Rules of
Department of Public Safety
Division 10—Adjutant General
Chapter 3—National Guard Member Educational Assistance Program

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 CSR 10-3.010 Definitions (Rescinded February 28, 1999)</td>
<td>3</td>
</tr>
<tr>
<td>11 CSR 10-3.015 State Sponsored Missouri National Guard Member Educational Assistance Program</td>
<td>3</td>
</tr>
<tr>
<td>11 CSR 10-3.020 Eligibility and Qualifications of Applicants (Rescinded February 28, 1999)</td>
<td>5</td>
</tr>
<tr>
<td>11 CSR 10-3.030 Administration (Rescinded February 28, 1999)</td>
<td>5</td>
</tr>
<tr>
<td>11 CSR 10-3.040 Fiscal Management (Rescinded February 28, 1999)</td>
<td>5</td>
</tr>
<tr>
<td>11 CSR 10-3.050 Applications Procedures (Rescinded February 28, 1999)</td>
<td>5</td>
</tr>
</tbody>
</table>
Chapter 3—National Guard Member Educational Assistance Program

Title 11—DEPARTMENT OF PUBLIC SAFETY
Division 10—Adjutant General
Chapter 3—National Guard Member Educational Assistance Program

11 CSR 10-3.010 Definitions
(Rescinded February 28, 1999)


11 CSR 10-3.015 State Sponsored Missouri National Guard Member Educational Assistance Program

PURPOSE: This rule defines the administration of the Missouri National Guard Member Educational Assistance Program.

(1) Definitions.

(A) The terms defined in sections 173.205, 173.215, 173.239, 173.242 and 173.260, RSMo are incorporated by reference for use in 11 CSR 10-3.

(B) As used in this rule, unless the context clearly indicates otherwise, the following terms and abbreviations shall mean:

1. Academic eligibility—State law requires recipients of educational assistance to maintain a cumulative grade point average of 2.5 on a 4.0 scale, or the equivalent on another scale approved by the program administrator;

2. Academic year—The period from August 1 of any year through July 31 of the following year;

3. Active member—A soldier or airman who is a member of the Missouri National Guard (MONG) in good standing and is satisfactorily participating in all required training;

4. Applicant—A member of the Missouri National Guard who submits an application for an educational assistance grant;

5. Application package—An application form together with all supporting documents required;

6. Approved private institution—As defined in section 173.205 or 173.778, RSMo;

7. Approved public institution—As defined in section 173.205, RSMo;

8. Baccalaureate degree—See bachelor’s degree;

9. Bachelor’s degree—An academic degree conferred by a college or university upon those who complete the undergraduate curriculum. Also called baccalaureate;

10. Continuous enrollment—Attendance at an approved private institution, or approved public institution, which is not interrupted by any period of nonattendance other than customary summer vacations or breaks between semesters, quarters, etc;

11. Educational assistance (EA)—Money that soldiers/airmen receive or may be eligible to receive under provisions of this regulation to help support their postsecondary education. By law such grants will not exceed the lesser of the following:

A. The actual tuition, as defined in section 173.260, RSMo, charged at an approved institution where the recipient is enrolled or accepted for enrollment; or

B. The amount of tuition charged a Missouri resident at the University of Missouri for attendance;

C. Subject to appropriation by the legislature, EA grants may be prorated in amounts that are no less than fifty percent (50%) of the limits set forth in paragraphs (1)(B)(1) and 2. above;

12. Educational Assistance Program (EAP)—State-sponsored Missouri National Guard Educational Assistance Program;

13. Educational Assistance Program Committee—The group appointed by the adjutant general to oversee the educational assistance program, also referred to as the committee. Duties include:

A. The committee shall establish policies for and exercise general direction over, the operation of the Missouri National Guard Educational Assistance Program;

B. The committee shall establish rules, regulations or standard operating procedures for determining eligibility and applicable waiting lists to ensure fair and impartial administration of the Missouri National Guard Educational Assistance Program; and

C. The committee shall develop and publish all necessary forms to ensure eligibility and payment procedures are met according to established state accounting procedures;

14. Grade point average (GPA)—An applicant’s cumulative postsecondary average of grades received for courses attempted;

15. Member of the Missouri National Guard—An individual who is an active member of a Missouri Army or Air National Guard unit;

16. MONGEAP—Missouri National Guard Educational Assistance Program;

17. New enlistee—Any member serving his/her first enlistment in the Missouri Army or Air National Guard. The term includes both prior-service and nonprior-service members;

18. Program administrator—The full-time employee, appointed by the adjutant general, with authority to manage the administration of funding provided to accomplish Missouri National Guard tuition assistance program;

19. Participating satisfactorily—Attending drills (regularly scheduled unit training assemblies);

20. Qualification—The process by which the program administrator determines, on the basis of applications received, pertinent law and regulations, whether a given applicant has met all requirements to receive an EA grant;

21. Qualified applicant—An applicant who not only meets all the eligibility criteria but also has submitted a complete and timely application package in accordance with this rule, as determined by the adjutant general or his/her appointed representative; and

22. Recipient—A member of the MONG who receives a grant from the MONGEAP.
for educational assistance when the school
s/he plans to attend enrolls or accepts
him/her for enrollment.

