

COLORADO STATE TUITION ASSISTANCE

SUBMISSION CHECKLIST AND REQUIRED FORMS



Colorado National Guard State
Tuition Assistance Office

Updated 07.01.2024

Required Forms for Tuition Assistance Application

#1 Command Authorization Form

- a. You must upload your signed and completed [Command Authorization Form](#).

Note: This form must be completed by either your commanding officer or the commanding officer's delegate.

#2 Proof of Basic Training

- a. Upload proof of basic training. Acceptable proof includes **one** of the following:
 - DD Form 214
 - DD Form 220
 - DD Form 4
 - Certificate of Completion
- b. Army National Guard Officers upload:
 - Oath of Completion NGB Form 337 **and** Officer Record Brief (*You may redact all other information except your name, MRD, and Civilian Education*).
- c. Air National Guard Officers upload:
 - Oath of Office NGB Form 337 or AF Form 133 **and** Career Data Brief (CDB). (*You may redact all other information except your name, MSD, and Civilian Education*).

#3 ROTC (If Applicable)

- a. Please upload **one** of the following documents to determine eligibility:
 - DA FORM 597
 - DA FORM 597-1
 - DA FORM 597-3
 - DA FORM 597-4

#4 Detailed Course Schedule

- a. Upload a detailed course schedule. This schedule should include your name and/or student ID, # of credit hours, and course name.
- b. If you are attending an institution where new student orientation is required, and your schedule will not be available until after the State TA deadline, upload the following:

- A letter of acceptance/enrollment from your institution **and** a letter from your school's Academic Advisor (With the school's letterhead and Academic Advisor's contact information) stating the following:
 - i. Number of credit hours they anticipate will be scheduled
 - ii. The date they anticipate you will be scheduled

Attending more than one school?

You must have a detailed course schedule for each school and your schedule(s) must be from your school portal or advisor.

#5 Tuition Cost Breakdown

- a. You must upload your tuition cost breakdown. Every school has a tuition table on their webpage for the **current** semester you are applying for. A student account or ledger are examples of acceptable cost breakdowns.
- b. Fall applicants applying in early June: If tables are not available on the school's website, contact their billing office or provide a letter from your advisor on school letterhead.

#6 Re-enlistment Documents (If Applicable)

- a. Re-enlistment paperwork is **only** if your Estimated Term of Service (ETS) is before the last day of your semester, or you are using it as support for your current ETS due to a re-enlistment in the last year. Review your enlistment contract and class schedule.
- b. Submit the following:
 - **For Army National Guard:**
 - i. DA FORM 4836 Oath of Extension Document for CO National Guard.
 - ii. Provide a completed re-enlistment packet with both you and your Unit Commander's signatures.
 - **For Air National Guard:**
 - i. AF Form 418 for CO National Guard.
 - ii. Provide a completed re-enlistment packet with both you and your Unit Commander's signatures.
 - For AF Form 418 to be considered an acceptable document it must have the following:

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- i. Recommended for Re-enlistment box is checked
 - ii. Selected for Re-enlistment box is checked
 - iii. Remarks specify that applicant is intending to re-enlist
 - iv. Remarks specify the date of expected completion of the re-enlistment packet
 - v. Signature and date from Unit Commander
- If you are outside the 90-day window to re-enlist and will not have a re-enlistment packet by the deadline. upload the following:
 - i. A letter specifying your intent to re-enlist or memorandum from your CO National Guard Unit Commander **and** the estimated date of completion of your re-enlistment packet. Your Unit Commander must sign your intent to re-enlist or the memorandum document. *An ink or Adobe verified e-signature is accepted.*
 - ii. DD Form 220
 - iii. DD Form 4
 - iv. Certificate of Completion

Important note:

Re-enlistment paperwork is only required from you if your Estimated Term of Service (ETS) is *before* the last day of your semester, or you are using it as support for your current ETS due to a re-enlistment in the last year. Review your enlistment contract and class schedule.

If your MRD is before the last day of the semester, you are ineligible to apply for State Tuition Assistance

Review the following steps before submitting your application

1. Collect all the required documents to submit your online application located at the State TA website located here [State Tuition Assistance | Department of Military and Veterans Affairs \(colorado.gov\)](https://colorado.gov/department-of-military-and-veterans-affairs/state-tuition-assistance)
2. Carefully answer all questions on your online application and provide all required documents from the checklist above to ensure you are not missing any information.
3. Failure to follow these instructions could result in a disqualification in your application.

What happens next?

Once you have submitted your complete online application, it will be reviewed. Allow for up to 30 days processing time. If your application is determined to be eligible you will be emailed and provided with a time-sensitive letter with instructions. It is important to closely monitor your email for communication regarding your State TA application.

Where can you access your forms?

- a. **Army Guard:** All required paperwork is available in your IPERMS and the G1 Personnel Gateway system for your current Officer Record Brief. For assistance with retrieving the appropriate documents, contact your Unit Administrator for assistance.
 - iPERMS link: <https://iperms.hrc.army.mil>
 - G1 Personnel Gateway link:
<https://arngg1.ngb.army.mil/v3/SelfService/CareerCenter/Home.aspx>
 - **Not Permitted:** Annexes to DD Form 4's Enlistment or IST paperwork from other states where you previously served.
- b. **Air Guard:** Accessing your contracts through the Air Force Portal:
 - Select PRDA (Personnel Record Display Application). If your contract is not available, please contact your CSS (Command Support Staff) for assistance.
 - Accessing your Career Data Brief:
 - Log into VMPF
 1. Click on "Career Data Brief" under "Most Popular Attractions"
 2. Click on "View CDB"
 3. Right click to print
 - **Not Permitted:** Enlistment or IST paperwork from other states where you previously served or Annexes to DD Form 4's.

**To view the complete Tuition Assistance Policy, FAQ's,
State TA Manual and access the Command Authorization Form:**

Go to: <https://dmva.colorado.gov/tuition-assistance>

**For more information, please contact the
State Tuition Assistance Program Administrator:**

Call: 303-249-0146

Email tuition@dmva.state.co.us