



FROM MILITARY TO COLLEGE: A CHECKLIST FOR ND ARMY NATIONAL GUARD MEMBERS

The following is intended to be a basic resource for ND Army National Guard Soldiers entering college. It is not designed to be comprehensive and does not cover all benefits and possibilities – just the most frequent situations. Please consult the North Dakota National Guard Education Office for additional information or a benefits consultation.

STEP 1: WHERE TO GO

- Decide what school you wish to attend.
- Take admissions test (if required).

STEP 2: COLLEGE REQUIREMENTS

- Check with the individual college for requirements.
- Have official transcripts for previous college level coursework, including military training, sent to the college you plan to attend for evaluation of transfer credit. Usually, transcripts should be sent to the admissions office.
- Visit www.mymilitaryeducation.org for information about obtaining your military transcript. Click on Military FAQ's and enter 1002 into the "Search by Keyword" section and hit "Search."

STEP 3: FEDERAL STUDENT AID

- Submit your application for federal student aid at www.fafsa.ed.gov. The Free Application for Federal Student Aid (FAFSA) is available to all students attending a college and/or university and determines eligibility for federal student loans as well as federal and state grants. Since FAFSA awards are based on income from the previous year, the assessment may not provide an accurate reflection of a student's current income. If the income reported on the FAFSA was significantly higher than what will be earned while in college, notify the Financial Aid office on campus and complete a special circumstances appeal to have your assessment based on your current income.
- FAFSA is not the same as FTA (Federal Tuition Assistance). You **MUST** complete the FTA step, below, in order for the ND National Guard to pay for tuition.
- **This must be done each semester!**
- Search for scholarships. There are many available to veterans. Check with college financial aid office for general scholarships.
- First choice for student aid is a Stafford Subsidized loan. Second is Stafford Unsubsidized. PLUS loans are the next alternative. Avoid private loans at all costs.

Step 4: Guide to Tuition Assistance Applications on <https://minuteman.ngb.army.mil/benefits>

1. Go to <https://minuteman.ngb.army.mil/benefits>



2. Log in with your CAC card. You must be at a computer that has a CAC card reader in order to apply for FTA.
3. Click on Apply for Tuition Assistance



4. Minimum System requirement page will display. After you have read this click on the **Click Here to Continue To Online Tuition Assistance Application** to continue.

The screenshot shows a web browser window with the URL <https://www.nationalguardbenefits.com>. The page title is "Minimum System Requirements". The main content area contains the following text:

To utilize the Online Tuition Assistance Application, your PC must meet the following system requirements

- You must access the application using **Internet Explorer 6** with JavaScript enabled.
- If your Pop Up blocker is activated, you must turn it off (so you can see pop-up windows during the TA form completion process.)
The easiest way to **turn off Pop-up blocker** is to:
1) Select "Tools" from the Internet Explorer menu
2) Hold the cursor over "Pop-up Blocker"
3) Select "Turn Off Pop-up Blocker"
- ADD <https://www.nationalguardbenefits.com> as your trusted site in the browser.
Directions:
1) Click on the "Tools" menu of Internet Explorer
2) Select "Internet Options".
3) Click on the "Security" tab
4) Select "Trusted Sites" (green circle with a white checkmark)
5) Click on the "Sites..." button
6) In the space provided, enter the URL of the site (<https://www.nationalguardbenefits.com>) and click on the "Add" button.
- Acrobat Reader version 6** or greater must be installed (See <http://www.adobe.com> for downloading the reader)

At the bottom of the requirements section, there are three buttons: "Print This Page", "Home", and "Click Here to Continue To Online Tuition Assistance Application". The "Click Here to Continue To Online Tuition Assistance Application" button is circled in red.

Below the requirements section, there is a disclaimer: "SUBJECT TO PRIVACY ACT OF 1974 (PL- 93-579). OFFICIAL USE ONLY. THIS APPLICATION MAINTAINS USAGE STATISTICS FOR SECURITY AND SOLDIER PRIVACY PROTECTION."

