

STATE EDUCATION REIMBURSEMENT (SER)

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1.0 GENERAL

ARS §§ 26-179 through 181 provides for tuition and fees reimbursement for eligible National Guard members.

2.0 PURPOSE

This regulation establishes the procedures and limitations pertaining to the aforementioned statutes of the state of Arizona.

3.0 DEFINITIONS

- a. Semester or Course: As determined by the catalogue of the respective school; if the semester system is not used, the standard length of a course will be considered as the equivalent.
- b. Full-time, Part-time, Graduate or Undergraduate Student: A student properly enrolled in courses at a university, college or vocational school as determined by the criteria of the respective institution.
- c. Educational Institutions: Those institutions meeting the criteria specified in ARS § 26-179A.
- d. Initial Active Duty Service: The initial active duty training required to properly qualify the individual in the Military Occupational Specialty (MOS)/Air Force Specialty Code (AFSC).
- e. Satisfactory Participation: Participation determined to be acceptable by the unit standards in a minimum of 90 percent of Unit Training Assemblies (UTAs) during the period of schooling or training for which reimbursement is claimed.
- f. Satisfactory Performance of Annual Training (AT): Performed satisfactorily during any annual training preceding termination of the semester or course for which reimbursement is claimed. This requirement is waived for those individuals assigned to units that are not scheduled to perform this duty during the period commencing with the applicant's return from Initial Active Duty Service and termination of the semester or course, or for those individuals for whom annual training has been waived by the appropriate authority.
- g. Academic Grade of "C" or Better: An indication either by letter, number, or statement that indicates satisfactory completion of course or semester.

4.0 ELIGIBILITY

ARS §§ 26-179 through 181 is limited to Arizona National Guard members who:

- a. Have completed a semester as a full-time or part-time graduate or undergraduate student at a university, community college for which credit toward a degree is granted, or a certificate vocational technical school. Those courses that do not use a semester format but otherwise meet the criteria of this paragraph may qualify when approved by this headquarters.

- b. Are bona fide members of the Arizona National Guard throughout the entire semester or course for which reimbursement is claimed.
- c. Have satisfactorily completed Initial Active Duty for Training (IADT) and performed duty upon return from IADT, including a minimum of 90 percent attendance of scheduled UTA dates and annual training during the period of semester or course for which reimbursement is being requested.
- d. Maintained an academic grade average of "C" or better. For those courses/schools that use a grading system other than the alphabetical system, a grade comparable to "C" or better will be acceptable.
- e. Are not eligible for a certificate of eligibility and benefits under the Veterans' Readjustment Act of 1966 the Veterans' Readjustment Act of 1966 does not include Title 10 that encompasses Chapter 106, Reserve Component NGIB and Tuition Assistance). The intent of this program is to reimburse the individual for tuition and fee's expenses paid by the individual.

5.0 PROCESSING PROCEDURES

5.1 Member applying for SER will complete AGO Form 621-300-1, dated 1 July 1994 (Appendix A) through item #21, remove copy three (DEMA copy) and send it with a copy of your registration to the appropriate education office. This must be received by the appropriate education office within fifteen (15) days of close of registration established by the school, which is normally the first day of class. Send the application to the appropriate education office indicated below:

ARMY GUARD

AZAA-PRC
5636 E McDowell Road
Phoenix, AZ 85008-3495

PHOENIX AIR GUARD

161MPF/DPMH
2001 S 32nd Street
Phoenix, AZ 85034-6098

TUCSON AIR GUARD

162MPF/DPMH
1650 E. Perimeter Way
Tucson, AZ 85706-6052

5.2 Upon completion of the class, section 22 or AGO Form 621-300-1 will be completed by the member's commander and copy one (white copy) will be forwarded with a copy of the grades from the school to the appropriate education office indicated in paragraph 5.1. This must be received within twenty five (25) days of last day of class. If the school does not provide the grades within the required time frame, the envelope showing the post mark should be forwarded along with the grades.

5.3 Proof of payment must be supplied before reimbursement will be issued.

5.4 Copy two (yellow copy) is for the member's records.

5.5 Invalidated applications will be returned immediately.

6.0 EVALUATION

(ARS §§ 26-179 through 181)

- a. The Adjutant General, or his/her designated representative, after receipt of the official grade report, will evaluate the applications for reimbursement and make payment to those individuals he/she determines to be eligible.
- b. Reimbursement shall equal the amount expended for tuition and fees, not to exceed one hundred twenty-five (\$125.00) per semester or course or two hundred fifty (\$250.00) dollars per fiscal year. Single courses that do not conform to semester duration will be judged according to their length, and reimbursed accordingly.
- c. Reimbursement will be made within forty-five days from the date of receipt of the applicant's completed AGO Form 621-300-1 and submission of all required documentation.

7.0 APPROVED SCHOOLS

Those schools recognized by Boards, Departments and agencies of the State of Arizona as being valid educational institutions for the purpose of reimbursement payments by provisions of the Arizona Revised Statutes, or others as specifically approved by the Department of Emergency & Military Affairs. At his/her discretion, The Adjutant General may convene a panel to make recommendations on questionable applications. Only schools Certified in the State of Arizona are acceptable.

