

State Tuition Reimbursement (STR)

WHAT IS STR?

STR is a financial reimbursement program provided to eligible Arizona National Guard members, their eligible spouses and dependents, and employees of the Department of Emergency and Military Affairs (DEMA) for education programs. (Reference: AR 621-5, Army Continuing Education System & STR AZNG PAM 621-300 dtd 1 SEP 2022)

WHAT DO I GET?

The maximum amount of STR available per DEMA employee or National Guard member is the amount expended for tuition and fees related to the eligible courses, up to a maximum of two hundred and fifty (\$250.00) dollars per semester hour and an annual maximum of five thousand two hundred and fifty (\$5250.00) dollars per state fiscal year (1 Jul-30 Jun). National Guard Members can transfer up to five thousand two hundred and fifty (\$5250.00) dollars of STR funds to their eligible spouse and/or dependents. Once transferred, National Guard members may use any remaining portion on their own tuition and fees, up to the annual maximum, but this may not exceed the total amount of \$5250 between member and dependents.

ADMINISTRATIVE LIMITATIONS:

Pursuant to the expressed intention of legislative committees and a substantiation opinion from the Attorney General of Arizona, an applicant receiving educational reimbursement from his/her employer or using or eligible for Federal Tuition Assistance (FTA) will not be eligible to receive STR unless the amount of tuition exceeds that received from the employer or FTA. STR may make up the difference, not to exceed the maximum allowable STR.

GI Bill: STR will not reimburse for the tuition or fees paid by the Post 9/11 GI Bill. STR may make up the difference if the cost of tuition or applicable fees is more than the Post 9/11 GI Bill will cover, not to exceed the allowable STR.

Other limitations: Applicants will not be reimbursed for books or housing costs. STR will not reimburse scholarships or grants but may make up the difference if the cost of tuition or applicable fees is more than the scholarship or grant would cover, not to exceed the allowable STR.

National Guard Members

WHO IS ELIGIBLE FOR STR:

STR eligibility is limited to Arizona National Guard members who:

- a. Have completed a semester as a full or part-time undergraduate or graduate student at a university, university, attend a community college for which credit toward a degree is granted, or will receive a certificate from a vocational/technical school or a VA qualified correspondence course. Courses that do not use a semester format but otherwise meet the criteria of this paragraph may qualify when approved by the proper authority.
- b. Are active drilling members of the Arizona National Guard throughout the entire semester or course for which reimbursement is claimed.
- c. Have satisfactorily completed IADT/Technical Training and Student Flight and performed duty upon returning at a minimum of ninety percent (90%) attendance of scheduled UTA dates and annual training during the period of schooling as described in the definitions. Service members must be in good standing with the unit and have no active flags.
- d. Maintained an average academic grade of “C” for each course. Those schools or courses in which a grading system is used other than the alphabetical system, a grade equivalent to “C” or better will be acceptable. If more than one course is taken, the amount to be paid will be based upon those classes listed on the final grade report in which have been completed with an average academic grade of “C”.
- e. Eligible courses must be completed prior to the service member’s expiration of time in service (ETS), for the courses to be approved for reimbursement.

APPLICATION PROCESS:

- a. The following forms must be completed accurately and submitted for an application to proceed beyond the initial review:
 - i. AZ Form 621-300-1, dated SEP 2022. Service member completes items 1 through 22. The Unit Commander (or his/her designated representative) must complete, sign, and date items 23 through 25.
 - ii. Arizona W-9- Tax Payer Identification form.
 - iii. Arizona ACH- Bank Electronic Funds Transfer (EFT) form.

b. The application must be sent/postmarked no later than twenty-one (21) calendar days after the beginning of the semester or course term as published by the educational institution's registrar office. The service member must also provide proof of the beginning of the semester or course terms as published by the educational institution's registrar.

c. Applicants may transmit the application by e-mail, in person, or by certified mail, to the address listed below:

Education Services Office (ESO)
5636 East McDowell Road, Building M5710
Phoenix, Arizona 85008-3495
or e-mail:
usarmy.az.azarnng.list.g1-education@mail.mil

INITIAL REVIEW PROCESS:

After application submission, the ESO will review the application for completeness.

a. The ESO will notify service members (via email) with complete and accurate applications that their application was received and will be considered by the STR board for reimbursement.

b. The ESO will return invalidated and/or incomplete applications to the service member following review for correction or completion. The service member must then return the application to the Education Services Office within 10 business days of receipt in order to be accepted for further processing.

c. The ESO will notify (via email) service members of denied applications and include the reason for denial.

SUBMISSION OF FINAL DOCUMENTS:

a. Upon completion of the course, the service member must provide a system-generated unofficial or official transcript and an itemized receipt showing a zero (\$0.00) balance for the appropriate course(s) to the Education Services Office within twenty-five (25) days from the date grades are posted by the institution. The itemized zero (\$0.00) balance receipt must show the applicant's name and the name of the educational institution to be considered a valid receipt. Service members may submit this documentation by email, in person, or by certified mail, to the address listed above.

b. Application packages must have the submission of this final documentation to qualify for STR.