Below the disclaimer, there is a section titled "DATA REQUIRED BY THE PRIVACY ACT OF 1974" with a table:

AUTHORITY	Title 10 USC 2007; Title 10 USC 2005
PRINCIPAL PURPOSE(S)	Use to show courses for which the service member is receiving tuition assistance from the Army. Service members who, due to reasons within their control, fail to complete a course for which they are receiving tuition assistance must reimburse the Army an amount equal to the tuition assistance received.
ROUTINE USES	Used as a record of courses in progress for which the service member is receiving tuition assistance.
DISCLOSURE	Disclosure of information is mandatory. AR 621-5, Army Continuing Education System is the only authority which can be used to recoup monies from a service member who fails to complete courses for reasons within his or her control.

5. On the next screen, you will read through the Statement of Understanding, select "Yes" for each statement, and click on "continue."

The screenshot shows a web browser window with the URL <https://www.nationalguardbenefits.com>. The page title is "Statement of Understanding Agreements". The main content area contains the following text:

[View Statement of Understanding](#)

Statement of Understanding Agreements

- I am aware that I may receive up to \$4,500 dollars per fiscal year at a rate of \$250 (semester) 167 (quarter) and 16.66 (clock) credit. ARNG FTA does not cover a course rendering continuing education units (CEUs). YES NO
- I understand that ARNG FTA is available to active drilling Guard members on a first come/first serve basis. I understand it is not a guaranteed benefit and is only available based on federal funding. YES NO
- I understand that ARNG FTA funding is used for course work related to high school, certificates/licenses, Associates, Bachelors, Masters/first professional degrees only. YES NO
- I understand and agree to reimburse or suffer "recoupment" action for tuition paid if I withdraw, fail, or do not complete a FTA funded course (except for reasons beyond my control as determined by the State Education Service Officer (ESO) or National Guard Bureau). Additional courses will not be authorized for FTA funding when the grades for previous coursework have not been submitted and received by the ESO. YES NO
- All officers who accept FTA and check yes on this SOU Agreement affirm their agreement to the Active Duty Service Obligation (ADSO) or Reserve Duty Service Obligation (RDSO) requirements, whichever applies, as stipulated in this paragraph. All Active Duty officers and commissioned warrant officers (including ARNG AGR officers) receiving FTA agree to complete at least a two years of additional Active Duty service commencing upon the ending date of the last class for which FTA was received. All Selected Reserve officers and commissioned warrant officers receiving FTA agree to complete at least four years of additional Selected Reserve Duty service commencing upon the ending date of the last class for which FTA was received. Enlisted Soldiers, warrant officers, and TPU warrant officers (without commissions) must have sufficient time remaining in their term of service to complete the class/s, including Distance Learning courses, for which FTA was received before their ETS unless involuntarily separated. YES NO
- I understand that ARNG FTA is not a guaranteed benefit, and that I must be a satisfactory participant to remain eligible for this program. YES NO
- I understand that if I decide not to use tuition assistance or if I make any changes to the application, I must notify my state's ARNG Education Service Office. YES NO
- I understand that ARNG FTA must be applied by ARNG Education Office guidelines or no later than thirty days after the start of the class for which I am seeking funding if no State guidelines exist. (See State FTA Manager for your state's guidelines) YES NO
- I understand that if grades or completion notification from my school is not submitted to the education office within 60 days of originally scheduled course completion date, my account will be locked and ARNG FTA privileges will be suspended until all grades or notifications are received and updated. YES NO
- I understand that by completing a FTA application I am consenting to the release of financial information and grades from my school to my State Education Services Office. I also understand that it is my primary responsibility to submit grades. YES NO
- I understand that I must be a participating member of ARNG at time of course start date and remain a participating member through the course end date. YES NO
- I understand that I must maintain a cumulative Grade Point Average (GPA) of 2.0 or higher after completing 15 SHs (or 22 1/2 quarter hours (QH) or 240 clock hours(CH)) of TA funded college credit. YES NO
- I understand that I must submit an FTA application for each individual term of courses. I understand that I must submit a degree plan for record to my Education Services Office, to outline my goals prior to the completion of nine semester hours (SH) of course work. YES NO
- I understand that additional benefits may be available to assist with the achievement of my educational goals. These benefits may be viewed at: <http://www.virtualarmory.com>. YES NO

At the bottom of the page, there are two buttons: "Home" and "Continue". The "Continue" button is circled in red.

