



The Commonwealth of Massachusetts
Executive Office of Public Safety & Security
Military Division

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March 15, 2022

NATIONAL GUARD TUITION AND FEE WAIVER PROGRAM POLICY, as required by Chapter 130 of the acts of 2005- An act providing benefits to service members, veterans and their families

Approved: The Massachusetts Military Division adopt the following Guidelines for the National Guard Tuition and Fee Waiver Program as was administered in FY2007 by the Board of Higher Education. MIL will administer the processing of payments to the eligible institutions as approved in the FY2008 GAA.

Authority: Massachusetts General Laws Chapter 15A, Section 9

Contact: Joseph Wolfgang, CFO, 339-202-3947

TUITION AND FEE WAIVER PROGRAM MASSACHUSETTS NATIONAL GUARD MEMBERS

PURPOSE: To establish the policy and guidelines for the National Guard Tuition and Fee Waiver Program.

BACKGROUND:

In November 2005, the Massachusetts Legislature enacted and the Governor signed "An Act Providing Benefits to Service Members, Veterans and Their Families" (Chapter 130 of the Acts of 2005). This law, in Section 2A, provides for tuition and fee waivers for members of the Massachusetts National Guard who choose to attend a Massachusetts public institution of higher education and it requires the Board of Higher Education to establish guidelines for these waivers. Section 2A also states "The commonwealth, not the institutions of public higher education, shall bear the cost of such tuition and fee waivers for Massachusetts National Guard members."

The FY2008 GAA transferred responsibility for the Tuition & Fee Assistance program from the Massachusetts Board of Higher Education to the Massachusetts Military Division.

ELIGIBLE INSTITUTION:

An organization within the system of public institutions of higher education as identified in Section 5 of Chapter 15A of the Massachusetts General Laws. This includes JD Programs at the University of Massachusetts and flight schools and flight hours that are billed through the State institution are included. Programs that are not eligible include only courses in the MD program at the University of Massachusetts Medical Center.

ELIGIBLE PROGRAM:

The Tuition and Fee Reimbursement Program will reimburse for all Certificates of Eligibility issued to Soldiers and Airmen regardless of satisfactory academic standing. Reimbursements will be completed for courses toward degree programs, certificate programs, short-term certificate programs, non-credit courses and for students in matriculated and non-matriculated status at all public institutions of higher education including community college, state college and the University of Massachusetts segments, except as detailed above.

ELIGIBLE STUDENT:

An active member of the Massachusetts Army or Air National Guard who meets the following criteria:

- is accepted for admission to, or is enrolled, full- or part-time in a Massachusetts public institution of higher education, as defined above, and
- is eligible to receive and has been issued a Certificate of Eligibility by the Military Division of the Commonwealth of Massachusetts, and
- has not exceeded the 130 semester credit hours maximum of reimbursement or the equivalent quarter hours or clock hours, when combined with Certificates of Eligibility issued prior to September 1, 2006

AWARD VALUE:

Subject to appropriation for this program, the value of the award under this program shall be equal to the amount of tuition and mandatory fees, as defined by each institution, charged to the student. The total number of credits for which tuition and fees are waived may not exceed the number of credits for which the student is eligible, as indicated and based on the Certificate of Eligibility.

The institution must maintain and record the number of credits for which tuition and fees have been waived for each student to avoid overpayment.

AWARD PROCEDURE:

Upon presentation of a valid Certificate of Eligibility (Signed by Authorized representative of the Military), the institution will credit the student's account for the value of tuition and fees charged.

The institution shall present to the Military Division, an invoice for reimbursement of all tuition and fees waived under this program before the conclusion of each academic semester. The invoice must be accompanied by a roster which provides the relevant information for each

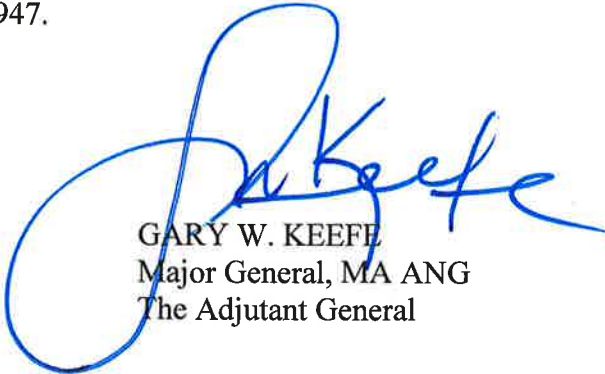
recipient to include, name, educational level, number of credits, the amount of tuition and fees waived and a copy of each student waiver provided. All invoices should cite the appropriate and valid Vendor Customer Code of the institution to streamline payments.

The Massachusetts Army and Air Force National Guard Tuition Reimbursement Program is the first payer on the applicant's enrollment. Upon presentation of a valid Certificate of Eligibility the institution will credit the student's account for the value of tuition and fees charged. This will be applied prior to any scholarship or financial awards presented by the Soldier and Airman.

The Massachusetts Army and Air Force National Guard Tuition Reimbursement Program does not supplant any earned federal benefits for education. Soldiers and Airmen may receive the monthly stipend and/or housing allowance under Veteran's Administration GI Bill or other educational programs provided by the VA.

Invoices will be sent to:
JFHQ-MA
Military Division
Attention: Accounts Payable
Tuition and Fee Reimbursement Program
2 Randolph Road
Hanscom AFB, MA 01731-3001

The Military Division shall be responsible for maintaining a log of all eligible National Guard members and providing a written report detailing the number certificates issued. The point of contact is Joseph Wolfgang at 339-202-3947.



GARY W. KEEFE
Major General, MA ANG
The Adjutant General