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

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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(Rescinded February, 28, 1999)

AUTHORITY: section 173.239, RSMo Supp.

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

PURPOSE: This rule defines the administra-
tion 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 satis-
factorily participating in all required training;
4. Applicant—A member of the Mis-
souri National Guard who submits an applica-
tion 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, RSMo.
A. Is operated privately under the
control of an independent board and not
directly controlled or administered by any
public agency or political subdivision.
B. Provides a postsecondary course of
instruction at least six (6) months in length
leading to or directly creditable toward a cer-
tificate or degree.
C. Meets the standards for accredita-
tion as determined by either the North Cen-
tral Association of Colleges and Secondary
Schools or by other accreditation standards
applicable to nondegree-granting institutions
as established by the Missouri Coordinating
Board for Higher Education.
D. Does not discriminate in the hiring
of administrators, faculty and staff or in the
admission of students on the basis of race,
color, religion, sex, or national origin and is
in compliance with the Federal Civil Rights
Acts of 1964 and 1968 and executive orders
issued pursuant thereto. Sex discrimination
as used herein shall not apply to admission
practices of institutions offering the enroll-
ment limited to one (1) sex.
E. Permits faculty members to select
textbooks without influence or pressure by
any religious or sectarian source;
7. Approved public institution—as
defined in section 173.205, RSMo.
A. Is directly controlled or adminis-
tered by a public agency or political subdivi-
sion.
B. Receives appropriations directly or
indirectly from the general assembly for
operating expenses.
C. Provides a postsecondary course of
instruction at least six (6) months in length
leading to or directly creditable toward a
degree or certificate.
D. Meets one (1) or more of the fol-
lowing standards for accreditation:
(I) Those determined by the North
Central Association of Colleges and Sec-
ondary Schools; and
(II) Those established by the Mis-
souri Coordinating Board for Higher Edu-
cation for public junior college or by other
accrediting bodies recognized by the United
States Office of Education or by utilizing
accreditation standards applicable to the insti-
tution as established by the Coordinating
Board for Higher Education.
E. Does not discriminate in the hiring
of administrators, faculty and staff or in the
admission of students on the basis of race,
color, religion, sex, or national origin and is
in compliance with the Federal Civil Rights
Acts of 1964 and 1968 and executive orders
issued pursuant thereto.
F. Permits faculty members to select
textbooks without influence or pressure by
any religious or sectarian source;
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)—Mon-
ey that soldiers/airmen receive or may be eli-
gable to receive under provisions of this reg-
ulation 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 Mis-
souri 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 poli-
cies 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 pro-
cedures for determining eligibility and appli-
cable 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 eligi-
bility and payment procedures are met accord-
ing to established state accounting proce-
dures;
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 mem-
er 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 admin-
istration of funding provided to accomplish
the Missouri National Guard tuition assis-
tance program;
19. Participating satisfactorily—Attend-
drills (regularly scheduled unit training
assemblies);
20. Qualification—The process by
which the program administrator determines,
on the basis of applications received, perti-
ent 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 MON-
GEAP.

(2) Eligibility and Qualifications of Appli-
cants.

(A) Under this section the Office of the
Adjutant General shall certify each member’s
eligibility and qualifications for participation
in the Missouri National Guard Educational
Assistance Program.

(B) An applicant shall be eligible for an
initial or subsequent educational assistance
grant only if, at the time of his/her application
and throughout any periods during which
s/he is receiving such assistance, s/he meets
all of the following requirements:
1. Is a member of the Missouri Nation-
al Guard and is certified by the appropriate
commander as participating satisfactorily in
required training;
2. Is a citizen or a permanent resident of
the United States;
3. Has not previously received a bache-
lor’s degree from an accredited postsec-
ondary institution;
4. Is enrolled, or has been accepted for
enrollment, as a full-time or part-time under-
graduate student in an approved private or
public institution;
5. Maintains academic eligibility. Applica-
ents must maintain a cumulative grade
point average (GPA) of at least two point
two point five (2.5) on a four point (4.0) scale, or
the equivalent on another scale approved by the
program administrator.

A. An applicant with no postsec-
ondary academic record is deemed eligible
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 insti-
tutions from engaging in their duties or pur-
suing 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
appointment.

(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 recip-
tent; 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) 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 Missouri funds appropriat-
ed for the Missouri National Guard Educa-
tional Assistance Program.

(B) 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.

(C) Amounts to be awarded for educa-
tional assistance will be determined as follows:
1. State educational assistance shall not
exceed the least of the following:
   A. The actual tuition charged at an
   approved institution where the individual
   is enrolled or accepted for enrollment; or
   B. The amount of tuition charged a
   Missouri resident at the University of Mis-
   souri 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; and
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.

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

(E) 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-
ity for award of educational assistance. Sepa-
rate lists will be established for each catego-
ry of applicant. The program administrator
will advise, by letter, each guard member of his/her status on the lists.

(F) Should the committee determine the amount of funds available for Category I, II, or both for the current fiscal year are inadequate 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)(C).

(G) Payments are not authorized for tuition costs incurred prior to enlistment in the Missouri National Guard. Retroactive tuition payments are authorized only under the following 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, upon receipt of additional funding, the committee may authorize retroactive payments. Waiting lists will be utilized to establish 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)(C), the committee may authorize retroactive payments increasing the amount of educational assistance received for that fiscal year.

(H) Loss of Membership.
1. If a recipient of state educational assistance ceases to be a member of the Missouri National Guard while enrolled in a course of study or within three (3) years after completion of a course of study for any reason except death or disability, educational assistance shall be terminated and the recipient shall repay to the state of Missouri any amounts awarded.
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.

(I) 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.

(J) 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.

(K) 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 related 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 raised seal 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 raised seal 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)