APPROVAL PROCEDURES:

a. An STR Board will meet quarterly, evaluate applications, and rank applications for reimbursement approval according to the priority of criteria established by The Adjutant General. The quarterly schedule will be:

i. First Quarter- January, February, March

ii. Second Quarter- April, May, June

iii. Third Quarter- July, August, September

iv. Fourth Quarter- October, November, December

b. The STR board will comprise of: three members of the Army National Guard and two members of the Air National Guard with two alternates. Members of the Board should be an E9 for an enlisted leader and any officer for a commissioned service member. At a minimum, STR Board members will be senior leaders, at least one E-9, and one officer on the board at any given time. No board member shall be eligible for the STR program while on the board.

c. The AZNG Education Services Office will deliver all qualifying packets to the STR board.

d. TAG will provide a Letter of Instruction (LOI) to the STR board on the intent of selection, to include priority levels determined by a services member's previous education and rank. The LOI will also be dictated by the funding priorities established by AZRS 26-179-181, with the ultimate priority for funding with service members.

e. TAG will give final approval for members receiving STR, and amounts given, using the STR board recommendations.

REIMBURSEMENT:

a. Tuition reimbursement will be made on a semester basis (determine by quarters) and shall immediately follow TAG approval.

b. Service members not granted tuition reimbursement will be notified of non-selection.

QUESTIONS:

For questions contact the Education Services Office at (602) 267-2445

Spouse and Dependents of National Guard Members:

WHO IS ELIGIBLE FOR STR?

STR eligibility is limited to spouses and dependents who:

a. The individual is the spouse/legal dependent of an Arizona Guardsman who: is an active drilling member of the Arizona National Guard throughout the entire semester or course for which reimbursement is claimed; has satisfactorily completed IADT/Technical Training and Student Flight and performed duty upon returning at a minimum of ninety percent (90%) attendance of scheduled UTA dates and annual training during the period of schooling; is in good standing with the unit and has no active flags.

b. Have completed a semester as a full-time or part-time undergraduate or graduate student at a university, attend a community college for which credit toward a degree is granted, or will receive a certificate from a vocational/technical school or a VA qualified correspondence course. Courses that do not use a semester format but otherwise meet the criteria of this paragraph may qualify when approved by the proper authority.

c. The spouse/legal dependent is registered as the legal spouse/dependent of the Arizona National Guardsman in the Defense Enrollment Eligibility Reporting System.

d. Maintained an average academic grade of "C" for each course. Those schools or courses in which a grading system is used other than the alphabetical system, a grade equivalent to "C" or better will be acceptable. If more than one course is taken, the amount to be paid will be based upon those classes listed on the final grade report in which have been completed with an average academic grade of "C".

e. Legal dependents currently enrolled in high school are eligible to use STR to apply for courses that they complete at a university, college, or vocational-technical school.

f. Eligible courses must be completed prior to the sponsor's expiration of time in service (ETS) of the sponsor in order for the courses to be approved for reimbursement.

APPLICATION PROCESS:

a. The following forms must be completed accurately and submitted for an application to proceed beyond the initial review:

i. AZ Form 621-300-2, dated SEP 2022. Legal dependent/spouse and sponsor complete items 1 through 23. The Unit Commander (or his/her designated representative) must complete, sign, and date items 24 through 26.

ii. Arizona W-9- Tax Payer Identification form.

iii. Arizona ACH- Bank Electronic Funds Transfer (EFT) form.

b. The application must be sent/postmarked no later than twenty-one (21) calendar days after the beginning of the semester or course term as published by the educational institution's registrar office. The service member must also provide proof of the beginning of the semester or course terms as published by the educational institution's registrar.

c. Applicants may transmit the application by e-mail, in person, or by certified mail, to the address listed below:

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c. The ESO will notify (via email) service members of denied applications and include the reason for denial.

SUBMISSION OF FINAL DOCUMENTS:

- a. Upon completion of the course, the service member must provide a system generated unofficial or official transcript and an itemized receipt showing a zero (\$0.00) balance for the appropriate course(s) to the Education Services Office within twenty-five (25) days from the date grades are posted by the institution. The itemized zero (\$0.00) balance receipt must show the applicant's name and the name of the educational institution to be considered a valid receipt. Service members may submit this documentation by email, in person, or by certified mail, to the address listed above.
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For More Information:

Arizona National Guard Education Services Office
5636 E. McDowell Rd. Bldg. M5710
Phoenix, AZ. 85008

Main Line: 602-267-2445

E-Mail: usarmy.az.azarng.list.g1-education@mail.mil