8.0 DUAL REIMBURSEMENT - ADMINISTRATIVE LIMITATIONS

Pursuant to expressed intentions of legislative committees, and a substantiating opinion from the Attorney General of Arizona, an applicant receiving educational reimbursement from his/her employer will not be entitled to National Guard reimbursement unless the amount of tuition and fees exceed that received from the employer, i.e., The National Guard of Arizona will make up the difference, (not to exceed two hundred fifty (\$250.00) per fiscal year or one hundred twenty five (\$125.00) per semester or course), between the amount paid by the employer and the total of school tuition and fees.

9.0

Many vocational technical schools operate in the State of Arizona. However, only those courses preparing any individual for a certificate of completion or diploma in a particular chosen vocation will be recognized for purposes of reimbursement payment. Courses that do not produce skills sought in the job marked, i.e., those which are typically hobbyist in nature, or for the purpose of self-improvement, will not be approved for reimbursement. Validity of applications will be determined by the Adjutant General of Arizona's appointed approving authority.

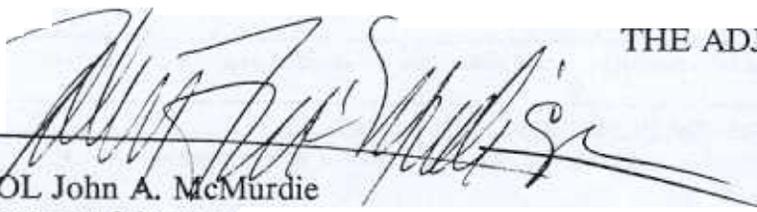
IT IS STRONGLY RECOMMENDED THAT NATIONAL GUARD MEMBERS WHO CONTEMPLATE FILING AN APPLICATION FOR REIMBURSEMENT OF PAYMENTS MADE TO A VOCATIONAL TECHNICAL SCHOOL FIRST ASCERTAIN VALIDITY OF THE COURSE BY INQUIRY TO:

The Adjutant General of Arizona
Attn: DEMA-RMD
5636 East McDowell Road
Phoenix, Arizona 85008-3495
Phone: 267-2762

The proponent of this Pamphlet is DEMA-RMD. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Change to Publication) to OTAG, AZ, ATTN: DEMA RM-D, 5636 East McDowell Road, Phoenix, AZ 85008-3495.

BY ORDER OF THE GOVERNOR:

THE ADJUTANT GENERAL



COL John A. McMurdie
Resource Manager

Applicant will complete Items 1 through 17. Use typewriter, if possible, otherwise use heavy pen

1. NAME (Last, First, MI)	2. SSN	3. RANK	4. UNIT
5. ADDRESS (Include Zip Code)		6. HOME TELEPHONE NUMBER	
7. APPLICANT'S ENLISTMENT/APPOINTMENT DATE		8. INITIAL ACTIVE DUTY COMPLETION DATE	

10. SCHOOL ADDRESS

9. EMPLOYMENT STATUS (FULL/PART TIME)	12. SCHOOL TERM FALL _____ SPRING _____ SUMMER _____ 19____	13. DATE OF REGISTRATION
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14. COURSE DATA

1. COURSE NUMBER	2. COURSE TITLE	3. NUMBER OF CREDIT HOURS	4. CREDIT HOUR COST	5. COURSE COST LESS BOOKS
a.	b.	c.	d.	e.

6. COURSE SEMESTER	7. a. begins	8. b. ends	9. 16. TOTAL TUITION PAID
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I certify that I am not eligible for a Certificate of Eligibility and Benefits under the Veterans' Readjustment Benefits Act of 1966 (ARS 26-2610, nor am I receiving reimbursement from my employer (name) _____ (address) _____, (phone) _____, for the above course(s). I further certify that I am currently enrolled for _____ semester hours at the institution listed above for the _____ semester. I certify that my enrollment and/or fee receipt(s) and Certificate of Enrollment attached are for the course(s) in which I am currently enrolled and are for the aforementioned semester.

19. SIGNATURE OF APPLICANT

I, _____, certify that the above information was subscribed and duly sworn before me this _____ day of _____, 19____.

NAME, GRADE, AND BRANCH OF COMMISSIONED OFFICER

21. SIGNATURE OF COMMISSIONED OFFICER*

I, _____, warrant officer, or any other person so designated to administer oaths under State Law, for members of the Army National Guard.

22. APPLICANT'S UNIT COMMANDER OR AUTHORIZED REPRESENTATIVE

I certify that this applicant (has) (has not) satisfactorily complied with the requirements of paragraphs 8 and 9 of ARNGR 621-300/ANGR 50-1. If no state reason: _____

I further certify that the information stated above is correct and substantiated by records in this unit.

TYPED NAME OF UNIT COMMANDER/REPRESENTATIVE

SIGNATURE

23. TUITION REIMBURSEMENT IN AMOUNT INDICATED BELOW IS APPROVED

AMOUNT OF REIMBURSEMENT - (PENDING RECEIPT OF GRADES)

TYPE NAME OF EDUCATION OFFICER

SIGNATURE