

# VERMONT NATIONAL GUARD TUITION BENEFIT PROGRAM (VNGTBP) CHECKLIST

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT COMPLETED VNGTBP CHECKLIST

Initial Here

Signed VNGTBP “Good Standing/Good Cause” Attestation Form.

Initial Here

Have/or created a MYVSAC account.

Initial Here

Submitted the VSAC Unified Scholarship Application.

Initial Here

Have/or created a Army IgnitEd Account for Federal Tuition Assistance (FTA).

Initial Here

Filled out, signed, and had my Commander sign VNGTBP Certification Form.

## **WHAT HAPPENS NEXT**

You will return the completed VNGTBP Certification Form and the VNGTBP “Good Standing/Good Cause Form to the Education Office. In a few weeks, VSAC will send you a “promissory note” to the home of record you entered on the Unified Scholarship Application. Complete the “promissory note” and send to VSAC. If eligible for FTA, finish application on Army IgnitEd 60 day to 5 days prior to start date of class. VSAC and FTA will award tuition funds directly to the school.

## **VERMONT NATIONAL GUARD TUITION BENEFIT PROGRAM (VNGTBP) Good Standing/Good Cause Attestation Form**

### **VTNG Determination of “Good Standing”**

- Member must have a satisfactory year of service as determined by their retirement points history for the 12-month period (minimum 50 points) prior to the start of an academic period, or if less than 12 months of service they must have a minimum of 4 points per month prior to the start of an academic period. Members who fail to maintain satisfactory service will be considered ineligible for tuition assistance for the requested period.
- All members must have completed Basic Training or Commissioning prior to award of the tuition benefit.
- Member must not have previously been discharged from the Vermont National Guard for unsatisfactory participation of misconduct. The Office of the Adjutant General may grant waivers on a case-by-case basis
- Members must be enrolled in a program at a Vermont undergraduate postsecondary school, Vermont Graduate program or a technical center that leads to a degree, diploma, certificate or be studying for relevant continuing education purpose.
- Members placed on academic probation or academic suspension by their school will not be eligible for the tuition benefit.
- Current members must have a minimum of 2 years retention on the date of the course completion for the full-time award; one (1) year retention for the one-half time award; six (6) months retention for part time award.
- Members who have used the VNGTBP to attain a Master's degree must on receipt of the graduate degree and until the individual's service commitment under 16 V.S.A 2857(d) is satisfied, be employed full time in Vermont or, if unemployed, be actively seeking full-time employment in Vermont.
- Member cannot use the VNGTBP to attain a second bachelors if they had used the VNGTBP to attain their first bachelors degree.

### **VTNG Determination of “Good Cause” for VNGTBP Termination**

- Member becomes an unsatisfactory participant per AR 135-91 or AFI 36-3208.
- Member separates from the VTNG due to death, injury, illness, or other impairment that results in a medical discharge.
- Member fails to extend for the period of service while in an authorized period of non-availability (e.g. inactive guard reserve) within 90-days of returning to active drilling status.
- Member receives an SFPA (flag) or AF Unfavorable Information File (AFI36-2907) due to Adverse Action that results in an “unfavorable” outcome.
- Member voluntarily Interstate Transfers (IST) out of the Vermont National Guard.
- Member fails to become DMOSQ within 24 months of completing Army Basic Training or fails to become AFSC qualified within 12 months of completing Air Force Basic Military Training.
- Member is voluntarily or involuntarily discharged from the Vermont National Guard to include medical discharges.
- Member placed on academic probation or academic suspension.
- Member becomes unenrolled from the program at a Vermont undergraduate postsecondary school, technical center or certificate program.
- Member who receives a Masters degree using the VNGTBP fails to be employed full time in Vermont or, if unemployed, fails to actively seek full-time employment in Vermont.

**I attest that I have read, understand, and agree to the terms of the tuition benefit program:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## VNGTBP – 2024-2025 Academic Year

Any student may apply	Any program	Any enrollment
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The Vermont National Guard Tuition Benefit Program (VNGTBP) was established as an interest-free, forgivable loan program in 2018 by the Vermont General Assembly to recruit and retain high quality Guard members. This program replaced the National Guard Educational Assistance Program (NGEAP) previously established in 1998. In 2022 the VNGTBP was expanded to include second bachelor's and master's degrees in a pilot program that will be in effect from 7/1/2022 – 7/1/2025.

