

ARIZONA Department of Emergency and Military Affairs POLICY	POLICY LETTER NO. 40.04	
	DATE 20 Nov 24	OPR DEMA-TAG
SUBJECT: State Tuition Reimbursement Policy	REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)	

1. Applicability: This policy applies to Arizona National Guard members, their spouses and dependents, and state employees of the Department of Emergency and Military Affairs.

2. Purpose: To provide guidelines and limitations pertaining to state tuition reimbursement for eligible Arizona National Guard members, their spouses and dependents, and the Department of Emergency and Military Affairs state employees in accordance with Arizona State law.

3. References:

- a. A.R.S. 26-179, Tuition and fees reimbursement; eligibility; exemption
- b. A.R.S. 26-180, Application for tuition and fees reimbursement; times
- c. A.R.S. 26-181, Evaluation of applications; payment of tuition and fees reimbursement; report
- d. DEMA PAM 40-4 State Tuition Reimbursement (STR)

4. Policy:

4.1. Reimbursements: A state tuition reimbursement board comprised of two members of the Army National Guard, two members of the Air National Guard, one Department of Emergency and Military Affairs state employee, and two alternates, will meet quarterly to evaluate and rank applications for reimbursement approval. Tuition and fees reimbursement for applicants are funded in the following order:

- a. Eligible members of the Arizona National Guard
- b. Eligible spouses and dependents of members of the Arizona National Guard.
- c. Eligible state employees of the Department of Emergency and Military Affairs pursuant to all appropriate state rules and regulations.

4.2. National Guard Eligibility: To be eligible for tuition and fees reimbursement, a National Guardsman shall meet all the following:

- a. Be a bona fide member of an Arizona Army National Guard unit or Arizona Air National Guard unit throughout each semester for which the member applies for such reimbursement.
- b. Have satisfactorily completed initial active-duty training.
- c. Have satisfactorily performed duty on return from initial active-duty training, including a minimum ninety percent attendance on scheduled drill dates and at annual training with the member's parent unit.
- d. Not ETS or resign from the Arizona National Guard within twelve months of the completion of the course.
- e. Maintain an average academic grade of "C" or better for each semester.
- f. Not be eligible for a certificate of eligibility and benefits under the Veterans' Readjustment Benefits Act of 1966 for the same period.

4.3. Spouse or Dependent Eligibility: To be eligible for tuition and fees reimbursement, a spouse or dependent of an Arizona National Guardsman shall meet all the following:

- a. Be the legal spouse or legal dependent of an Arizona National Guardsman who meets the criteria under paragraph 4.2, subsection a, b, c, and d.
- b. Registered as the legal spouse or legal dependent of an Arizona National Guardsman in the defense enrollment eligibility reporting system or its successor system.


- c. Maintain an average academic grade of "C" or better for each semester.

4.4. DEMA State Employee Eligibility: To be eligible for tuition and fees reimbursement, an employee of the Department of Emergency and Military Affairs shall meet all the following:

- a. Be a bona fide employee of the Department of Emergency and Military Affairs throughout each semester for which the member applies for reimbursement.
- b. Have a current job performance evaluation of "meets expectations" or its equivalent.
- c. Maintain an average academic grade of "C" or better for each semester.
- d. Remain employed with Department of Emergency and Military Affairs for twelve months after the completion of the course.

5. Administration:

- a. For further guidance refer to DEMA PAM 40-4 State Tuition Reimbursement (STR) or the State Education Services Office at 602-629-4687.
- b. The point of contact for this policy is LTC Justin Douglas, Command Chief of Staff at 602-267-2890 or justin.c.douglas.mil@army.mil.


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