

NEARNG Regulation 621-10  
NEANG Regulation 213-10

Military Department of Nebraska  
The Adjutant General's Office  
Lincoln, Nebraska 68508-1090  
1 May 2003

## NEBRASKA NATIONAL GUARD TUITION ASSISTANCE PROGRAM

GENERAL. The following procedures provide guidance for the administration of the Nebraska National Guard Tuition Assistance Program (NNGTAP).

STATUTE AUTHORITY. Section 85-505 through 85-508 of Reissue Revised Statutes of Nebraska provides the authority for the Tuition Assistance Program.

### PROCEDURES.

1. Any member of the Nebraska National Guard who enrolls in any state-supported university, college, or community college or any independent, not-for-profit, regionally accredited college or university in this state may be entitled to a credit (as authorized by statutes) of the resident tuition charges of such school except that any member who attends an independent, not-for-profit, regionally accredited college or university in this state may receive a credit in an amount no higher than that person would receive if he or she attended the University of Nebraska-Lincoln.
2. No more than 1,200 members of the Nebraska National Guard (NNG) will be granted tuition assistance during any State fiscal year (1 July-30 June).
3. The expenditures for the NNGTAP will not exceed the appropriated State funds available for a given fiscal year.
4. Commissioned and Warrant Officers in very selected cases are authorized to use the tuition assistance program with the following exceptions: Officers who have a Baccalaureate Degree, Officers over 10 years Nebraska National Guard service, AGR Officers or Officers using any equivalent federal benefit. All other provisions of the tuition assistance program will apply.

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5. Enlisted personnel who have a baccalaureate degree are not eligible for the NNGTAP.
6. Enlisted members will not be eligible for the NNGTAP if they qualify for an equivalent federal education benefit earned due to membership in the Nebraska National Guard, excluding assistance from the GI Bill Federal Education Assistance Program for members of the Selected Reserve.
7. Active Guard/Reserve (AGR) personnel are not authorized to utilize the NNGTAP.
8. The NNG member must maintain satisfactory performance in all National Guard requirements and scheduled training sessions. The Commanding Officer of the NNG member will determine satisfactory performance.
9. The NNG member must use this benefit within the first 10 years of membership in the Nebraska National Guard. Prior active duty, reserve duty or membership in the National Guard of another state will be excluded in computing qualifying time.
10. New recruits can use the tuition assistance program upon completion of enlistment process. New recruits may use the NNGTAP for any term/session that begins after the date of enlistment.
11. Only credit bearing courses, which meet degree requirements at an authorized school, shall be approved for assistance. During the time a NNG member is eligible, the NNGTAP will provide tuition assistance for any numbered and/or named course of instruction only once. NNGTAP will provide assistance for only one undergraduate degree.
12. Payment of NNG member tuition assistance will be at the University of Nebraska-Lincoln resident tuition rate.

13. Members who utilize this assistance will agree in writing to serve in the Nebraska National Guard for three years after the completion of the course for which assistance was received. Members may be required to reimburse the state if they terminate their membership in the Nebraska National Guard before the three year agreement expires.

14. All NNG members are expected to complete the course in which they enroll. If a NNG member withdraws from a course for which he/she received tuition assistance, the member will become responsible to the Nebraska National Guard for all costs relating to such withdrawal. NNG members who incur an obligation to the NNGTAP because of withdrawal will not be approved for any subsequent tuition assistance until the obligation is cleared.

15. Tuition assistance applications will be processed under the system of priority and eligibility stated in this regulation. It is the responsibility of the individual member to initiate the tuition assistance application prior to the time stated in this regulation for each semester or academic term for which tuition assistance is requested. The application is accomplished on the website [www.neguard.com](http://www.neguard.com). The Military Department will forward to the educational institution approved applications. The member will be notified of approval/disapproval from the State Tuition Assistance Manager by email.

16. The approval of tuition assistance applications will occur within 15 working days following the published cutoff/deadline dates listed below:

Approval Dates

Academic Terms

5 June

1 July to 30 September

5 September

1 October to 31 December

5 December

1 January to 31 March

5 March

1 April to 30 June

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In order to be considered in the tuition assistance application approval process, the tuition assistance application must be received by the Military Department's Tuition Assistance Office not later than the specific approval dates for which tuition assistance is requested. When approval is given, it will be for a specific semester or academic term at the specific school. This approval is not transferable between semester/terms or schools.