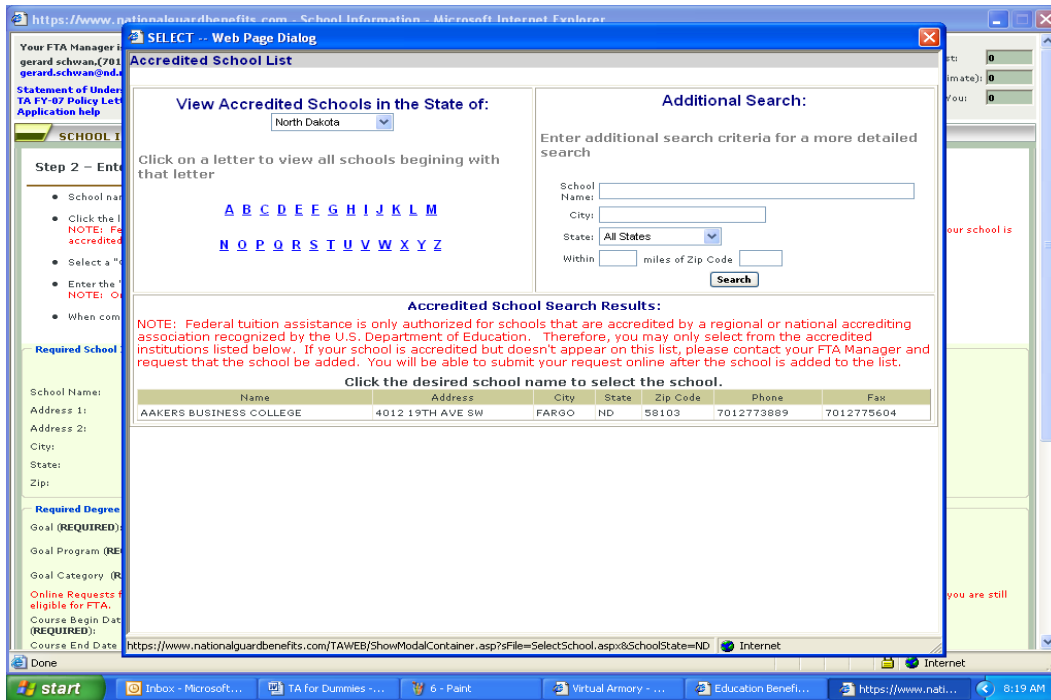
6. Verify that all of your contact information is correct and enter in your daytime telephone number and click on Next Step Button.

The screenshot shows the 'CONTACT INFORMATION' section of the application. The user's name is DUTTENHEFER CHRISTOPHER. The 'Daytime Phone (REQUIRED)' field is circled in red. The 'Next Step -->' button is also circled in red. The page includes a navigation bar with 'CONTACT', 'SCHOOL', 'COURSE', and 'REVIEW' buttons, and a 'TECH SUPPORT' link. The top right corner shows 'Total Cost: 0', 'FTA (Estimate): 0', and 'Cost To You: 0'. The bottom of the page has a 'SUBJECT TO PRIVACY ACT OF 1974 (PL- 93-579). OFFICIAL USE ONLY.' notice.