### Eligibility:

- Applicant is an active member, in good standing, of the Vermont National Guard.
- Applicant has successfully completed basic training.
- Applicant plans to attend a **Vermont** university, college (unless the degree program is not available in Vermont), or an eligible training institution offering certificate training or continuing education programs beginning on or after July 1, 2024.
- If pursuing a second bachelor's degree, applicant was not funded for their first bachelor's degree through either VNGTBP or NGEAP.
- Applicant is not in default on a federal education loan.
- Applicant demonstrates satisfactory academic progress.
- Applicant must have exhausted any available post-September 11, 2001 tuition benefits and other federally funded military tuition assistance; provided, however, that this subdivision shall not apply to: (A) tuition benefits and other federally funded military tuition assistance for which the individual has not yet earned the full amount of the benefit or tuition; (B) Montgomery GI Bill benefits; (C) post-September 11, 2001 educational program housing allowances; (D) federal educational entitlements; (E) National Guard scholarship grants; (F) loans under section 2856 of this title; and (G) other nontuition benefits.

**Amount:** The amount of the award will vary depending upon the institution and/or program in which the student enrolls:

- Award amount at any Vermont State College institution or the University of Vermont will be equal to the in-state resident tuition rate at the relevant institution.
- Award amount at any eligible Vermont private postsecondary institution will be the in-state resident tuition rate charged by the University of Vermont.
- Award amount at an eligible out of state postsecondary institution will be the in-state resident tuition rate charged by the University of Vermont.
- Award amount at an eligible training institution for a non-degree, certificate training, or continuing education program, will be the lower of the institution's standard tuition or the in-state resident tuition rate charged by the University of Vermont.
- Cost of all certificates and credentials received using VNGTBP funds will not exceed the full-time in-state tuition rate charged by the University of Vermont for completion of an undergraduate bachelor's degree.
- The Vermont National Guard Tuition Benefit Program (Interest-Free and Forgivable Loan) (VNGTBP) award is a **LOAN that covers tuition. VNGTBP does not cover fees or room and board.** If the Guard member receives other federally funded military tuition assistance that covers a portion or all of tuition (including Veteran Affairs benefits), the VNGTBP loan amount will be reduced or eliminated, and the school will be required to return funds to VSAC (thereby lowering the amount of the tuition benefit loan).

**Selection:** Based on whether applicant met all eligibility requirements.

**Loan Cancellation:** To be eligible for partial/complete forgiveness of this tuition benefit interest free loan, the applicant must:

- Complete two years of service (after the scholarship is first disbursed) in the Vermont National Guard for each full academic year award disbursed. Service commitment is served concurrently with Service Member's current contract.
- For members participating on less than a full-time basis, the service commitment is one month of service for each credit hour attempted not to exceed 12 months of service for a single semester.
- For members participating in training programs, the service commitment is 6 months for each credential earned and 1 month for every credit hour for certificates. Each Guard member may enroll in up to two training program certificates/credentials per term, and up to two terms per year.
- For members who use VNGTBP to attain a graduate degree, must on receipt of the degree and until the individual's service commitment under 16 V.S.A 2857(d) is satisfied, be employed full time in Vermont or, if unemployed be actively seeking full-time employment in Vermont.
- Vermont Student Assistance Corporation (VSAC) annually determines the amount of the interest free loan to be forgiven for each completed year of service.

**Termination of tuition benefit:** The office of the Vermont Adjutant General may terminate the tuition benefit provided to the applicant if:

- The applicant's commanding officer revokes the statement of good standing due to a "good cause" termination.
- The applicant is dismissed from the educational institution in which the applicant is enrolled for academic or disciplinary reasons, or
- The applicant withdraws without good cause from the educational institution.

**If the applicant's tuition benefit is terminated** for the above reasons, the applicant will be:

- responsible to repay the tuition paid through the program per the terms of the promissory note,
- responsible on a pro rata basis for the remaining tuition cost for the current semester or any courses in which the applicant is currently enrolled, and
- ineligible to receive future tuition benefits under the program.

**Required Documents:** Submission of the following documents will constitute a "COMPLETE" application (*see How to Apply below*):

- Unified Scholarship Application (USA) (submit online @ [www.vsac.org](http://www.vsac.org)); and
- Certification-VNGTBP (completed by the Guard member and an education certifying official from the VTARNG or VTANG and uploaded to VSAC online @ [www.vsac.org](http://www.vsac.org))
- Promissory note (to be submitted after scholarship eligibility is determined and awarded)

**Deadline:** Completed applications will be signed by the Service Member's Commanding Officer and submitted to the education office within 30 days prior to the beginning of the semester.

