ANNEX A STATEMENT OF AGREEMENT

STATEMENT OF AGREEMENT (SOA)
UTAH NATIONAL GUARD (ARMY and AIR) STATE TUITION ASSISTANCE PROGRAM (STA)

GUIDELINES

1. AUTHORITY

State Operations Policy 26-01

2. PRIVACY ACT INFORMATION

State Tuition Assistance (STA) forms may include information protected under the Privacy Act 1974.To review and approve STA requests, I authorize STA administrators to forward applicable STA applications and associated forms to my non-military email address.

4. AUTHORIZED RATES

The State of Utah, through the UTNG, may pay up to 100% of my tuition assistance or $7000 for loan repayment based on the following caps and guidelines:

a. For awardees of the State Tuition Assistance, an annual cap of $7,000 towards tuition, fees, and course materials paid directly to the institution. Students requesting more than $7,000 should apply for an ETP.

b. I agree to pay the remaining amount and any other costs not paid by the State of Utah.

c. STA is authorized on a course-by-course basis and no changes will be made in the courses or dollar amount for which STA is approved without the approval of the appropriate Education Office. Changes to previously approved STA must be made within 30 days of class start date.

d. I will use STA fundings for a course (or courses) required to complete my degree or certificate plan and must submit proof or validation of my degree plan or certificate program, along with my grades, no later than 30 days following the completion of my approved course(s).The degree plan and grade certification will be submitted on page 2 of the approved STA application.

e. STA will not be approved to fund a course more than once unless the UTNG member has repaid the funds for the class that was previously taken.

f. By signing this letter, the service member agrees to a commitment of two years to the Utah National Guard. This amount is eligible for recoupment if the commitment is not fulfilled. Reimbursements will not be paid directly to the service member.

4. ELIGIBILITY

a. I am a Utah National Guard service member in good standing (satisfactory participant) in my unit.

b. I applied for, maximized, or was ineligible for funding through the State Tuition Waiver (STW) and Federal Tuition Assistance (FTA) programs and:

(1) _____I am in pursuit of my first degree at the Associate, Bachelor, and Graduate level (or applying for loan repayment for the same), or

(2) _____I am pursuing an additional degree at the Associate, Bachelor, and Graduate level and no funding for my previous degree at this same level was provided by the STA or STW.

5. OBLIGATION

I understand that by receiving UTNG STA, I incur the following obligation. Failure to complete this obligation may result in the recoupment of all or a portion of my UTNG STA.

a. _____I intend to stay in the Utah National Guard for two years beyond my course anticipated completion date for a Bachelor's Degree (or lower) degree. Members of the Utah National Guard participating in the Simultaneous Membership Program (SMP) program are exempt from the two year commitment because they incur a service commitment through their commissioning source.

b. _____I understand that if I separate voluntarily or am discharged "for cause", the amount of STA funds invoiced for the semester during which I separated from the guard will be recouped by State Operations.

6. GRADES

a. _____I understand that I am required to achieve a grade of C or above for each course. If I fail to attain the minimum grade, I will be required to pay back the state, and I may not be eligible for any further STA until the state is repaid.

b. _____I will provide the State Education Office with proof of successful completion of approved courses within 30 days of completing the class for which I receive UTNG STA. Grade certification will be submitted on page 2 of the approved STA application. Failure to do so will suspend further STA funding until the UTNG Member satisfactorily complies with all STA requirements.

7. CLASS/COURSE SUBMISSION and CHANGES

a. _____I may submit my STA request up to 60 days (but not less than eight) before class/semester starts.

b. _____I understand that I am responsible for providing a copy of my approved State Tuition Assistance form to my school accounting office within ten days of STA approval. Failure to do so may interrupt or deny STA invoicing and payment to the school.

8. DUPLICATION OF BENEFITS

a. STA is authorized in combination with all GI Bill chapters. GI Bill programs that pay toward tuition and fees are structured as last-pay; STA can be applied up to the maximum authorized rate of $7,000 per fiscal year, and the school will process the remaining costs subject to compliance with the current VA School Certifying Official Handbook.

b. FTA funds are a “first payer” which means that FTA funds must be used before applying STA benefits.

c. No funding supplied by the STA program can be refunded to the student. Any overages resulting from previously accepted/applied tuition-only programs should be reduced from the amount requested from STA.

d. Any applicable requirements for additional funding or use of funds in conjunction with other monetary sources will follow guidelines set by existing policy.

e. Members must choose either STA or Student School Loan Repayment each fiscal year.

9. WITHDRAWAL

I agree to reimburse the UTNG the STA funds paid if I withdraw from a course except for reasons beyond my control as determined by the Education Services Officer (ESO) or designated representative.

10. RECOUPMENT OF FUNDING

Applicants are responsible for notifying the Education Office if there are any changes in approved coursework, such as class changes, drop, or withdrawals.

a. If a student withdraws from a class after the school-designated “withdrawal period,” the school may still bill the State Operations Finance department for that class. Unless the student can provide clear, incontestable evidence that the course was dropped due to unforeseen circumstances, such as extreme illness or mobilization with less than 30 days’ notice, the student will be required to repay the entire charge for that

course to the State of Utah, under the STA program policy guidelines.

b. Students who fail to make satisfactory progress in a course (grade of C or equivalent) or receive an F, E, W, or I (“I” referring to incomplete coursework that was not finished within 120 days) may incur a recoupment of the funds.

c. The member must pay all recoupments before future STA application will be approved. .

11. PERIOD OF AGREEMENT

This SOA will remain in effect for the entire STA FY in which it is signed. A new SOA must be signed each FY the soldier/airman receives UTNG STA.

MEMBER ACKNOWLEDGEMENT AND AGREEMENT

I agree to all the above conditions.

Name (Last, First, MI)	Rank/Grade	Unit	Date

Signature

Address (Street, City, State, Zip)

Phone Email Address

COMMANDER APPROVAL ***REQUIRED***

I certify the member is in good standing (satisfactory participant) in the UTNG.

Commander/Authorized Designee Name Signature	Commander/Authorized