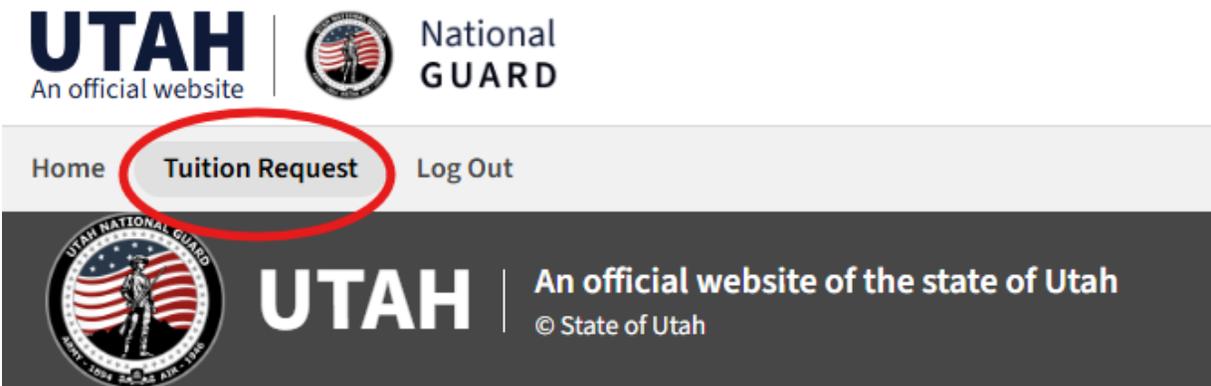


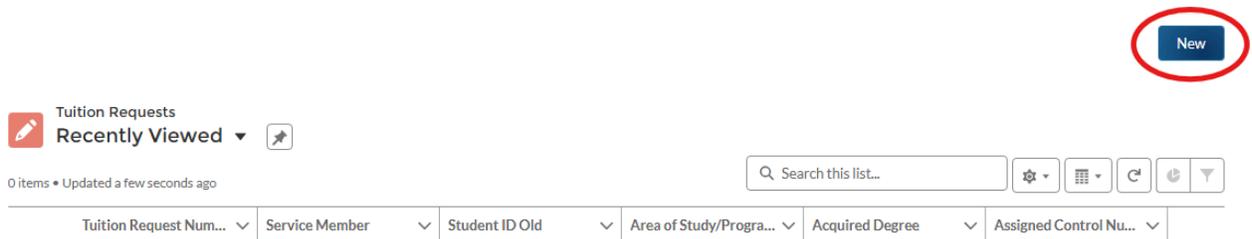
STW is for FULL-TIME students only (12+ credit hours)

How To Apply for STW

1. Visit our application portal at <https://guard-statetuition.utah.gov/>
2. Login with your Utah ID. If you don't have one the system will create one. If possible use your civilian email.
3. Choose **Tuition Request**



4. Choose **New**



5. Enter data into the required fields and **save** - if you are requesting fall AND spring semester, and do not know the end date of **spring** semester, please put in 5/1/2027

The screenshot shows the 'New Tuition Request' form. The form has three required fields: 'Student Id', 'Quarter/Semester Start Date', and 'Quarter/Semester End Date'. Each field has a calendar icon on the right. At the bottom right of the form are 'Cancel' and 'Save' buttons.

6. Click **start** to begin with the General Contact Info Section

TUITION REQUEST
TR-01373

General Contact Information

There are multiple sections to be completed as a part of your Tuition Request. First section is General Contact Information and the final section may be State Tuition Waiver (STW) or State Tuition Assistance (STA): Course Fee(s) / Student Fee(s).

Click "**Start**" to begin with the General Contact Info section and when all applicable sections are completed click "**Submit**" to finish your Tuition Request.

Also, please note that STW applications are only available January through April.

**Note: If your Component = Army National Guard, Rank = Cadet and Scholarship Cadet = Yes.*

Please have a Signed Form or Memorandum from your Professor of Military Science (PMS) available with you to upload during updating your contact information.

Acceptable Formats: .pdf, .doc, .docx, .jpeg, .jpg. Max file size: 5Mb

Start

7. Fill in the required fields and click **Save General Contact Info.**

∨ **Military Information**

* Component

--None--

* Separation Date

* Duty Status

--None--

* Unit Name

∨ **Educational Institution Details**

* Educational Institution Name

Search Accounts...

Unable To Find Educational Institution?

Save General Contact Info.

8. Scroll down to **State Tuition Waiver** and click on **Start STW**

State Tuition Waiver

Click '**Start STW**' button to begin the screening process.

** Note: Please have your Unofficial Transcripts, Grade(s) and Short Essay documents available to be uploaded for this process.*

Acceptable formats: .pdf, .doc, .docx, .jpg, .jpeg. Max file size: 5Mb

Start STW

9. Complete the **State Tuition Waiver Request** and **Acknowledgements**

10. Upload **Unofficial Transcripts** and **One-Page Essay**

Acceptable formats: .pdf, .doc, .docx, .jpg, .jpeg. Max file size: 5Mb

* Unofficial Transcripts

Or drop files

* Short Essay

Or drop files

11. Sign and Save STW

* I have reviewed and completed this application request in accordance with the UTNG State Education Policy. Submitting this request to the UTNG State Education Office implies that I have read and agree to the Statement of Agreement. The information I have provided is true and correct. (Please type your Full Name in the box below)

* Submitted Date

Dec 17, 2025



Save STW

12. This message confirms successful submission of STW

State Tuition Waiver

Your responses for State Tuition Waiver screening process were saved and the Tuition Request is Submitted for State Tuition Waiver Approvals. Please proceed to apply for State Tuition Assistance by clicking the button ' **Start STA** ' after the Status is either Approval Request Recalled / STW Rejected / STW Approved.

Please reach out to **Utah National Guard Education Service(s)** for any questions at:

Army Education Email:

ng.ut.utarng.mbx.education-office@army.mil

Air Education Email:

STAEducation@utah.gov

Education Office: 801-432-4400 Option 6

13. After the results of the STW, members will start a new TR following the **STA procedures** found at: <https://guard.utah.gov/sta/>

- If STW is approved, member will fill out a new TR for fees only
- If the STW is rejected, member will fill out a new TR for courses and fees