## How to Apply for the Vermont National Guard Tuition Benefit Program (VNGTBP)

### Step 1: Complete the VSAC Unified Scholarship Application:

- Go to [www.vsac.org](http://www.vsac.org) and click on the **MyVSAC** button in the top right of the home page.
- Log into your existing MyVSAC account OR if you do not have a MyVSAC account, click on "Register Now" in the box labeled "New to MyVSAC" and follow the directions.
- Once logged in, click on *Work with VSAC Assisted Scholarships*.
- Click on *2024-2025 Unified Scholarship Application (USA)* under "Submit Application" and follow the directions.
- Be sure to add the VNGTBP (Vermont National Guard Tuition Benefit Program) scholarship ID.
- Once you have completed the application and reviewed your summary page, click the *Submit Application* button to submit your application.

### Step 2: Gather information and complete the VNGTBP Certification Form:

- Meet with your Education Services Officer at the Vermont National Guard to discuss eligibility criteria for the Vermont National Guard Tuition Benefit Program (VNGTBP).
- Complete the 2024-2025 VNGTBP Certification Form (attached to this document). This form needs to be signed by the Guard member, the Company/Squadron Commander, and the Education Services Officer.
- Submit the completed 2024-2025 VNGTBP Certification Form to the Education Services Officer and they will submit the form to VSAC once all applicable signatures have been collected.

### Step 3: Award Letter and Promissory Note:

- Once the VNGTBP Certification Form and the Unified Scholarship Application is received by VSAC, VSAC will determine your eligibility. If eligible, you will receive an award letter and a promissory note.
- You must read, sign, and return the promissory note to VSAC. **NO FUNDS WILL BE DISBURSED TO YOUR SCHOOL UNTIL THE PROMISSORY NOTE IS COMPLETED AND RETURNED TO VSAC.**
- Provide a copy of your award letter to the school Veteran's Advisor or Certification Program Official.

I acknowledge I have read the above statement .

Initial Here



**2024-2025 VNGTBP Certification**

This form is a required document for the **Vermont National Guard Tuition Benefit Program** (Interest-Free and Forgivable Loan). It must be completed and signed by your Company/Squadron Commander AND by an Education Services Officer. **Please note that this form is valid for the 2024-2025 Academic Year (July 1, 2024 through June 30, 2025) ONLY.**

**SECTION I: GUARD MEMBER INFORMATION**

1. Full Name ( <i>Please print</i> ):	2. Social Security #:	3. Current ETS Date:
4. Have you already received a bachelor's degree?  [ ] Yes [ ] No	5. Will you receive your first bachelor's degree from any college/ university by July 1, 2024?  [ ] Yes [ ] No	
6. If you answered 'yes' (you will have, or already have your bachelor's degree by 7/1/2024), <b>and will be pursuing a 2<sup>nd</sup> bachelor's degree during the 2024-2025 academic year</b> , do you certify that you did not receive VNGTBP (Vermont National Guard Tuition Benefit Program) or NGEAP (National Guard Education Assistance Program) funds to help pay for your 1 <sup>st</sup> bachelor's degree? [ ] Yes  If you did not certify 'yes', stop here, you are not eligible for the VNGTBP program.		
7. Will you be pursuing a graduate degree during the 2024-2025 academic year? [ ] Yes [ ] No  If you answered, yes (you will be pursuing a graduate degree), do you understand, upon completion of your graduate degree, and until your Vermont National Guard service commitment is satisfied, that you are committing to work full time in Vermont (or if unemployed, be actively seeking full time employment in Vermont)? [ ] Yes  If you did not answer yes that you understand your employment commitment, stop here, you are not eligible for the VNGTBP program.		

