

Kentucky National Guard

Tuition Award

Program

INFORMATIONAL  
COPY

Administrative  
Regulation

## Key Elements

- New personnel must have completed basic training to receive award, but can apply when they become a member of the Kentucky National Guard
- Current education level on AGO Form 18-7 determines priority
- Financial assistance that is not required to go toward tuition will not affect the amount of award
- MGIB does not affect the amount of the award
- Must be a state supported university, community college, or vocational school
- Must be an active member in satisfactory standing
- Separate applications are required for each term during an award period
- Tuition award is for the school applied for (changes must be requested 30 days before school begins)
- Award period deadlines
  - January - April      1 October
  - May - July            1 April
  - August - December   1 April

1 Department of Military Affairs  
2 (Emergency Administrative Regulation)

3

4 106 KAR 3:010E Kentucky National Guard Tuition Award Program

5 RELATES TO: 1996 Ky Acts Ch. 220

6 STATUTORY AUTHORITY: KRS 164.746(6), 164.748(4), 1996 Ky. Acts  
7 ch. 220

8 NECESSITY, FUNCTION, AND CONFORMITY: The 1996 Regular Session  
9 of the General Assembly established the Kentucky National  
10 Guard Tuition Award Program and directed that the Department  
11 of Military Affairs promulgate administrative regulations to  
12 establish the eligibility of National Guard members to  
13 participate in the program. This administrative regulation  
14 establishes: (1) eligibility requirements; (2) the application  
15 process; (3) individual and educational institution  
16 notification; (4) educational institution verification; and (5)  
17 referral for payment through the Kentucky Higher Education  
18 Assistance Authority.

19 Section 1. Definitions.

20 (1) "Award Period" means the division of the year  
21 established by the educational institution, such as a quarter,  
22 semester, trimester, or summer session or other academic term.

23 (2) "Education Office" means the Kentucky National Guard

1 registered nurse, dental hygienist, physical therapy  
2 assistant, engineering technology, or business technology.

3 (11) "Satisfactory Membership" means the member has:

4 (a) not failed the most recent physical fitness test;

5 (b) met the height-weight standard;

6 (c) met attendance standards for the past 12 months from

7 the date of application, to include :

8 1. no unsatisfactory performance, and

9 2. no absences-without-leave.

10 (d) no restrictions on his personnel file that prevent  
11 positive personnel actions.

12 Section 2. Eligibility.

13 (1) A member shall not be eligible for a tuition award if  
14 it has been determined that he has failed to meet the minimum  
15 requirements for satisfactory membership in the Kentucky  
16 National Guard.

17 (2) (a) Except as provided by paragraph (b) of this  
18 Subsection, a member shall be eligible for a tuition award for  
19 an award period that will end before the expiration of his  
20 term of service.

21 (b) A member shall be eligible for a tuition award for  
22 an award period that will end after the expiration of his term  
23 of service if the member has submitted his signed application

1 the Kentucky National Guard.

2 Section 4. Priority of applicants. In the selection of  
3 participants, priority shall be:

4 (1) given to a member who has not:

5 (a) earned an undergraduate degree; or

6 (b) received a certificate or diploma from a vocational  
7 education program; and

8 (2) determined by date of receipt of application at the  
9 Education Office.

10 Section 5. Application.

11 (1) An application for a tuition award shall be submitted  
12 for each award period.

13 (2) Except for fall 1996, an application shall be filed on  
14 or before:

15 (a) April 1, for an award period beginning:

16 1. May through July; and

17 2. August through December; and

18 (b) October 1, for an award period beginning January  
19 through April.

20 (3) The member shall:

21 (a) complete a "Kentucky National Guard Tuition Award  
22 Program Application" for the educational institution the  
23 member plans to attend; and

1 (d) the amount of the tuition award granted each  
2 applicant;

3 (e) control number for each applicant;

4 (f) date of award roster;

5 (g) signature and date signed by Education Services  
6 Officer;

7 (h) educational institution certification statement,  
8 signature, and date signed;

9 (i) educational institution fund transfer account entry  
10 line, if applicable;

11 (j) adjusted amount of tuition entry line;

12 (k) period of enrollment for each roster;

13 (l) academic year;

14 (m) total number of eligible students; and

15 (n) total amount of awards.

16 (7) The Education Officer shall request the educational  
17 institution to:

18 (a) verify enrollment; and

19 (b) state in the adjusted amount entry line the exact  
20 amount of tuition charged the participant.

21 Section 6. The Kentucky Higher Education Assistance Authority  
22 shall, to the extent that funds have been appropriated and are  
23 available to the Kentucky National Guard Tuition Award

1                   5. from a loan obtained by an applicant; and  
2                   6. from scholarships that are not restricted to  
3 the payment of tuition.

4 Section 8. Appeals. A member whose application has been  
5 disapproved, or whose application has been approved for an  
6 amount disputed by the member, may request reconsideration, in  
7 writing with supporting documents, through command channels to  
8 the Adjutant General.

9 Section 9. Incorporation by reference.

10       (1) The following forms are incorporated by reference:

11           (a) "KENTUCKY NATIONAL GUARD TUITION AWARD PROGRAM,  
12 APPLICATION AGO KyForm 18-7 (15 August 1996)"; and

13           (b) "KENTUCKY NATIONAL GUARD TUITION AWARD ROSTER AGO  
14 KyForm 18-9 (1 August 1996)".

15       (2) (a) These forms may be copied or obtained at  
16 Kentucky National Guard, The Adjutant General, Publications  
17 Officer, Vets Building, Boone National Guard Center, Frankfort  
18 KY 40601-6168, Monday through Friday, 7:30 a.m. to 5:00 p.m.

19           (b) The office is closed alternate Mondays, and open  
20 only until 4:00 p.m. alternate Fridays. It is suggested that a  
21 call be made to the office to determine actual hours, 502-564-  
22 8437.

23       (c) Total number of pages incorporated by reference: 3

