

STATE OF DELAWARE
DEPARTMENT OF MILITARY AFFAIRS
JOINT FORCE HEADQUARTERS, DELAWARE NATIONAL GUARD
FIRST REGIMENT ROAD
WILMINGTON, DELAWARE 19808-2191

DNG Pamphlet 600-3

16 June 2006

DELAWARE NATIONAL GUARD
EDUCATION ASSISTANCE PROGRAM

Summary: This pamphlet establishes policy and procedures for the Education Assistance Program of the Delaware National Guard (DNG).

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 3411.

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CHAPTER 1

INTRODUCTION

1-1. PURPOSE: This pamphlet establishes policy and provides guidance relative to the implementation, administration, eligibility, and certification processes required by the Delaware National Guard Education Assistance Program.

1-2. POLICY: Any active member of the Delaware National Guard, who meet the Eligibility requirements as defined by the Adjutant General, shall be entitled to tuition and fee reimbursement under the following conditions:

A. The member must first apply for and use all other reasonably available education assistance programs, including 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. 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's invoice from the tuition entitlement. The Guard may allow a lesser offset by performing a special calculation if the member submits an official letter from the institution stating that the Scholarship and/or Grant being received can be applied towards room and board, books, fees and other college related billing expenses.

B. Education assistance may be used only for attendance at a post-secondary educational institution, either financially supported by the state or, if private, located in the State of Delaware.

- (1) If a member chooses to attend a state-supported institution, tuition and fees shall be reimbursed up to the amount paid by the member not to exceed the in-state resident tuition rate. **Fees may be reimbursed for normal registration and class fees as funding permits.** Upon application students must attach a copy of their school bill with the stated fee charges in order to reserve fee costs. *However Flight Lab fees, health fees, parking fees and late registration fees, etc., are not reimbursable.* The Education Review Board will review all applications and determine the amount of funds to reserve for applicants and if at any time there is not sufficient funding and additional funds can not be obtained then the board will determine how the remaining funds will be distributed and/or close the program for that Fiscal Year.
- (2) If a member chooses to attend a Delaware private institution, tuition and fees shall be reimbursed up to the amount paid by the member not to exceed the average tuition of the Delaware post-secondary public institutions. **Fees may be reimbursed for normal registration and class fees as funding permits.** Upon application students must attach a copy of their school bill with the stated fee charges in order to reserve fee costs. *However Flight Lab fees, health fees, parking fees and late registration fees, etc., are not reimbursable.* The Education Review Board will review all applications and determine the amount of funds to reserve for applicants and if at any time there is not sufficient funding and additional funds can not be obtained then the board will determine how the remaining funds will be distributed and/or close the program for that Fiscal Year.

C. The per member assistance granted under this section shall be limited to:

- (1) Only one certificate program and one degree program at each level of study (associate degree, bachelor's degree program). Any member who possesses a bachelor degree, whether it was earned prior to this program or under this program is not eligible to apply for assistance with any courses leading to an associate or bachelor degree. Certificate programs will be reviewed by the Education Review Board on a case by case basis.
- (2) Credits will be capped according to the member's submitted degree plan.
 - (a) The member must be in a degree seeking college program and submit a degree plan originated and accomplished by the student's college counselor.
 - (b) The member must submit a current Official Transcript from their college 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 Delaware National Guard will use the remaining credits from the original submitted degree plan – no additional credits will be added unless approved by the Education Review Board.

D. A member may be enrolled either full-time or part-time.

- (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 institution.
- (2) Part-time participation is at least three but less than twelve credit hours per semester.
- (3) For any institutions using other than the semester basis, the appropriate status will be determined according to the definition provided by the post-secondary institution.

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. The ten-year limit may be extended by the amount of time the member served on active duty or activation if a member is called to active duty or to an activation that requires the member to discontinue receiving education assistance. Members must submit their official military activation or deployment order to the State Education Office in order to obtain the extension.

