

# State Tuition Assistance Guide

## **Phase 1: Before registering for college course(s):**

Step 1: Apply for the State Tuition Waiver (STW) and/or State Tuition Assistance Request (STAR) by sending an email to [mdngeducation@army.mil](mailto:mdngeducation@army.mil).

Step 2: Once applied, the STW/STAR manager will ensure you are a Soldier actively drilling. Then requested guidance will be emailed to the email you provided.

Step 3: Be sure to submit waiver letter at time of registration to your school's Bursar's office or billing POC, along with a photocopy of your military ID.

Step 4: Apply for Federal Tuition Assistance (FTA) if eligible

- FTA is handled by GoArmyEd <https://ArmyIgnitED.army.mil/student>
- If you are eligible to use FTA, and choose not to use it, you may not be eligible for State Reimbursement. You must attempt to use FTA.

## **Phase 2: After registering for college course(s):**

Step 1: Prepare STAR form for reimbursement if you had to pay out of pocket:

- Complete section 1 of MDNG Form 5-6-R, also known as STAR.
- **Must be typed** (handwritten applications will be returned) sign & date the "Acknowledgment of Contract agreement."

Step 2: Obtain your class schedule (must show start & end dates of each course for the semester).

Step 3: Obtain your bill reflecting your tuition cost (bill must reflect tuition cost for the semester).

Step 4: Email STAR form, class schedule, and bill to [MDNGEDUCATION@ARMY.MIL](mailto:MDNGEDUCATION@ARMY.MIL)

## **Phase 3: After completing course(s):**

Step 1: Submit all required documents together in an email to [MDNGEDUCATION@ARMY.MIL](mailto:MDNGEDUCATION@ARMY.MIL)

- Required Documents at the end of the semester are the following:
  - STAR Form with accurate information.
  - Transcript/document reflecting final course status/grades (can be official/unofficial transcript in document format)
  - A **detailed/itemized** final bill/invoice from that semester only. This should show all charges and payments, and must show what you paid out of pocket with a \$0 balance.

## **Notices:**

1. For STAR submissions window is 45 days prior or no more than 45 days from the start date of the course.
2. Payments are normally made in 2-3 weeks.
3. STW must be CAC signed by STW/STAR Manager.

## **Helpful Hints:**

- Waiver letters can be emailed to your school's Bursar's office or billing POC through unencrypted formats along with a photocopy of your military ID.
- If you have hard copies of a bill, transcript, etc, with no scanner, they can be scanned as a .pdf in the notes app on an iPhone or iPad: <https://www.imore.com/how-use-document-scanner-iphone-and-ipad>
- If you move addresses during the semester, please reach out to the STW/STAR Manager or email [MDNGEDUCATION@ARMY.MIL](mailto:MDNGEDUCATION@ARMY.MIL)
  - The required documents for this is a photocopy of your ID with you new address and a recent bill reflecting your new address. If you wait to last minute or do not bother to do so, your payment for reimbursement will be delayed until address is updated.

## **Frequently Asked Questions and Answers:**

- **Q:** What if I attend a school that does quarterly semesters?  
**A:** Typically, a Soldier has 45 days after course end date to submit documentation. Though if you need more guidance reach out to the STW/STAR Manager to confirm due dates.
- **Q:** Do I have to use STW and STAR together.  
**A:** No, but if you use STAR without STW then you are cutting yourself short since STAR has an \$8,500 cap. Using STW first cuts cost down, resulting in using less of your allowed STAR funding. Using STW has no cons, it is recommended to apply it first.
- **Q:** I just joined the Guard but have not gone to Basic Combat Training yet, can I still use the Education Benefits?  
**A:** Yes

- **Q:** Are there any requirements I must meet to use STW?  
**A:** Only requirement is to be a Maryland National Guard Soldier actively drilling.
- **Q:** I registered before I obtained the STW, can I still submit to the school?  
**A:** Typically yes but reach out to your school as well.
- **Q:** Is there any requirements I must meet to use STAR?  
**A:** Yes, you must be a Maryland National Guard Soldier actively drilling **and** ETS date should not be within 2 years.
- **Q:** It's been a few weeks and I haven't gotten paid!  
**A:** Payments typically take 6-8 weeks, if it has been longer than that time frame then reach out to the STW/STAR Manager or [mdngeducation@army.mil](mailto:mdngeducation@army.mil)
- **Q:** I've submitted all the right documentation and was told I was good to go, but I haven't been paid within the average time for payments.  
**A:** This could be due to liabilities such as owed child support, income tax, etc. Reach out to STW/STAR Manager for further guidance.