year window of eligibility has expired.

Must be enrolled towards next level of education.

Subsequent degrees are not payable.

Flagged for Adverse Action / Weight or PT Failure.

College/School is not located in the State of Delaware.

Other reason - see explanation below.

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VENDOR REGISTRATION PROCEDURES - TUITION

23 June 2015 (Updated)

The State of Delaware requires that all Delaware National Guard personnel who are **NOT Active State Employees** requesting tuition reimbursement now register with the state by providing their personal information onto the state's **Substitute W-9 form**.

Tuition reimbursement(s) that exceeds \$5,250 in a calendar year must be reported to the IRS by either a W-2 or 1099 form. This is only for the amount that is **over** the \$5,250 threshold.

You must go to the listed web site below, and fill out the required information on the SUBSTITUTE W-9 Form with the required information (see special instructions below) and use your correct address.

NOTE: The Web Site will Say **STATE OF DELAWARE SUBSTITUTE FORM W-9**

<https://w9.accounting.delaware.gov/W9form.aspx>

It's important that you follow the special instructions below.

SPECIAL INSTRUCTIONS

(A) Select NEW VENDOR

(B) Taxpayer ID: Provide your Social Security Number (SSN)

(C) Payment Method: If you DO NOT provide direct deposit information, you will receive an actual hard check. This means you must update your profile every time you change your address.

(D) Applicant Information: Provide your FULL NAME under vendor name, do NOT precede your full name with your military rank.

(E) Applicant Remittance Address: Provide your current address, contact name, phone and email address. DO NOT use your unit address.

(F) Applicant Ordering Address: Please check the box that says; Check if same as Remittance Address.

(G) Additional Reporting Elements: Once have completed all the mandatory data (**Red Asterisk ***), you will go to 1099 Withhold Type, and select 1099 MISCELLANEOUS. This will open a new area on the form. Now under 1099 Withholding Class you are to select **PRIZES and AWARDS**.

(H) Certification: You now must review and certify the two questions under the Electronic System Submission at the bottom right by agreeing (checking the agree boxes) before selecting the SUBMIT Button.

NOTE: Your correct email address is important if requesting direct deposit. This email address is where the state will send payment information to regarding tuition reimbursement like the payment voucher & invoice number which you can use for tracking purposes with the State Comptroller or Education Office.

IMPORTANT: Please wait until you receive a confirmation before exiting the internet site.

Once submitted, it will take 5-7 business days for the state system, at a minimum, to add your information to the vendor file. When completed, we can process your tuition reimbursement payment. If you requested a direct deposit, you will see a zero dollar amount on your bank account once the State Treasury has verified your account and bank routing information.

OTHER INFO

If you plan on moving, we suggest obtaining a PO Box or use your parent's address or establish a direct deposit. The address you list will determine where your tuition reimbursement check will be mailed, so it's very important to have a current mailing address that your check will be sent to, especially if you're changing schools or are between semesters.

Additionally, if any of your personal information changes in the future, like your name changed due to marriage, or moving to a new address, or your changing registration from an employee to a vendor you will need to re-submit your personal data at the web site again by selecting **CHANGE PROFILE**.

When selecting **CHANGE PROFILE** you will open up a remarks area. Please explain why you are re-registering or changing your profile; Change to Address, Direct Deposit or Email; or I'm no longer an active employee and must register as a VENDOR to receive DNG tuition reimbursements.

Please call or email either Ms. Tina Ferguson or Bob Holt in the State Comptroller Office at 302-326-7164 or myself at 302-326-7162 once you have completed your registration process or if you require additional assistance.

Tina Ferguson: (Tina.M.Ferguson19.NFG@mail.mil)

Bob Holt: (Clarence.R.Holt.NFG@mail.mil)

Sample Financial Aid Award Letter – Mandatory for State Assistance

Although financial aid award letters may vary by design, a sample letter is included below for illustrative purposes. Award letters may include the [Cost of Attendance \(COA\)](#) for the academic year as well as a list of any [financial aid programs](#) that the student has been awarded. Check out the sample award letter that is included below:

Sunny University

April 1, 2013

Ms. Sally Student
123 Coldstone Avenue
SampleTown, MA 00099

Dear Ms. Student,

Congratulations on your acceptance to Sunny University! The entire staff in the Financial Aid Office looks forward to assisting you during your enrollment at Sunny University and are pleased to share this financial aid award letter with you!

We have reviewed your financial aid application for the upcoming academic year 2013-2014 and are pleased to make the following offer of financial assistance:

Your financial aid information was based on the following information:

Cost of Attendance (COA)

Tuition and Fees	\$31,400
Room and Board	\$8,500
Books and Supplies	\$1,000
Personal Expenses	\$2,500
Transportation	\$600

Total Cost of Attendance (COA) \$44,000

Expected Family Contribution (EFC) \$5,468

Calculated Financial Need \$38,532

To assist in covering your calculated financial need, you are offered the following financial assistance:

	<u>Fall</u>	<u>Spring</u>	<u>Total</u>
Sunny University Grant	\$10,000	\$10,000	\$20,000
ABC Restricted Scholarship	\$5,000	\$5,000	\$10,000
Subsidized Stafford Loan	\$1,750	\$1,750	\$3,500
Federal Work Study	\$1,500	\$1,500	\$3,000
Total Awards	\$18,250	\$18,250	\$36,500

This award is contingent upon your enrollment in Sunny University and submitting any required documentation. Please sign one copy of this award letter and return to the Financial Aid Office and State Education Office.

The above letter is just a sample to give you an idea of what an award letter looks like and what type of information you may be given on a financial aid award letter. It is important to review letters very carefully.

Reviewing the Award Letter

When receiving the award letter, you should review it very carefully and note the amount of financial aid awarded as well as the terms of each of the individual awards offered. Pay close attention to the Cost of Attendance (COA) and whether the student was awarded to full need, or if there is a gap in the funding.