- G. A participating member must repay tuition and (fees if applicable) extended, including interest, on a pro rata basis for any one or more of the following reasons:
- (1) Failure to fulfill the required six-year service commitment (Paragraph 2-1a)
 - (2) Failure to comply with any portion of this pamphlet.
 - (3) Termination for cause from the Delaware National Guard
- H. On behalf of the Adjutant General, the Education Review Board (ERB) will determine the amount of repayment due by the member and the payment schedule.
- I. A member terminated for other than cause will not be required to repay any tuition and (fees if applicable) extended. (Six-year service commitment with DNG has been satisfied)
- J. A member, who owes money 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.
- K. This program will be subject to the limits of the total funding appropriated each year by the General Assembly.**
- L. In order to receive tuition funding pursuant to this program, all classes must begin and conclude prior to separation from membership in the National Guard.

CHAPTER 2

ELIGIBILITY

2-1. MILITARY REQUIREMENTS: Any active member of a federally recognized unit of the Delaware National Guard, who meets the requirements for satisfactory membership as certified by the appropriate commander on the DNG Form 600-1 (RE) (Application – Appendix B), is eligible to participate in the Education Assistance Program. AGR members must utilize the Federal Tuition Assistance program until they exhaust their funding or until funding is no longer available.

- A. Service commitment requires all participants to complete six (6) years of satisfactory membership in the Delaware National Guard. The six-year requirement may include service time before, during, and after participation in the education assistance program.
- B. Satisfactory membership is defined but not limited to the following parameters:
 - (1) Attendance: Member must not miss more than six periods of scheduled unit training assembly periods in the twelve months preceding the appropriate application deadline.
 - (2) Training: Prior service members in the Air Guard must have been awarded a three-skill level in their assigned career field. All members must continue to make satisfactory progress in their assigned military career field, as governed by the applicable regulations.
 - (3) Military Standards: Member must avoid all adverse personnel actions, such as unsatisfactory progress in Weight Management or Physical Fitness Programs.
- C. Right of Appeal: Issues pertaining to satisfactory membership may be appealed through the appropriate commander and State Education Assistance Program Manager (SEAPM) to the State Education Administrator then to the ERB in writing no later than 30 days after notification of ineligibility.

2-2. ACADEMIC REQUIREMENTS: Program participants must maintain the prescribed academic standards.

- A. 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 levels.
- B. In any course for which a specific grade is not issued, the member must show documentation to verify satisfactory completion.

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 if applicable) paid through the program.
 - (3) The total amount of tuition and (fees if applicable) to be repaid by members in default.
 - (4) The amount of tuition and (fees if applicable) 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 unit member on the application.
- B. Personally informs the member when a Notification of Ineligibility Letter is issued.
- C. Notifies the SEAPM 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 SEAPM 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 – Appendix E) by either recommending or not recommending a waiver of education assistance reimbursement, then forwards the form to the SEAPM.

3-3. STATE EDUCATION ADMINISTRATOR (SEA):

- A. (SEA) receives properly completed application and reimbursement forms from the appropriate (SEAPM's) no later than the morning of the first business day after the established cut-off periods.
- 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, AFSC/MOS, 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.
- C. Forwards all eligible applications and a copy of the current database to the ERB.
- D. Records the approval/disapproval and reimbursement information in the database.
- E. Forwards requests for payment / reimbursement to the State Comptroller upon receipt of invoices, grades and DNG 600-4(RE) Reimbursement Form.
- F. Processes recoupment actions and submits payments to the State Comptroller.
- G. Initiates the notification process:
 - (1) For approved applications, sends the Notification of Eligibility Letter containing the amount of Reserved Tuition Funds to the service member and a copy to the appropriate (SEAPM) and unit commander.
 - (2) Sends the Notification of Ineligibility Letter to the member and appropriate (SEAPM) and unit commander.
- H. Prepares the annual report on behalf of the Adjutant General.