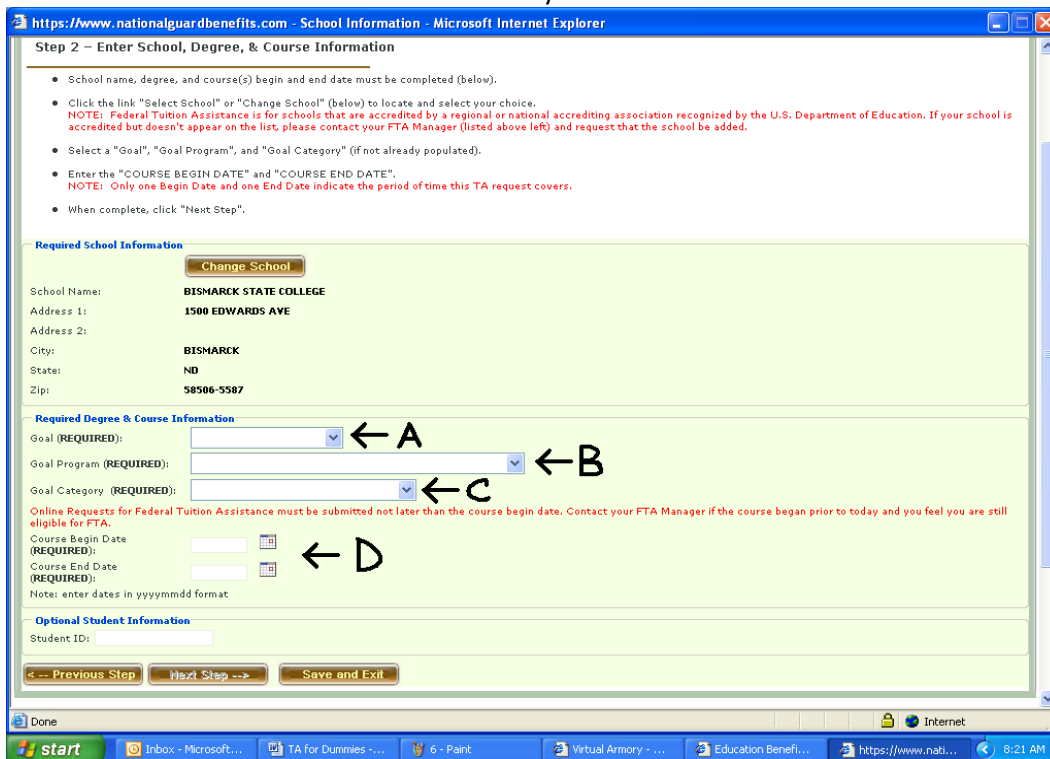
7. Select which school you are attending. To select a school, click on the "select school" link.

The screenshot shows the 'SCHOOL INFORMATION' section of the application. The 'Select School' button is circled in red. The page includes a navigation bar with 'CONTACT', 'SCHOOL', 'COURSE', and 'REVIEW' buttons, and a 'TECH SUPPORT' link. The top right corner shows 'Total Cost: 0', 'FTA (Estimate): 0', and 'Cost To You: 0'. The bottom of the page has a 'SUBJECT TO PRIVACY ACT OF 1974 (PL- 93-579). OFFICIAL USE ONLY.' notice.

8. Select the State that your school is located in then click on the letter that the school starts with and locate the school in the list and click on it.