B. An applicant with a postsecondary
cumulative GPA of less than two point five
(2.5) will be on probation from the beginning
of the term;
6. Has never been convicted in any court
of an offense which involved the use of force,
disruption or seizure of property under the
control of any institution of higher education
to prevent officials or students in such institu-
tions from engaging in their duties or pursu-
ing their studies;
7. Has not enrolled in or does not intend
to use the grant to enroll in a course of study
leading to a degree in theology or divinity; and
8. Has not received educational assis-
tance under the MONGEAP which exceeds
or will exceed financial assistance for more
than a total of ten (10) semesters or their
equivalent.

(C) There are two (2) categories of appli-
cants—
1. Category I—Any person who enlists
or is appointed in the Missouri National
Guard for their first term. The term includes
both prior-service and nonprior-service
members, and applies to enlisted personnel
and officers; and
2. Category II—Any person who is cur-
cently serving in the Missouri National Guard
beyond their first year of enlistment or appoint-
ment.

(D) The program administrator will
decide, on the basis of applications received
and in accordance with pertinent law and reg-
ulations, which applicants qualify for educa-
tional assistance grants.

(E) An educational assistance recipient is
placed on probation when—
1. A recipient’s cumulative GPA falls
below two point five (2.5), the program
administrator will place him/her on probation
immediately. Probation will continue until
cumulative GPA is equal to or greater than
two point five (2.5).
2. A recipient on probation will be
removed from probationary status upon
attaining a cumulative GPA of two point five
(2.5) or higher.

(F) Educational assistance will be termi-
nated/suspended—
1. If a recipient on probation fails to
attain a current GPA of at least two point five
(2.5) during the next academic term for
which s/he receives educational assistance,
the program administrator will immediately
suspend educational assistance for that recipi-
ent; and
2. If a previously suspended recipient
subsequently raises his/her cumulative GPA
to two point five (2.5) or higher by continu-
ing to attend school, s/he may reapply for
educational assistance as an applicant not on
probation.

(3) Fiscal Management.
(A) State educational assistance on behalf
of Missouri National Guard members pur-
suant to section 173.239, RSMo shall be used
only after all available federal Department of
Defense educational assistance funds have
been expended.

(B) In any state fiscal year (1 July–30
June), the amount of funding for state educa-
tional assistance awarded shall not exceed the
amount of state of Missouri funds appropriat-
ed for the Missouri National Guard
Educational Assistance Program.

(C) At the end of any state fiscal year, the
amount of funds appropriated for educational
assistance for that year not utilized will revert
to general revenue and will not be available
for use in the subsequent fiscal year.

(D) Amounts to be awarded for educa-
tional assistance will be determined as follows:
1. State educational assistance shall not
exceed the limit of the following:
   A. The actual tuition charged at an
   approved institution where the individual
   is enrolled or accepted for enrollment;
   B. The amount of tuition charged a
   Missouri resident at the University of
   Missouri for attendance;
   2. Educational assistance provided may
   be prorated subject to appropriations in an
   amount no less than fifty percent (50%) of
   the limits set forth in this rule;
3. Each year the committee will estab-
   lish the total amount of educational assistance
   to be available, subject to appropriation, and
designate an amount to be awarded for each
category of recipient. Based on the number
and category of requests received, the com-
mittee, during the fiscal year, may adjust the
funding amount programmed between cate-
gories of applicants as necessary to equitably
distribute and best support the strength and
readiness requirements of the Missouri
National Guard;
4. The maximum number of hours eligi-
ble for educational assistance is fifteen (15)
for each fall and spring semester and nine (9)
for the summer semester or the equivalent.

(E) Payments for recipients’ educational
assistance will be made directly to the insti-
tution attended. The State Educational
Assistance Program administrator will notify
recipients in writing of the amount paid to the
educational institution and the date payment
was made.

(F) Should appropriated and available
funding not be adequate to support the num-
ber and/or funding amount of educational
assistance applications received, the commit-
tee will establish waiting lists and the priori-
ty for award of educational assistance.
Separate lists will be established for each cat-
egory of applicant. The program administra-
tor will advise, by letter, each guard member
of his/her status on the lists.

(G) Should the committee determine the
amount of funds available for Category I, II,
or both for the current fiscal year are inade-
sate to support the requests received, the
following actions may take place:
1. The committee may recommend that
a supplemental state appropriation be
requested; and
2. The authorized amount of payment to
be made per credit hour for the current fiscal
year may be revised during the year. The
minimum amount paid per credit hour for the
current fiscal year shall not be less than the
minimum payment authorized in subsection
11 CSR 10-3.015(3)(D).

