



# State Tuition Reimbursement (STR) for Members of the Department of Emergency and Military Affairs (DEMA)

## 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 & DEMA Pamphlet 40-4 DTD 30 August 2024)

## 2. How Do I Qualify? STR eligibility is limited to members of DEMA 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.
- Must be a full-time employee of DEMA and have a current evaluation equal to "meets expectations."
- Remain employed with DEMA for twelve (12) months after the completion of the course for which reimbursement is claimed. (**A pro-rated amount of the reimbursement will be recouped if employee resigns prior to the 12 month requirement.**)
- Courses must be taken during off duty hours or during periods of approved leave. Consideration may be given to the following, provided the arrangement does not impair delivery of services or attainment of work objectives:
  - An adjusted work week
  - Voluntary use of compensatory or annual leave
- 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.
- Courses must be taken with schools/vendors recognized by the board, departments, and agencies of the State of Arizona, the Department of Veterans Affairs, and the US Army National Guard (through ArmyIgnited) as being a valid educational institution.
  - Veteran Affairs GI Bill Comparison Tool (<https://www.va.gov/education/gi-bill-comparison-tool>)
  - American Council on Education Directory (<https://acememberdirectory.azurewebsites.net/>)
  - ArmyIgnited Institution Search (<https://www.armyignited.army.mil> National Guard CAC Required)
  - Army Credentialing Opportunities On-Line (COOL) (<https://www.cool.osd.mil/army/index.html>)
  - Arizona Boards and Commissions List (<https://bc.azgovernor.gov/bc/boards-and-commissions-list>)

### 3. What Do I Get?

- DEMA members will receive **\$5250.00** per state fiscal year (1JUL- 30JUN). Eligible members 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/education>
- 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 30 August 2024 (Complete to block 17, supervisor completes 18 to 20)
  - Arizona W-9- Tax Payer Identification form (Complete in entirety)
  - Arizona ACH- Bank Electronic Funds Transfer (EFT) form (Complete in entirety)
- The application must be sent/emailed/postmarked no later than twenty-one (21) calendar days after the start of the semester/course term to the Education Services Office. The employee must also provide a course schedule showing course start and end dates.

### 5. Submit Final Documents:

- Upon completion of the course, the 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. 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 payout.

### 6. Reimbursement:

- Tuition reimbursement will be made on a semester basis (determined by quarters) and shall immediately follow STR Board/TAG approval.
- DEMA 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: [azdema.tuition.reimbursement@army.mil](mailto:azdema.tuition.reimbursement@army.mil)