

**FY18 STATEMENT OF UNDERSTANDING  
IDAHO NATIONAL GUARD  
STATE EDUCATION ASSISTANCE PROGRAM**

**Criteria for Participation:**

- 1) I understand that in order to be eligible for Idaho State Education Assistance reimbursement I must meet the following membership criteria:
  - a. I am a member of the Idaho National Guard; I am a graduate of Basic Military/Combat Training. I have more than 2 years remaining on my military service obligation at the start date of the class on my application.
  - b. I must maintain an active and satisfactory status in the Idaho National Guard throughout the entire course/term for which reimbursement is tendered. Courses which end after my Expiration Term of Service (ETS) date are not eligible for reimbursement.
  - c. I understand that I must apply with all required and completed documents (*see Air section and Army section below*) to the respective (Idaho Army/Air NG) Education office prior to the class start date in order to receive authorization for tuition and registration fees reimbursement or I will lose program eligibility. If I do not provide all required and completed documents for registration by the end of class or 4 weeks after class starts (whichever comes first) my application may be rejected.
  - d. I understand that I must apply for State Education Assistance up to 60 days before the class start date. I understand that if I miss the suspense including any missing documentation, the application may be terminated. No reimbursement request may be approved for that course/term.
  - e. I understand that I must submit proof of satisfactory course completion within 30 days of course completion or no later than 10 days prior to the end of the State fiscal year (30 June) whichever comes first, with minimum grade of a C, in order to receive reimbursement for approved tuition and registration fees reimbursement application.

- 2) I understand that in order to receive reimbursement under this program I must follow the rules regarding satisfactory participation and be in good standing by the course/term end date and any time before the reimbursement check is authorized:
  - a. No more than four (4) periods of Unexcused Absence during the last 12 months.
  - b. I am not under suspension of favorable actions in accordance with applicable laws, regulations, and policies.
  - c. My most recent record APFT/AF Fitness Program and height/weight have passing scores.
  
- 3) I understand the following additional requirements:
  - a. I must attend a public or private institution of higher education in Idaho, a vocational education school, or a community college organized under Title 33 chapter 21 of Idaho Code.
  - b. Continuing Education Units (CEUs) Courses can be reimbursed if they are not paid for by any other funding or educational program.
  - c. The maximum benefit that I may receive under this program is reimbursing up to \$4000 per State fiscal year.
  
- 4) I understand that I must complete coursework in accordance with the following guidelines:
  - a. I must achieve a grade of "C" or better, "Pass" or "Satisfactory".
  - b. I understand that the State of Idaho will not reimburse payment for any course(s) from which I "withdraw", have an incomplete grade, or receive a failing grade.
  - c. I must submit the pass/fail documentation or a certificate of completion from the school no later than 30 days after the end of the course or no later than 10 days prior to the end of the State fiscal year (30 June) to the respective Idaho Army/Air National Guard Education office.
  
- 5) I understand that I must maintain eligibility for Idaho State Education Assistance for the course(s) it is applied to by meeting the grade requirements outlined above.

**Funding Procedures:**

- 6) All State Education Assistance Program applications must be requested prior to their first class start date.
- 7) State Education Assistance Reimbursement Request Processing. I understand that I must submit the following forms and supporting documents to my unit in sufficient time for them to arrive at the respective **Idaho National Guard Education Office (Army/Air)** prior to the first official day of the course/term.
  1. Signed Statement of Understanding (SOU)
  2. Completed state education assistance application
  3. School itemized tuition and fees invoice with student name
  4. School degree plan with student name
  5. School class schedule including start and end dates with student name

**Upon Course Completion:**

1. IRS Form W-9 (Rev. December 2014)  
(Address listed will be used as mailing address for approved reimbursement checks)
  2. Unofficial or Official transcripts or proof of course completion
  3. (Air only) updated itemized invoice showing balance/amount paid and any reimbursement benefits.
- 8) I understand that my signature on the State Education Assistance application and this SOU is my certification that all information is true and correct. My signature also authorizes the State Education Offices and State Personnel/Administrative directorate to contact the school in order to request and verify information including grades and attendance information.

**Background:**

- 9) Title 46 Section 46-314 Educational Encouragement, Idaho Code, and State of Idaho 2015 Legislative Fiscal Report for Fiscal Year 2018 section 6-46 established reinstatement of the State Idaho Military Divisions Education Assistance Program. This program is established to provide reimbursement of up to \$4000 per state fiscal year to eligible active drilling members of the Idaho National Guard towards tuition and registration fees for summer, spring, and fall semesters until funds are depleted.