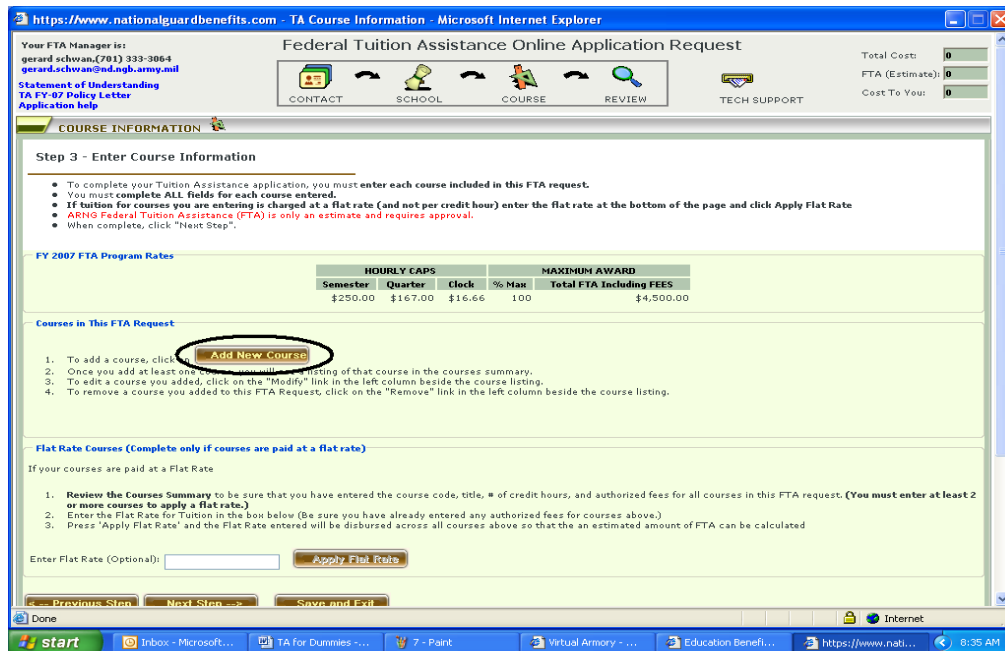


9. Choose your education goal and enter in the course begin and end date.
 - a. Enter your goal from the drop down menu.
 - b. Enter your program/course of study.
 - c. Enter your goal category. (most of the time it will be **Post Secondary**)
 - d. Enter the start and end dates for your classes.



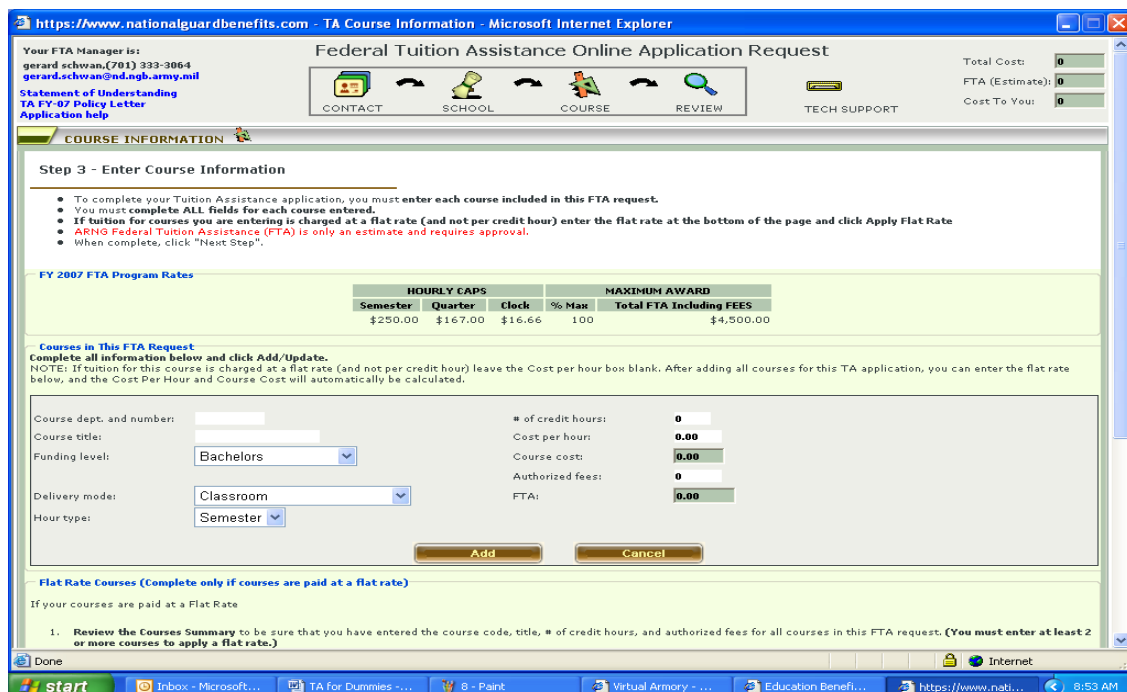
10. Click on Next Step

11. Click on the Add New Course Button.



12. Enter the course department and number (MATH 101) as well as the title of the course (College Algebra.) Then select the funding level that the class is towards, delivery mode, and the number of credits of the course. After all data is input click on "add". Repeat steps for all courses.

a. For the cost per hour, fill it in to the best of your knowledge or \$100. We will manually figure out the cost per hour once the application is received. If you have course fees (ie. Lab fees) note in remarks or they will not be added to application.