3-4. STATE EDUCATION ASSISTANCE PROGRAM MANAGER (SEAPM):

- A. Ensures all applications (DNG 600-1) and reimbursement (DNG 600-4) forms are properly completed, signed by the member and applications are approved and signed by the Unit Commander or designee if required, in accordance with provisions and time frames set forth in this pamphlet.
- B. Delivers all applications and reimbursement forms at the beginning of the next business day after established cut-off period to the (SEA)
- C. Works daily issues in regards to the program and coordinates efforts with the State Education Administrator.
- D. Regularly attends education review boards and program meetings when scheduled.
- E. The (SEAPM) is the link between the student and the (SEA) and vice versa. It is imperative that information and data passed to the (SEA) is timely and accurate for correct computation of reserving tuition funds as well as reimbursement of tuition paid to the student.
- F. Responsible for assisting member and forwarding all requests for reimbursement (DNG Form 600-4) to the (SEA) in a timely manner to the (SEA).
- G. Responsible for assisting members and forwarding appeal / waiver applications (DNG 600-2) to the (SEA) in a timely manner to the (SEA).

3-5. EDUCATION REVIEW BOARD (ERB):

- A. Adopts rules and procedures to administer the program on behalf of the Adjutant General.
- B. Establishes application deadlines as appropriate.
- C. Determines the amounts to be paid to each applicant.
- D. Determines the amount of recoupment, when necessary.
- E. Notifies the SEAPM and SEA of all actions taken.
- F. Renders decisions on all appeals submitted in reference to Paragraph 2-1 C.

3-6. STATE COMPTROLLER:

- A. Appropriates funds from the General Assembly to support the program.
- B. Makes approved payments to institutions and/or issues Reimbursement of Tuition checks to members within 30 days upon receipt of DNG Form 600-4.
- C. Receives recoupment payments.

3-7. SERVICE MEMBER:

- A. Agrees to follow the policies outlined in this pamphlet.
- B. Agrees to first apply for and utilize all other reasonably available education assistance programs, including scholarships, grants and civilian employer 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) to reserve tuition funds in accordance with the procedures contained in this pamphlet prior to the **Official Application Deadlines** established. **Late applications will be returned to the member without action!**

Fall Semester Application Cutoff Date	15 September
Winter Semester Application Cutoff Date	15 January
Spring Semester Application Cutoff Date	15 March
Summer Semester Application Cutoff Date	15 June

- D. Agrees to submit a degree plan curriculum from their college counselor along with a most recent official college transcript.
- E. Notifies to the SEAPM of any changes in education status within seven days, using DNG Form 600-2 (RE) (Appendix E).
- 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 SEAPM within 45 days upon (semester or block) completion date. **Failure to apply for reimbursement within 45 days upon (semester or block) completion results in Reserved Funds being forfeited and returned to the General Fund for other student's use.**
- G. By Law, the student must submit the following evidence via authentic documents prior to receiving a reimbursement:
 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 institution where the course was taken.
 4. Evidence of the member's cumulative grade point average for courses taken to date.

STATE EDUCATION ASSISTANCE PROGRAM – APPLICATION AND CONTRACT

CONTROL NUMBER _____

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

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

PHONES: HOME (____) _____ WORK (____) _____ 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

CURRENT STATUS (CIRCLE ONE): FULL-TIME PART-TIME PROJECTED GRADUATION DATE: _____

CURRENT PROGRAM (CIRCLE ONE): BACHELOR ASSOCIATE CERTIFICATE CREDIT HOURS EARNED TO DATE: _____

NAME OF SCHOOL: _____ CAMPUS LOCATION: _____

COURSE (S) NUMBER	COURSE (S) TITLE	CREDIT HOURS	TUITION COST
-------------------	------------------	--------------	--------------

1) _____

2) _____

3) _____

4) _____

5) _____

COURSE (S) START DATE: _____ COURSE (S) COMPLETION DATE: _____

DECLARATION OF EDUCATION ASSISTANCE FROM OTHER SOURCES

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

Scholarship Money (____) Amount: _____

Grant Money (____) Amount: _____

Civilian Employer Contributions (____) Amount: _____

Other Education Assistance (____) Amount: _____

DNG Form 600-1(RE)

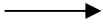
16 June 2006

DE-ARP-ES

DNG Form 600-1 (RE) supersedes DNG Form 600-1(RE), dtd 1 29 Jan 2003. Previous editions are obsolete and will not be used. Form is reproducible.

