

**PAYMENT REQUEST FORM**  
**EXTENDED STATE TUITION REIMBURSEMENT**  
**MINNESOTA NATIONAL GUARD**  
**2017-2018**

-----DATA REQUIRED BY THE PRIVACY ACT OF 1974-----

**AUTHORITY:** Minnesota Statute 192.501 Financial Incentives for National Guard Members

**PRINCIPAL PURPOSE:** To request tuition reimbursement through the extended state tuition reimbursement (E-STR) program.

**ROUTINE USES:** To confirm eligibility requirements for the E-STR program and determine amount of reimbursement.

**INSTRUCTIONS:** Upon course completion, complete this form, **attach grade report** and **final fee statement** and submit to the education services office. The form must arrive at the education services office **no later than 90 days** after the last official day of your course/ term. Payment requests submitted after 90 days will be returned without action or payment.

**DISCLAIMER:** The funding available for the E-STR program is limited by an appropriation set by the state legislature. Payment is dependent upon the continuation of the program and availability of funds.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Preferred Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Degree type (check one):**

- \_\_\_\_ Certificate undergraduate/graduate
- \_\_\_\_ Associate
- \_\_\_\_ Baccalaureate degree (undergraduate)
- \_\_\_\_ Master's degree (graduate)
- \_\_\_\_ Professional degree (i.e. J.D., D.C., M. Div.)
- \_\_\_\_ Doctorate (i.e. Ph. D.)

**Enter number of credits completed:**

- \_\_\_\_ Summer II (Jul/Aug17) (classes starting AFTER 1JUL)
- \_\_\_\_ Fall
- \_\_\_\_ Winter
- \_\_\_\_ Spring
- \_\_\_\_ Summer I (May/Jun18) (classes starting BEFORE 1JUL)

Total Number of Credits Attempted: \_\_\_\_\_ Credits Eligible for Reimbursement: \_\_\_\_\_ Tuition Charged: \$ \_\_\_\_\_

**Note: Fee statement or letter from the school must reflect the actual amount of tuition charged.**

Is this the last semester before graduation?  Yes  No When is your estimated graduation date \_\_\_\_\_

My Minnesota Direct Deposit Authorization for EFT form is currently on file or emailed (Annex D-1). \_\_\_\_\_ (initial)

Did you receive any federal GI Bill payments (not including Minnesota GI Bill) which were paid directly to the institution?  Yes  No If YES, what was the amount of payment \$ \_\_\_\_\_ What percentage of tuition was paid directly to the school by federal GI Bill this term? \_\_\_\_\_%

Did you receive an ROTC scholarship which directly paid **tuition** to the institution for this school term (do not include room and board scholarship amount)?  
 Yes  No If YES, what was the amount \$ \_\_\_\_\_ (do not report room and board scholarship)

Remarks:

I understand the directives outlined herein and in MN National Guard Circular 621-5-1 and my responsibilities for participation in the Minnesota state tuition reimbursement program.

SIGNATURE

DATE