

NORTH CAROLINA NATIONAL GUARD APPLICATION FOR TUITION ASSISTANCE - NC TAP

SECTION I - APPLICANT DATA			
A. APPLICANT NAME (Last, First, MI)	B. MAIDEN NAME	C. SSN	D. RANK/GRADE
E. APPLICANT ADDRESS	F. CITY	G. STATE	H. ZIP
I. AKO EMAIL ADDRESS (REQUIRED)	J. OTHER EMAIL ADDRESS		

(1) I understand tuition assistance is awarded based on the availability of funds and is awarded on a first-come, first-served basis.
 (2) I acknowledge this form must be submitted 20 days PRIOR to the start date of classes and that failure to comply could result in denial of tuition benefits.

By Signing Below SM acknowledges that he/she understands (1) and (2) above and has read and initialed the certification on the back of this form.

K. APPLICANT SIGNATURE	L. PHONE	M. DATE
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SECTION II - UNIT INFORMATION			
A. IS SM IN GOOD STANDING WITH UNIT? YES or NO (circle one)	B. ETS	SM MUST MEET MINIMUM SERVICE OBLIGATION OF 2 YRS REMAINING IN THE NCNG AT THE END OF THE ACADEMIC PERIOD FOR WHICH THIS AWARD WILL BE APPLIED.	
C. UNIT OF ASSIGNMENT	D. GUARD: ARMY or AIR (circle one) / AGR: YES or NO (circle)		
E. AUTHORIZED SIGNATURE OF CDR OR UNIT REP	F. PRINT NAME	G. TITLE	H. DATE

SECTION III - EDUCATIONAL INSTITUTION - COURSE DATA					
A. NAME OF EDUCATIONAL INSTITUTION	B. ADDRESS OF EDUCATIONAL INSTITUTION	C. ARE YOUR CLASSES ONLINE? YES or NO (circle) If yes, please write ONL next to the class in the title section			
D. COURSE #	E. TITLE	F. #CREDITS	G. COURSE #	H. TITLE	I. #CREDITS
1.			4.		
2.			5.		
3.			6.		

J. ACTUAL COST OF TUITION FOR COURSES LISTED: \$	K. DEGREE PROGRAM Undergraduate or Graduate (circle one)	L. SEMESTER STARTS	M. SEMESTER ENDS	N. SEMESTER TERM
ACTUAL COST OF REQUIRED FEES FOR COURSES LISTED: \$	O. Course of Study			
TOTAL TUITION & FEES FOR COURSES LISTED: \$				
P. AUTHORIZED SIGNATURE OF SCHOOL OFFICIAL	Q. PRINT NAME	R. TITLE		
S. EMAIL ADDRESS	T. PHONE	U. DATE		

SECTION IV - NCNG EDUCATION SERVICES OFFICE USE ONLY			
A. TUITION AMOUNT TO BE AWARDED:			
B. DENIED FOR THE FOLLOWING REASONS:			
	Educational institution is NOT a State approved school		Applicant is not in good standing with unit. SM must contact unit
	ETS does NOT meet 2 year minimum requirement		Application received after deadline due date
	SM has reached NC TAP maximum amount for this Fiscal Year		Applicant is receiving FTA in the amount of: \$
	SM Needs to apply for Federal Tuition Assistance (FTA)		Add'l funds - YES or NO. If yes, award amount: \$

GENERAL:

Under the North Carolina National Guard Tuition Assistance Program (NC TAP), members may be awarded monetary assistance for tuition and required fees. Required textbooks and materials are the student's responsibility and may be awarded by the program if funding is available after tuition and required fees has been paid for each approved application. The determination to award a monetary benefit for textbooks and materials will be made at the end of the program's fiscal year.

NC TAP benefits can be used at any approved educational institution in North Carolina. Please visit <http://www.northcarolina.edu/content.php/apps/ncsaa/index.php> for a list of approved North Carolina Schools.

Maximum award per academic year (1 July to 30 June) is based on the highest tuition and fees at The University of North Carolina at Chapel Hill which may be used in one academic period or as the applicant desires. Award may be decreased, at the program manager's discretion, due to budget constraints. Awards are made on a first-come, first-served basis until funds are depleted.

NC TAP is a reimbursement program and payments may be delayed after an award is issued. Applicants should NOT depend on monetary funds awarded through NC TAP for living, transportation, meals and other related expenses. All efforts will be made to expedite an award letter to the school once an applicant has been approved to receive tuition benefits.

Required fees are those fees which are universally applied to ALL students attending the education institution. Fees cannot be applied towards room and board, meals, health insurance and other optional fees.

If NC TAP is combined with any other military tuition assistance program then the combined programs cannot exceed the cost of tuition and required fees. Any and all excess funds after the aforementioned costs MUST be returned to the Education Services Office.

Based on approval of the application for tuition assistance by JFHQ-NC-J1-RR-ESO, an award letter is issued to the educational institution and serves as authority to invoice the Department of Crime Control and Public Safety c/o NC Army National Guard Education Services Office for the amount specified in the award letter.

INSTRUCTIONS:

Section I - to be completed by applicant.

Section II - to be completed by unit/applicant. MUST be signed by unit Commander or Representative.

Section III - to be completed by educational institution/applicant - MUST be signed by School Official.

Section IV - for NCNG-ESO use only.

Applicant is responsible for ensuring that all sections of the application are completed before submitting it to the JFHQ-NC-J1-RR-ESO.

Applications MUST be received by the Education Services Office **20 DAYS PRIOR TO THE START DATE OF CLASS.**

Proof on enrollment must be sent to the Education Office no later than the last day of late registration.

Completed applications and proof of enrollment can be sent via:

(1) Email: NCESO@ng.army.mil with subject line: NC TAP

(2) Fax: 919.664.6520

(3) Mail: NC National Guard, attn: ESO - NC TAP Manager, 4105 Reedy Creek Road, Raleigh, NC 27607-6410

All correspondence regarding NC TAP applications will be sent by email; failure to provide a valid email address may result in delays or denials.

APPLICANT'S CERTIFICATION (initial each item):

_____ I acknowledge and understand it is MY responsibility to ensure the application arrives at the Education Services Office by the deadline date.

_____ I certify that the information provided herein is correct to the best of my knowledge. I have read the provisions of JFHQ-NC Regulation 621-1 and understand that an award under the NC National Guard Tuition Assistance Program is dependent upon the availability of funds and a determination by the Adjutant General that the proposed academic program is in conformity with the intent of the NCNG Tuition Assistance Act and that all eligibility requirements have been met.

_____ I also understand and accept the conditions that "satisfactory participation" includes attendance during scheduled IDT/AT periods with my unit, as well as my conforming to appearance standards established by regulations.

_____ I understand that being deemed as an "unsatisfactory participant" may result in my having to REFUND all or part of the tuition benefit previously awarded to me. Additionally, no further awards will be made on my behalf until the determination has been reversed. Other situations which may result in my repaying all or part of monetary assistance includes: 1) failure to satisfactorily complete course(s) for which assistance is applied, 2) voluntary withdrawal from courses for which assistance is applied, and 3) failure to meet service obligation with the NC National Guard.

_____ If my academic status changes, I will notify JFHQ-NC-J1-RR-ESO and my NCNG Commander immediately. I authorize the educational institution to forward all of my grade reports to the JFHQ-NC-J1-ESO.

SEE SECTION I ON REVERSE SIDE FOR REQUIRED SIGNATURE