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 institutions and me 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 day upon completion of courses. In exchange for any reimbursement paid to me, **I specifically promise that if I do not serve my required 6 years with the Delaware National Guard, I will repay all funds paid to me pursuant to this program to the Delaware National Guard within 30 days of my separation. I also understand if my status with the Delaware National Guard changes to not in good standing per my unit commander before any reserved tuition money is received by me, my entitlement to it will be forfeited.** My signature acknowledges that I have read, agreed to and understand all of the above statements.



SIGNATURE OF APPLICANT

DATE

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: Army SEAPM: Department of Military Affairs, Delaware Army National Guard, ATTN: DE-ARP-ES, First Regiment Road, Wilmington, DE 19808.

Air SEAPM: Delaware Air National Guard, ATTN: ROM, 2600 Spruance Drive, New Castle, DE 19720.

EDUCATION REVIEW BOARD ACTION AND COMPUTATION

APPROVAL SIGNATURE

DATE

DATE RECEIVED

FAIR PERCENTAGE APPLIED

AMOUNT OF TUITION APPROVED

FILING PROCEDURES FOR REIMBURSEMENT CHECK:

FORM REQUIRED: DNG FORM 600-4

REIMBURSEMENT FILING DEADLINE: WITHIN 45 DAYS UPON COMPLETION OF COURSES

PROCESSING TIME: REIMBURSEMENT CHECKS MAILED TO MBRS ADDRESS WITHIN 30 DAYS

FORMS AVAILABLE AT: UNIT REPRESENTATIVE or at WWW.delawarenationalguard.com

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 is requesting education assistance.

DISCLOSURE: Disclosure of information is mandatory. Failure to provide required information will complicate, delay, and/ Or prevent administrative actions needed to approve issuance of tuition assistance.

APPENDIX C

LETTERHEAD

DE-ARP-ES (600)

(DATE)

MEMORANDUM FOR (NAME, MAILING ADDRESS, SSAN)

SUBJECT: Notification of eligibility for the State Tuition Reimbursement Program and reserved tuition funds.

- 1. The Education Review Board has approved your application for participation in the State Tuition Reimbursement program at the following institution and reserved tuition funds:

College/Campus
Semester / School Year
Amount
Application Control Number

Please note that the amount approved is the maximum tuition funds reserved for you and may be reduced as a result of unsatisfactory grades, federal grants or scholarships received, civilian employer tuition benefits or due to other adjustments to your school bill. Your reimbursement will be adjusted accordingly if need be.

- 2. This headquarters will initiate reimbursement payment to you upon receipt of the following: Official Grade Report / Official School Invoice / Student Payment Receipt / DNG Form 600-4 (RE) Reimbursement Form. No payment will be made unless all required documentation is received. **Important: Members must file for reimbursement within 45 days of completion of the (semester or block) or Funds Reserved will be forfeited and returned to the General Fund for other student's to use.** Applications and Reimbursement Forms should be addressed to: the appropriate (SEAPM) **Army** - Headquarters, Delaware National Guard, ATTN: DE-ARP-ES, First Regiment Road, Wilmington, DE 19808-2191 or **Air** – Delaware Air National Guard, ATTN: ROM, 2600 Spruance Drive, New Castle DE 19720.
- 3. Any questions with regard to this program should be addressed to the appropriate (SEAPM) Army (302-326-7012) or Air Headquarters (302-323-3413).