13. When all courses are added click on the Next Step Button

FY 2007 FTA Program Rates

HOURLY CAPS				MAXIMUM AWARD	
Semester	Quarter	Clock	% Max	Total FTA Including FEES	
\$250.00	\$167.00	\$16.66	100	\$4,500.00	

Courses in This FTA Request

1. To add a course, click on **Add New Course**
 2. Once you add at least one course, you will see a listing of that course in the courses summary.
 3. To edit a course you added, click on the "Modify" link in the left column beside the course listing.
 4. To remove a course you added to this FTA Request, click on the "Remove" link in the left column beside the course listing.

Courses Summary

	COURSE DEPT. AND NUMBER	COURSE TITLE	FUNDING LEVEL	DELIVERY MODE	HOOR TYPE	# OF CREDIT HOURS	COST PER HOUR	COURSE COST	AUTHORIZED FEES	ESTIMATED FTA
Remove Modify	ENRT 105	Saftey	Associates	Distance Learning	Semester	3.0	\$210.00	\$630.00	\$0.00	\$630.00
Remove Modify	ENRT 108	AC Fundamentals	Associates	Distance Learning	Semester	3.0	\$210.00	\$630.00	\$0.00	\$630.00
Remove Modify	PROP 102	Intro to Process Tec	Associates	Distance Learning	Semester	3.0	\$210.00	\$630.00	\$0.00	\$630.00
Remove Modify	ENRT 103	Applied Math	Associates	Distance Learning	Semester	3.0	\$210.00	\$630.00	\$0.00	\$630.00
Remove Modify	ENRT 106	DC Fundamentals	Associates	Distance Learning	Semester	2.0	\$210.00	\$420.00	\$0.00	\$420.00

Flat Rate Courses (Complete only if courses are paid at a flat rate)

If your courses are paid at a Flat Rate

- Review the Courses Summary to be sure that you have entered the course code, title, # of credit hours, and authorized fees for all courses in this FTA request. (You must enter at least 2 or more courses to apply a flat rate.)
- Enter the Flat Rate for Tuition in the box below (Be sure you have already entered any authorized fees for courses above.)
- Press "Apply Flat Rate" and the Flat Rate entered will be disbursed across all courses above so that the an estimated amount of FTA can be calculated

Enter Flat Rate (Optional): **Apply Flat Rate**

Previous Step **Next Step -->** **Save and Exit**

14. Make sure there are no ERRORS. Double-check your entries before you submit the application.

Federal Tuition Assistance Online Application Request

Your FTA Manager is:
 gerard.schwan,(701) 333-3064
 gerard.schwan@nd.ngb.army.mil
 Statement of Understanding
 TA FY-07 Policy Letter
 Application help

CONTACT SCHOOL COURSE REVIEW TECH SUPPORT

Total Cost: **2940**
 FTA (Estimate): **2940**
 Cost To You: **0**

REVIEW

Step 4 - Review & Add Comments

- If **X** appears under Status column, read Problem Details, click on the linked Section, and make corrections/complete information.
- Read and accept the Recoupment Policy - (Declining will prevent you from submitting your application for ARNG Federal Tuition Assistance).
- Enter any additional information or comments.
- SUBMIT** after you have selected "Agree" and *printed* the Recoupment Policy.

Status	Section	Problem Details
✓	Contact Info	
✓	School Info	
✓	Course Info	

Review Policy
[View Recoupment Policy](#)

AGREE to Policy **DECLINE Policy**

Additional Comments (maximum 250 characters)
 My course of study is Process Plant Tech

View Application **Submit Application** **Save and Exit**

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DATA REQUIRED BY THE PRIVACY ACT OF 1974

15. You must view the recoupment policy. Then select "AGREE to Policy" or "DECLINE to policy." NOTE: if you decline the policy your application will not be processed.

16. At this point you may enter any additional comments. Make sure to note course fees (ie. Chem Lab Fee- \$15.00) or they will not be covered on your application.

