

## **Federal Tuition Assistance**

This assistance is available to all M-day and technician Army National Guard members and pays for **tuition and fees**.

Tuition is paid at the rate of \$250.00 per semester hour, and may not exceed \$4,500 per Federal fiscal year (1 October - 30 September). Fees paid are those that are charged to all students. Example of fees paid: technology, information, lab, health, student activity, new student registration fees. **No fees will be paid** for books, dorm fees, parking fees, textbook usage fees or food. The combination of tuition and fees may not exceed the \$4,500 per fiscal year limit.

Federal tuition assistance may be used to obtain a Certificate, License, Associates, Bachelors or Masters Degree. The applicant must be attending an accredited university/college, to include an out-of-state university/college.

Applicants must be a member of the Missouri Army National Guard from the start to finish of classes for which they are requesting tuition assistance.

Applicants ETS date must be after the end date of the class for which they are requesting tuition for.

Applications must be submitted no later than 30 days after the start date of the classes.

Applicants must maintain a minimum 2.0 cumulative GPA for all class paid for by Federal Tuition Assistance money.

AGR soldiers can also receive Federal Tuition Assistance but are required to contact the nearest Active Duty Education Services office. Call SSG Buhr for assistance in getting the process started.

### **HOW TO APPLY FOR FEDERAL TUITION ASSISTANCE**

Applications for Federal tuition assistance are on-line applications and require no signature by the applicant or the commander. The application can be found at [www.nationalguardbenefits.com](http://www.nationalguardbenefits.com).

Instructions for virtual armory and how to complete the application can be found at [www.moguard.com](http://www.moguard.com).- select Programs, Education Assistance. The instructions are also provided below.

In addition to the application, a copy of the applicant's course schedule and itemized bill must be forwarded for processing. Grades from all previous courses paid for by Tuition Assistance must be submitted before the next application can be processed. Applications will be imported from virtual armory upon receipt of the schedule and itemized bill and grades.

The documents can be faxed to 573-638-9620 or mailed to the following address:

Office of The Adjutant General  
ATTN: JFMO-DPP-I (Federal TA)  
2302 Militia Drive  
Jefferson City, MO 65101-1203

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## **INSTRUCTIONS FOR [www.nationalguardbenefits.com](http://www.nationalguardbenefits.com)**

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**Make sure the Pop-Up Blocker is turned off.**

Log on to [nationalguardbenefits.com](http://nationalguardbenefits.com)

This will bring up the AKO Login Information (upper left corner). You will need to enter your AKO login and password and hit Submit.

Click on the button labeled “Apply for Tuition Assistance”.

This brings up the Statement of Understanding. **Read** it and then click on Agree for each of the statements and then click on the Continue button. If you have questions about the information in the Statement of Understanding, contact the Education Service Office prior to moving forward.

**NOTE: If you are an officer, the Officer Service Agreement will appear on the screen after you click on Continue. You will need to read and click on the Agree Button and then the Continue button.**

This will bring up the Application that needs to be completed. **FILL IN ALL THE INFORMATION REQUESTED.**

Once you complete all pages of the application - at the bottom of the page you will see REVIEW (click on this). This will identify missing items that need to be completed on the application. If you will click on the Section Name it will take you to the page where you will need to completely fill in the information. Once you have made all the corrections on the application, go to the bottom of the page and click on the continue button.

Scroll down to the Recoupment Policy on this page. You need to read this and click on Agree.

At the bottom of this same page you will see Print Application - **DO THIS**. If something should happen to the internet system, you will have a copy of your application to fax to the Education Services Office if needed.

**Once you have printed your application, click on the Submit button.** This will send your application forwarded automatically.

Click the Finish button to finalize the process.

**You will need to fax Your Course Schedule, Your Itemized Bill, and Your Grades to 573-638-9620.**

