



State Tuition Reimbursement (STR) for Members of the Arizona National Guard

1. What is it?

- STR is a financial reimbursement program provided to eligible Arizona National Guard members, eligible spouses and dependents, and employees of the Arizona Department of Emergency and Military Affairs for education programs in support of an individual's professional and personal self-development goals. (Reference: AR 621-5, Army Continuing Education System & STR AZNG PAM 621-300-1 DTD 1 SEP 2022)

2. How Do I Qualify? STR eligibility is limited to AZNG Members who:

- Have completed a semester as a full 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.
- Are active drilling members of the Arizona National Guard throughout the entire semester or course for which reimbursement is claimed.
- 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. Service members must be in good standing and have no active flags.
- 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.
- Eligible courses must be completed prior to service obligation end date (ETS), for the courses to be approved for reimbursement.

3. What Do I Get?

- STR will pay up to **\$250** per semester hour not to exceed **\$5,250** per State Fiscal year (1 July to 30 June). If some of the service member's STR funds have already been transferred to his/her eligible spouse/dependents, the service member would only be eligible for the funds that have not been transferred, up to a maximum of **\$5,250**.

4. What is the application Process?

- Apply at: <https://dema.az.gov/resources/service-member-and-family-resources>
- The following forms must be completed accurately and submitted for an application to proceed beyond the initial review:
 - Complete AZ Form 621-300-1, dated SEP 2022
 - Arizona W-9- Tax Payer Identification form
 - Arizona ACH- Bank Electronic Funds Transfer (EFT) form
- The application must be sent/postmarked no later than twenty-one (21) calendar days after the start of the semester/course term. The service member must also provide a document from the registrar showing the beginning of the semester/course term.

5. Submit Final Documents:

- 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. Service members may submit this documentation by email, in person, or by certified mail, to the address listed below.
- Application packages must have submission of this final documentation to qualify for STR

6. Reimbursement:

- Tuition reimbursement will be made on a semester basis (determined by quarters) and shall immediately follow TAG approval
- Service members not granted tuition reimbursement will be notified of non-selection

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.azarnq.list.g1-education@mail.mil





State Tuition Reimbursement (STR) for Eligible Spouses/Dependents of the AZ National Guard

1. What is it?

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

2. How Do I Qualify? STR eligibility is limited to Spouses/Dependents of AZ National Guard Members Who:

- Have completed a semester as a full 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.
- 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. The sponsor must 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. The sponsor must be in good standing with the unit and have no active flags.
- The spouse/legal dependent is registered as the legal spouse/dependent of the Arizona National Guardsman in the Defense Enrollment Eligibility Reporting System.
- 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.
- Eligible courses must be completed prior to service obligation end date (ETS) of the sponsor, for the courses to be approved for reimbursement.
- 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.

3. What Do I Get?

- National Guard members can transfer up to **\$5250.00** of their unused STR funds to their eligible spouses/dependents per state fiscal year (1JUL- 30JUN). Eligible

spouses/dependents may receive no more than **\$250.00** per semester hour for requested courses.

4. What is the application Process?

- Apply at: <https://dema.az.gov/resources/service-member-and-family-resources>
- The following forms must be completed accurately and submitted for an application to proceed beyond the initial review:
 - Complete AZ Form 621-300-2, dated SEP 2022
 - Arizona W-9- Tax Payer Identification form
 - Arizona ACH- Bank Electronic Funds Transfer (EFT) form
- The application must be sent/postmarked no later than twenty-one (21) calendar days after the start of the semester/course term. The service member must also provide a document from the registrar showing the beginning of the semester/course term.

5. Submit Final Documents:

- 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. Service members may submit this documentation by email, in person, or by certified mail, to the address listed below.
- Application packages must have submission of this final documentation to qualify for STR

6. Reimbursement:

- Tuition reimbursement will be made on a semester basis (determined by quarters) and shall immediately follow TAG approval
- Service members not granted tuition reimbursement will be notified of non-selection

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