

**MEMORANDUM OF UNDERSTANDING (MOU)
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 explain participation requirements for extended state tuition reimbursement (E-STR) program, to ensure that your agreement to these conditions is a matter of record.

ROUTINE USES: To confirm requirements of participation for the E-STR program as a basis for suspension, termination and recoupment if requirements are not met.

DISCLOSURE: Disclosure of your SSN is voluntary; however, if not provided, you will not be eligible for the E-STR program.

DISCLAIMER: The funding available for the E-STR program is limited by an appropriation set by the state legislature. This contract is valid for payment provided funds are available in each fiscal year of eligibility.

Name: _____ SSN: _____
(Last, First, MI)

Current Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Preferred Email: _____

Birth Date: _____ Gender: Male _____ Female _____ Race: _____

**If this is the first time receiving ESTR funds you need to fill out annex D-1 Minnesota Direct Deposit Form & W9 or you will not receive payment. Email the completed forms to ng.mn.mnarnng.mbx.assets-education@mail.mil _____ (initial)

E-1. ACKNOWLEDGEMENT STATEMENT.

I, _____ (full name), certify I have read this memorandum prior to signing and fully understand the policies and procedures of the Minnesota Extended State Tuition Reimbursement (E-STR) program as described in Minnesota National Guard Circular 621-5-1.

E-2. INTRODUCTION.

a. _____ (initial) The State of Minnesota sponsors the E-STR program. The state legislature appropriates funds for this program biennially. If in the future the state does not fund the E-STR program, or if funds are depleted, neither the State of Minnesota nor the Minnesota National Guard is obligated to continue such a program or pay out existing obligations.

b. _____ (initial) I understand the E-STR program will reimburse me up to 100 percent of semester-hour tuition charged, not to exceed a maximum of \$17,000 per state fiscal year for undergraduate coursework and \$36,000 for graduate coursework. I understand my reimbursement will not exceed 100 percent of the University of Minnesota (U of M) Twin Cities undergraduate campus resident semester-hour rate for undergraduate coursework or the resident general tuition rate at the U of M Twin Cities graduate school for graduate coursework. The maximum reimbursement for quarter hours is two-thirds (66.6 percent) of the semester-hour rate at the U of M.

c. _____(initial) I understand the U of M tuition rates for the current academic year can be found at http://onestop.umn.edu/finances/costs_and_tuition/index.html.

d. _____(initial) I understand that if I receive Chapter 33 Post 9/11 GI Bill (or any other federal GI Bill chapter which pays directly to the institution) and/or an ROTC tuition scholarship, the combination of those benefits and E-STR cannot exceed 100 percent of my tuition cost.

e. _____(initial) I understand reimbursement is not authorized for activity fees, computer user fees, registration fees, books, room and board expenses and other school-related fees.

E-3. CRITERIA FOR PARTICIPATION.

a. I understand the following requirements for participation:

(1) _____(initial) I have satisfactorily completed my service contract with the MNNG per paragraph 2-2 of the MN State Circular 621-5-1 and I am not currently serving in any branch of the U.S. Armed Forces.

(2) _____(initial) I must attend course(s) taken at an accredited post-secondary educational institution and course(s) must be eligible for placement on a transcript.

(3) _____(initial) Course(s) that earn continuing education units (CEUs) are not eligible for the E-STR program if they are required to obtain or maintain professional licensure (these courses may be paid through other funding sources). Reimbursement may be authorized for some certificate program courses that earn CEUs if they are academic in nature, not required to obtain or maintain professional licensure, and are conducted by an accredited institution. The education services officer is the approval authority for certificate courses that earn CEUs.

(4) _____(initial) The maximum lifetime benefit I may receive under the STR program is equivalent to 144 semester hour credits/208 quarter hour credits. Additionally, I understand if my E-STR period expires during the course/term, I am not eligible for reimbursement for that course/term.

(5) _____(initial) For undergraduate coursework, I must achieve a grade of **C** or better, **Pass** or **Satisfactory**. I understand the MNNG will not reimburse me for any course from which I **withdraw** or receive a grade of **C-** or below.

(6) _____(initial) For graduate coursework, I must achieve a grade of **B** or better. I understand that the MNNG will not reimburse me for any course from which I **withdraw** or receive a grade of **B-** or lower.

E-4. REIMBURSEMENT PROCEDURES.

a. I will read, sign and submit the memorandum of understanding (Annex E-1) to the education services office. I must have a current MOU on file to receive payment.

b. Request for Reimbursement:

(1) _____(initial) I understand I must submit the following forms and supporting documents to the education services office within 90 days after the last official day of the term. If I am enrolled in an accelerated program, where several terms are completed during the course of a normal semester/quarter schedule, I will submit requests in groups corresponding with a normal semester/quarter. I will request payment no more than once each semester: fall, winter, spring, summer session I and summer session II terms.

(a) _____(initial) Payment Request Form (Annex E-2).

(b) _____(initial) Grade Report.

(c) _____(initial) Fee statement that clearly shows the amount of tuition charged. My final fee statement must include all other benefits paid, or pending payment, directly to the institution on my behalf (i.e. CH 33/Post 9-11 GI Bill). If the fee statement does not clearly show the amount of tuition charged or other

federal payments, I will obtain a letter from the institution that includes this information and lists a point of contact at the institution.

(d) _____(initial) Direct deposit form. State payments are made via direct deposit using Minnesota Direct Deposit Authorization for EFT (Annex D-1). If my form is not on file, I will email a current Annex D-1, which includes the W-9 form, to ng.mn.mnarng.mbx.assets-education@mail.mil.

(2) _____(initial) I understand my signature on this form (Annex E-1) verifies all information is true and correct. My signature also authorizes the education services office to contact my school to verify course grades.

(3) _____(initial) I understand I must submit my request for tuition reimbursement within 90 days after the last official day of that course/term. I understand that if I fail to meet this suspense, I am not eligible for reimbursement.

E-5. INCOMPLETE COURSEWORK.

a. Incomplete Coursework.

(1) I understand that if I have an incomplete course, I will request payment for completed course(s) during that course/term within the 90-day suspense. On initial submission, I must annotate the course(s) that are incomplete in the remarks block and the expected completion date.

(2) Upon completion of the previously incomplete coursework, I must complete a new payment request form (Annex E-2), requesting reimbursement for only the course(s) that were originally incomplete but are now complete. I will submit a new request along with the initial payment request form and a grade report showing satisfactory completion. Reimbursement may be processed for coursework completed at a later date, provided funds are available.

E-6. TERMINATION. I understand the submission of a falsified grade report, transcript, fee statement or payment request form (Annex E-2), or an attempt to receive funds for which I'm not eligible, will result in termination from the E-STR program for a minimum of one year.

E-7. STATEMENT OF UNDERSTANDING AND COMPLIANCE AGREEMENT.

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

I understand I must complete all coursework with at least a C grade of better for undergraduate and B or better for post-baccalaureate/graduate-level coursework. I understand I am not eligible for reimbursement under the E-STR program if I am currently serving or become an active serving member in any component of the U.S. Armed Forces during the school term for which I'm requesting E-STR.

*I understand it is my responsibility to ensure my requests for reimbursement are forwarded to the education services office **within 90 days** of the last day of the term.*

SIGNATURE

DATE