**SECTION II: 2024-2025 OTHER EDUCATIONAL ASSISTANCE**

8. Have you received a certificate of eligibility from the VA for the Post 9-11 G.I. Bill (CH 33), have not transferred your benefit (TEB), and have months remaining?  [ ] No [ ] Yes If yes, list amount \$ _____
9. Are you eligible to use Federal Tuition Assistance (FTA)? <b>**If you are in the ARNG or are in the ANG and are currently AGR, you ARE ELIGIBLE. **FTA provides \$250 a credit hour up to 16 credit hours a fiscal year. Amount eligible is found at <a href="http://www.armyignited.army.mil">www.armyignited.army.mil</a> for VTARNG members and <a href="https://afvec.us.af.mil/afvec">https://afvec.us.af.mil/afvec</a> for ANG members. If only part time, list amount of FTA to be used this school year.</b>  [ ] No [ ] Yes If yes, list amount \$ _____
10. Are you eligible for any other federally funded military tuition assistance to include the Montgomery G.I. Bill – Active Duty (CH 30)? (If using Montgomery GI Bill 1606 or Kicker, check "no".)  [ ] No [ ] Yes If yes, list amount \$ _____

**SECTION III: 2024-2025 SCHOOL/PROGRAM INFORMATION**

11. Full name of school you will be attending in 2024-2025:	12. City and state where school is located:  12(a). If the school is out of state, I certify the degree program is not available in Vermont: [ ] Yes [ ] No
13. If attending Champlain College, will you be enrolled in the TruEd program? [ ] Yes [ ] No	

**14. Program (check one):**  
 Associate's Degree     Bachelor's Degree     Graduate Degree     Certificate/Training Program  
 (if checked provide info below):

- Certificate Program Name \_\_\_\_\_
- Length (ex. 3 months, 6 months, etc.): \_\_\_\_\_
- Certificate Program cost: \_\_\_\_\_

**15. How many terms of VNGTBP assistance are you requesting between 7/1/2024 and 6/30/2025?** \_\_\_\_\_  
*(If enrolled in Champlain College TruEd program, terms are May 2024, August 2024, & January 2025.)*

**15. For each term of assistance you are requesting, indicate the term start date and the anticipated # of credits you plan to enroll during the 2024-2025 academic year (July 1, 2024-June 30, 2025). Indicate N/A if a term is not applicable.**

<u>First</u> Term Start Date: _____	Anticipated Credits: _____
<u>Second</u> Term Start Date: _____	Anticipated Credits: _____
<u>Third</u> Term Start Date: _____	Anticipated Credits: _____

**ELIGIBILITY CRITERIA:**

- Applicant is an active member, in good standing, of the Vermont National Guard.
- Applicant has successfully completed basic training.
- Applicant plans to attend a **Vermont** university, college (unless the program of study is not available in Vermont, or an eligible training institution offering certificate training or continuing education programs beginning on or after July 1, 2024.
- If pursuing a second bachelor's degree, Applicant was not funded for their first bachelor's degree through either VNGTBP or NGEAP Applicant is not in default on a federal education loan.
- Applicant demonstrates satisfactory academic progress.
- Applicant must have exhausted any available post-September 11, 2001 tuition benefits and other federally funded military tuition assistance (see above instructions for exceptions).

**CERTIFICATION OF GUARD MEMBER**

**By signing in this section, you certify you meet all the eligibility criteria listed above to the best of your knowledge, and you agree your school/college may notify VSAC and the Vermont National Guard if you are dismissed from the institution for academic or disciplinary reasons and the reasons therefor.**

Guard member signature:	Date:
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**CERTIFICATION OF COMPANY/SQUADRON COMMANDER:** Must be signed by Commander before submittal.

**By signing in this section, the company/squadron commander certifies that the guard member has met all the eligibility criteria listed above to the best of his/her knowledge.**

Printed name of company/squadron commander:	Unit/squadron:	Phone number:
Signature of company/squadron commander:		Date certified:

**CERTIFICATION OF VERMONT NATIONAL GUARD EDUCATION SERVICES OFFICER**

**By signing in this section, the VTNG Education Services Officer certifies for the Office of the Adjutant General that the guard member has met all eligibility criteria for the Vermont National Guard Tuition Benefit Program.**

Printed name of Vermont National Guard Education Service Officer:	Branch of National Guard: <input type="checkbox"/> ARMY <input type="checkbox"/> AIR
Signature of Vermont National Guard Education Service Officer:	Date certified:

**RETURN THIS COMPLETED FORM TO YOUR EDUCATION SERVICES OFFICE:**

<b>VTARNG:</b> GMA, 789 Vermont National Guard Rd Colchester VT 05446 (802) 338-3378 or axel.a.larson.mil@army.mil	<b>VTANG</b> 105 NCO Drive, 158 <sup>th</sup> FSF So. Burlington VT 05403 (802) 660-5228
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