17. Priority for approval of tuition assistance applications will be given to those NNG members who have previously received state tuition benefits. This priority will be utilized provided the member is not otherwise disqualified and the application was received by the Military Department Tuition Assistance Office prior to the specified date, the 1,200 participant limit has not been exceeded and the expenditures for the NNGTAP has not exceeded the level of State appropriated funds determined available. Members who have used the NNGTAP previously will, if required to determine priority, be ranked among themselves with priority being given to the member with the earliest current enlistment date in the Nebraska National Guard.

18. Members who have not used the NNGTAP previously will, if required to determine priority, be ranked among themselves with priority being given to the member with the earliest current enlistment date in the Nebraska National Guard. The member must not be otherwise disqualified and the application must have been received by the Military Department Tuition Assistance Office prior to the specified date and the 1,200 participant limit must not have been exceeded, and the expenditures for the NNGTAP has not exceeded the level of State appropriated funds determined available.

19. All NNG members who are approved for tuition assistance will provide the Military Department's Tuition Assistance Office with an accurate list of classes within 10 working days following the start of each term/semester by email. Failure to provide this information will result in the loss of approval of the requested tuition assistance and the student will be required to pay the Military Department for charged tuition costs. Subsequent tuition assistance requests will not be approved until the obligation to the Military Department has been discharged. In no case, will tuition assistance be paid by the Military Department for more hours than were originally approved for the term.

20. The Adjutant General (TAG) tuition approval authority may approve a one-time exception to policy for missed deadlines of any timetable/suspense date.

21. Funds appropriated to the tuition program are disbursed to educational institutions on behalf of National Guard members based on enrollment in specific courses. National Guard member will have a repayment obligation to the State of Nebraska whenever a tuition payment is made on behalf of that National Guard member and:

a. The National Guard member did not complete the class, dropped the class, or withdrew from the class.

b. The National Guard member was retaking a course for which tuition assistance has been paid once before.

c. The National Guard member leaves the Nebraska National Guard within 3 years of receiving tuition assistance.

d. The National Guard member did not comply with an administrative procedure which failure to do so would cause the member to have an obligation.

e. No request for tuition assistance will be approved for any National Guard member having a repayment obligation.

f. When a repayment is required under the tuition program, the Military Department will place the guard member's name, the amount, and the reasons for the repayment on a list. This list of National Guard members who have a repayment obligation will be maintained at all times. A complete review of the repayment list will be accomplished each February and September.

g. Repayment of an obligation by a National Guard member shall be received by an employee of the Military Department State Support Services Office. That employee shall duly record the funds received and cross the member's name off the current repayment list. The updated list will then be

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presented to the tuition assistance program administrator who will place the appropriate information into the system.

h. When a repayment is required under the tuition program, the Military Department will send the guard member a letter explaining the charges and request payment. The letter will state that the guard member is ineligible for any further tuition assistance until repayment is made. One additional letter reminding the guard member of this obligation will be sent two weeks after the first letter.

i. If payment is not received within three months of the first letter, the guard member will be informed that the Military Department will within 60 days review this case. Possible courses of action are:

(1) The Military Department will attempt to use the provisions of R.R.S. 72-1601 to obtain repayment.

(2) The Military Staff Judge Advocate will review the case to determine if there is an appropriate military action that can be taken under R.R.S. 55-101.

(3) The Military Staff Judge Advocate will review the case to determine if there is an appropriate action that can be taken under civil court procedures.

j. Upon determination that one of the collection actions is appropriate, the guard member will be notified of the proposed action by certified mail and given the opportunity to pay.

k. If the attempt to collect repayment from the guard member is not successful, action under R.R.S. 81-8236 with the State Claims Board will be accomplished. The necessary documents will be completed no later than 1 October following the completion of all feasible collection options.

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22. The Adjutant General shall retain the responsibility and authority to establish limitations and controls as deemed necessary to ensure maximum fiscal efficiency and productivity of the Tuition Assistance Program.

BY ORDER OF THE GOVERNOR;

OFFICIAL

ROGER P. LEMPKE  
Major General  
The Adjutant General

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AB

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This regulation supersedes NEARNGR 621-10/NEANGR 213-10 DATED 1 June 1999 which is obsolete.