FOR THE ADJUTANT GENERAL:

(SEA Signature Block)

CF:
(Unit Cdr)

APPENDIX D

LETTERHEAD

DE-ARP (600)

DATE

MEMORANDUM FOR RANK FNAME LNAME
ADDRESS1 CITY, ST ZIP
(ST#), (SSAN)

SUBJECT: Notification of Ineligibility for the Education Program

1. After reviewing your application, the Education Review Board has declared you to be ineligible at this time for the following reason:

NOTES

2. Your unit commander/authorized representative will personally contact you to discuss the reason for your ineligibility.
3. Tuition incurred during a period of ineligibility, remain the sole responsibility of the applicant. Questions regarding this matter should be addressed to TSGT Robert Csizmadia, (State Education Administrator) at the above address or telephone (302) 326-7012.

FOR THE ADJUTANT GENERAL:

(SEA Signature Block)

CF: Cdr, UNIT

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:

<u>COLLEGE/ UNIVERSITY</u>	<u>COURSE(S) NUMBER</u>	<u>COURSE(S) TITLE</u>	<u>ACTION: DROP/ADD</u>	<u>CREDIT 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:

<u>COLLEGE/ UNIVERSITY</u>	<u>COURSE(S) NUMBER</u>	<u>COURSE(S) TITLE</u>	<u>ACTION: DROP/ADD</u>	<u>CREDIT HOURS</u>
--------------------------------	-----------------------------	----------------------------	-----------------------------	-------------------------

1) _____

2) _____

3) _____

4) _____

MAILING ADDRESSES

ARMY GUARD MEMBERS

Delaware Army National Guard
Attn: DENG-ES
First Regiment Road
Wilmington DE 19808-2191

AIR GUARD MEMBERS

Delaware Air National Guard
Attn: ROM
2600 Spruance Drive
New Castle DE 19720-1615

DNG Form 600-2(RE)

16 June 2006

DE-ARP-ES

DNG Form 600-2(RE) supersedes DNG Form 600-2(RE), dated 1 Oct 2001. Previous editions are obsolete and will not be used. Form is reproducible.

REQUEST FOR WAIVER / EXCEPTION TO POLICY

PERSONAL STATEMENT TO SUPPORT THE REQUEST:

SIGNATURE OF STUDENT

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) _____

SCHOOL SEMESTER AND YEAR _____

AUTHENTIC DOCUMENTS REQUIRED FOR REIMBURSEMENT (PLEASE ATTACH):

1) OFFICIAL INVOICE/BILL FROM COLLEGE/UNIVERSITY \$ _____

2) RECEIPT SHOWING STUDENT PAYMENTS \$ _____

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

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 _____

CERTIFICATIONS BY MEMBER:

I certify under penalty of law that the above information is true and correct, and I understand that falsifying any supporting documentation constitutes fraud and may be cause for disciplinary action or criminal prosecution. I also certify that my status with the Delaware National Guard is in good standing and that I am not currently under any adverse action with my unit. I further certify that I understand that failure to maintain compliance with all requirements of the tuition program or breaking any contractual agreements set forth in the DNG PAM 600-3 may result in the bringing of a collection action or civil lawsuit against me.

MEMBERS SIGNATURE

DATE

DNG Form 600-4(RE)

16 Jun 2006

DE-ARP-ES

DNG Form 600-1 (RE) supersedes DNG Form 600-1(RE), dtd 1 29Jan03. Previous editions are obsolete and will not be used. Form is reproducible.

BRING OR MAIL THE REQUIRED DOCUMENTS TO ONE OF THE FOLLOWING:

ARMY GUARD MEMBERS

Delaware Army National Guard
Attn: DENG-ES
First Regiment Road
Wilmington DE 19808-2191

AIR GUARD MEMBERS

Delaware Air National Guard
Attn: ROM
2600 Spruance Drive
New Castle DE 19720-1615

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.

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