- 10) The State of Idaho Legislative Fiscal Report for Fiscal Year 2018 section 6-46 allotted a total of \$300,000 for the Idaho National Guard to use for Education Assistance. This amount will be distributed to Army National Guard and Air National Guard based on strength, with the Idaho Air National Guard receiving an initial allotment of \$100,000 and the Idaho Army National Guard receiving an initial allotment of \$200,000 for use during State fiscal year 2018. After completion of Fall Semester, any remaining funds will be reassessed and reallocated based on strength to the Idaho Army and Air National Guard for Spring Semester.
- 11) I understand the State of Idaho sponsors the State Education Assistance Program. The state legislature appropriates funds for this program annually. The State of Idaho nor the Idaho National Guard are not obligated to continue this program or pay out existing obligations if the State does not fund the State Education Assistance Program, or if funds are depleted.
- 12) I understand that if I do not meet all the criteria outlined in any pertaining Memorandums of Instruction for the Idaho Army or Air National Guard, I will not be eligible to receive State Education Assistance.
- 13) I understand if I qualify to use Federal Tuition Assistance and the courses being taken are covered under Federal Tuition Assistance, I must first use a majority of Federal Tuition Assistance (FTA) available before applying for State Education Assistance and cannot be reimbursed by State Education Assistance for any course already paid for to the school by Post 9/11 GI Bill funds or any another type of Education or Tuition Assistance program.
- 14) I understand the State Education Assistance Program will reimburse, upon application approval and satisfactory course completion for a qualified active drilling member of the Idaho National Guard, funds for tuition and registration fees up to \$4000 within each State fiscal year (starts 1 July and ends 30 Jun). State Education Assistance will not reimburse or exceed reimbursement over of 100% of tuition and/or registration fees.
- 15) I understand that the State Education Assistance Program is not authorized to reimburse books, room and board expenses, uniforms, equipment or any other non-tuition or registration related costs.

**Incomplete Coursework:**

- 16) I understand that, if I have an incomplete course, I will not be reimbursed. State Education Assistance will not be paid for my courses that are in a non-passing or incomplete status.

- 17) I understand that I must submit grades to the respective Idaho National Guard (Army or Air) State Education Office within 30 calendar days of course completion date or no later than 10 days prior to the end of the State fiscal year (30 June), whichever is sooner, in order to receive reimbursement for approved State Education Assistance Applications.
- 18) I understand that if I submit an incomplete application that it may not be reviewed for funding until all required and correct documents are attached and submitted. I understand that the State Education Assistance Program is on a first-come first serve basis for completed applications and incomplete applications come after fully completed applications for review and funding.

### **Air section and Army section:**

#### **Air Guard:**

- A. Late applications that were submitted after the course start date will not be accepted.
- B. Grades after class completion must be accompanied by an updated itemized school invoice.

#### **Army Guard:**

- A. All SEAP applications must be received by the IDARNG GKO page <https://states.gkoportal.ng.mil/states/ID/edu/SitePages/Home.aspx>. I understand applications received in any other manner may not be processed or reviewed.
- B. Applications that do not comply with the SEAP SOU may qualify for an appeal through the SEAP Exception to Policy process.

### **Termination:**

- 19) I understand that the submission of a falsified grade report, transcript, final fee statement, fraudulent application form or an attempt to receive funds for which I'm not eligible will result in termination from the State Education Assistance Program, and I may be subject to prosecution under the Idaho Code of Military Justice (MCMJ) or Uniform Code of Military Justice (UCMJ).

**Statement of Understanding and Compliance Agreement:**

20) I fully understand the directives outlined herein and my responsibilities for participation in the Idaho National Guard State Education Assistance Program.

Printed Name, Rank

Service Member Signature

Date

**Idaho Military Division**

**Idaho Army National Guard**

Education Office  
3882 W Ellsworth St  
Building 440, Rm 280  
Boise, ID 83705  
Phone: (208) 272-3330 and 3615  
Email Address: [ng.id.idarnng.list.ngid-education@mail.mil](mailto:ng.id.idarnng.list.ngid-education@mail.mil)

**Idaho Air National Guard**

Education Office  
3787 W Aeronca St  
Bldg 400  
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Phone: (208) 422-5370 or 5371  
Email Address: [usaf.id.124-fw.list.fss-fsd-betm@mail.mil](mailto:usaf.id.124-fw.list.fss-fsd-betm@mail.mil)