

PAYMENT REQUEST FORM
EXTENDED STATE TUITION REIMBURSEMENT
MINNESOTA NATIONAL GUARD
2023-2024

----DATA REQUIRED BY THE PRIVACY ACT OF 1974----

AUTHORITY: Minnesota Statute 192.501 Financial Incentives for National Guard Members

PRINCIPAL PURPOSE: To request tuition reimbursement through the extended state tuition reimbursement (E-STR) program.

ROUTINE USES: To confirm eligibility requirements for the E-STR program and determine amount of reimbursement.

INSTRUCTIONS: Upon course completion, complete this form, **attach grade report and final fee statement**, and submit to the education services office. The form must arrive at the education services office **no later than 90 days** after the last official day of your course/ term. Payment requests submitted after 90 days will be returned without action or payment.

DISCLAIMER: The funding available for the E-STR program is limited by an appropriation set by the state legislature. Payment is dependent upon the continuation of the program and availability of funds. All members are responsible to read and understand the correlating circular chapter that covers this incentive and applicable Minnesota statute.

Name: _____ SSN: _____

Current Mailing Address: _____ City: _____ State: _____

Zip Code: _____ School Name: _____ Email: _____

Degree type (check one):

- ____ Certificate undergraduate/graduate
- ____ Associate
- ____ Baccalaureate degree (undergraduate)
- ____ Master's degree (graduate)
- ____ Professional degree (i.e., J.D., D.C., M. Div.)
- ____ Doctorate (i.e., Ph. D.)

Enter number of credits completed:

- ____ Summer II (Jul/Aug22) (classes starting AFTER 1JUL)
- ____ Fall
- ____ Winter
- ____ Spring
- ____ Summer I (May/Jun23) (classes starting BEFORE 1JUL)

Total Number of Credits Attempted: _____ Credits Eligible for Reimbursement: _____ Tuition Charged: \$ _____

Note: Fee statement or letter from the school must reflect the actual amount of tuition charged.

Is this the last semester before graduation? Yes No When is your estimated graduation date _____

My Minnesota Direct Deposit Authorization for EFT form is currently on file or emailed (Annex D-1). _____
(initial)

Did you receive any federal GI Bill payments (not including Minnesota GI Bill) which were paid directly to the institution? Yes No If YES, what was the amount of payment \$ _____ What percentage of tuition was paid directly to the school by federal GI Bill this term? _____%

Did you receive an ROTC scholarship which directly paid **tuition** to the institution for this school term (do not include room and board scholarship amount)?
 Yes No If YES, what was the amount \$ _____ (do not report room and board scholarship)

Remarks:

I understand the directives outlined herein and in MN National Guard Circular 621-5-1 and my responsibilities for participation in the Minnesota state tuition reimbursement program.

SIGNATURE

DATE