(H) Payments are not authorized for tuition
costs incurred prior to enlistment in the
Missouri National Guard. Retroactive tuition
payments are authorized only under the fol-
lowing circumstances:
1. In the event of the full obligation of
state appropriated funds for the fiscal year, a
supplemental appropriation request may be
submitted. If authorized and appropriated,
only after the receipt of additional funding, the
committee may authorize retroactive pay-
ments. Waiting lists will be utilized to estab-
lish the priority for educational assistance
awards; and
2. During the fiscal year, should the
committee determine the money set aside for
Category I or II be excessive to the fiscal year
needs of that category, funding amounts may
be transferred between categories. Should the
amount of educational assistance originally
awarded have been less than the maximum
authorized in subsection 11 CSR 10-
3.015(3)(D), the committee may authorize
retroactive payments increasing the amount of
educational assistance received for that fiscal
year.

(I) Loss of Membership.
1. If a recipient of state educational
assistance ceases to maintain their active mili-
tary affiliation while enrolled in an academic
semester or term for any reason except
death, disability, or medical disqualification
the educational assistance shall be terminated
and the recipient shall repay the state of
Missouri any amounts awarded for the aca-
demic semester or term.
2. Recipients of state educational assistance who cease to be members of the Missouri National Guard, and who are required to reimburse the state of Missouri, will be notified of the amount owed by certified letter from the program administrator. Reimbursement payments will be accepted only in the form of check or money order payable to the Treasurer, State of Missouri.

(J) In the event a recipient drops or fails to complete a course or courses (fails to receive a grade) for which educational assistance was received, the recipient must reimburse the state of Missouri for the credit hour costs of educational assistance awarded and not completed.

(K) Recoupment action will be taken against all recipients not reimbursing the state of Missouri within forty-five (45) days of notification. The adjutant general may utilize any available administrative or legal process to collect educational assistance payments awarded to effect recoupment and satisfaction of the debt incurred.

(L) Required Records.

1. Accounting records will be maintained by the State Educational Assistance Program administrator to ensure that the State Military Educational Assistance Program is administered in accordance with state law and payments are made within appropriation limits.

2. The program administrator will maintain a file for each recipient. The file will include all required application information, payment notifications, correspondence with the recipient, and other information deemed necessary by the committee.

3. State Educational Assistance Program records will be maintained the latter of a minimum of three (3) years from the date the last semester ended that a recipient received state educational assistance and/or through the completion of state audit. The director, state resources must be contacted prior to the purging of educational assistance records and files.

(4) Application Procedures.

(A) Members of the Missouri National Guard must complete the prescribed application form and attach all required documentation. The form and some of the other required documents can be obtained from the Missouri National Guard Educational Assistance Program manager.

(B) The responsibility to prepare an initial application belongs solely to the applicant. To be complete, it must contain all of the following:

1. Application form;
2. Statement of understanding;
3. A current official or unofficial transcript (not required for first semester college students). Photocopies are unacceptable;
4. Letter of acceptance from the Missouri school/university applicant will attend;
5. Copy of registration form indicating which classes applicant plans to attend during the academic term for which s/he is seeking educational assistance; and
6. Invoice or letter from the college/university indicating credit hour cost.

(C) Submitting an Initial Application.

1. Application window.

A. Category I—Initial applications will be accepted any time during the first year of membership.

B. Category II—Renewal applications will be accepted during the time frames listed below—

(I) Fall semester: 1 May–31 August;
(II) Spring semester: 1 September–31 December; and
(III) Summer semester: 1 January–30 April.

2. The applicant must forward the complete application package to: Office of the Adjutant General, ATTN: Educational Assistance Program Administrator, 2302 Militia Drive, Jefferson City, MO 65101-1203.

(D) Prior to the beginning of each semester, each educational assistance recipient must submit a renewal application with the following documentation:

1. Current official or unofficial transcript;
2. Statement of understanding;
3. Copy of registration form; and
4. Invoice, letter, or other document from the college/university indicating credit hour cost.

(E) The program administrator will date stamp applications upon receipt. The committee will establish priority of award of educational assistance.

(F) Incomplete or defective applications will not be processed and will be returned to the applicant without action. Applications received prior to or mailed after the end of the prescribed time frame will be returned without action.

(G) The program administrator will notify applicants as to the status of their application.


11 CSR 10-3.020 Eligibility and Qualifications of Applicants

(Rescinded February 28, 1999)


11 CSR 10-3.030 Administration

(Rescinded February 28, 1999)


11 CSR 10-3.040 Fiscal Management

(Rescinded February 28, 1999)


11 CSR 10-3.050 Application Procedures

(Rescinded February 28, 1999)