17. It is strongly recommended that you print a copy of your application and keep it for your records.

18. Click on "Submit application." You will receive a **confirmation e-mail to your AKO account and only your AKO account** once your application is received.

19. Once your application is processed, you will receive an email with your DA 2171 with the words "STUDENT COPY" printed over it. Print this copy and bring to the school's business office immediately. DA 2171's that are not turned in to the school in a timely manner may not receive funding .

20. If you have adds/drops to your schedule, notify the Education office immediately at NGNDJ1ESOS@ng.army.mil. Adds/drops not updated on the DA 2171 **will be recouped**.

21. Applying for tuition assistance is NOT the same as applying for VA benefits. And conversely, applying for VA benefits does not automatically grant tuition assistance. You must do both.

22. Out-of-State & Masters Degree Students MUST turn-in grade reports at the end of each semester/quarter.

STEP 4: Veterans Administration Educational Benefits

- There are various forms of VA educational benefits available, and it is possible to qualify for more than one. Dollar amounts are based on program eligibility and credit loan.
- The ND National Guard only verifies eligibility. The Veterans Administration determines payment amount and makes payments.
- You MUST visit the Veterans Administration certifying official located at each college/university to apply for payments. The registrar's office will assist you in meeting the VA representative.
- Applying for VA benefits is NOT the same as applying for tuition assistance. And conversely, applying for tuition assistance does not automatically grant VA benefits. You must do both.
- Once you begin to receive your benefits checks, you need to verify attendance every month. Visit <https://www.gibill.va.gov/wave> or call 1-877-823-2378.
- Notify your campus VA Certifying Official of any changes in your status to avoid overpayments and collections.

STEP 5: North Dakota State Tuition Reimbursement

- Benefits are based on funding availability and can vary in amount from semester to semester. Co-op education, online and distance education courses will be paid under this tuition assistance program using the tuition rates charged by the school for each class type as basis for reimbursement. Internships will be paid under this tuition assistance program provided there are credits earned and an acceptable grade received. The National Guard tuition program will pay a maximum of 130 credit hours or through completion of the member's baccalaureate degree, whichever is first. A member may receive funding for a second baccalaureate degree if he/she received no state funding for the first degree.

- The NDNG will request each school within North Dakota to send an unofficial transcript at the end of the three normal academic terms (December, May, and July) for undergraduate students. Those students that have a “business office hold” on their transcripts (student’s school account is not fully satisfied) will be responsible for turning in an unofficial transcript to the STA office once the hold has been removed. State tuition reimbursement funds will not be released to students until applicable grades are received and evaluated. A member who completes an incomplete class will send their latest transcript to the STA office to determine if further state tuition reimbursement is authorized. Satisfactory grades for state reimbursements are: A, B, C, Pass, or Satisfactory.
- School waivers are applied as credits to the semester attended which will reduce the tuition amount due the following semester. If the student is not attending the following semester, the school payment is sent to the student in accordance with the school’s reimbursement policy. For ND State Funded Schools, the tuition waiver will be equal to 25% of the tuition charged by the school for the class. For Participating ND Private Schools, any institutional academic scholarships or grants may be used toward the school’s portion of the tuition waiver/grant. These academic scholarships do not include scholarships for athletics or other non-academic type scholarships. The tuition grant will be limited to 25% of the highest undergraduate rate at a State school. Adjustments to a member's tuition costs may be made for valid reasons only by agreement between the school's administrator and the State Tuition Assistance Office.
- State Reimbursements will be made directly to the student in the form of a check, based upon the number of credit hours/classes successfully completed with a C grade or higher, Pass, or Satisfactory.

STEP 6: Request other services

- Veterans Resource Center – information regarding benefits and resource
- Student Organizations – many campuses have veteran’s clubs
- Counseling – personal and career counseling
- Disability Services – provides accommodations for students with disabilities

ND National Guard Education Office Phone Numbers:

GI Bill/Testing: (701) 333-3064

Federal Tuition Assistance: (701) 333-3071

Federal Incentives and Student Loan Repayment Program: (701) 333-3089

ND State Benefits and Bonuses Manager: (701) 333-3008