



State Tuition Reimbursement (STR) for Service Members and Families 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 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? To be eligible (service members, spouses, or dependents) the AZNG Member:

- 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.
- Must be active drilling members of the Arizona National Guard and not have an ETS date or resign from the National Guard within twelve (12) months from completion date of the course for which reimbursement is claimed. (*A pro-rate amount of reimbursement may be recouped if the twelve month obligation is not served.*)
- (All applicants) 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.
- (All applicants) 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?

- 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 used by his/her eligible spouse/dependents, the service member would only be eligible for the funds that have not been used, up to a maximum of **\$5,250**.

4. What is the application Process?

- Applications can be downloaded from <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 621-300-1, dated 30 August 2024 (Complete Blocks 1 to 26)
 - 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 member must also provide a course schedule showing course start and end dates.

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 payout.

6. Reimbursement:

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