

**NEW YORK ARMY NATIONAL GUARD
EDUCATION SERVICES OFFICE
330 Old Niskayuna Road
Latham, New York 12110-2224**

MNAR-MP(ED)

Date: _____

MEMORANDUM FOR

SUBJECT: DANTES Distance Learning Tuition Assistance Reimbursement

1. Attached is a DANTES Distance Learning Form used for reimbursement by DANTES for approved courses. This form will allow DANTES to reimburse you a portion of your tuition for distance learning courses. The DANTES share will be reimbursed to you after you have satisfactorily completed the course and DANTES has received a grade report from the institution. If your course is 24 weeks or less, you may be eligible for up-front tuition assistance. If you are interested in the forms necessary to apply for up-front tuition assistance, please contact the Education Office.

2. Please read attached instructions carefully. This will result in faster processing of your request.

3. POC for this matter is the undersigned at 518-786-6039.

FOR THE COMMANDER

Encl
as

LYNN CURRIER
1LT, OD, NYARNG
Education Services Officer

**INSTRUCTIONS FOR DANTES DISTANCE LEARNING TUITION
ASSISTANCE PROGRAM**

1. Please read and fill out Sections 1 through Student Certification of Section 5 on the "DANTES Distance Learning Enrollment Form for Service Members." All blocks in these sections must be filled in or it will delay your paperwork.
2. Forward the "DANTES Distance Learning Form for Service Members" to the following address:

New York Army National Guard
ATTN: MNAR-MP(ED)
330 Old Niskayuna Rd.
Latham, NY 12110-2224

3. Upon return of the DANTES Distance Learning Enrollment Form, signed by the ESO, student will forward the form to the school, along with payment and registration for the course. Upon course completion, the student will be reimbursed for the government share of the tuition.
4. Student **MUST** have the school provide a grade report to DANTES upon course completion. Failure to do so will result in the denial of benefits.
5. Please call the Education Office with any questions at 518-786-4937.

Headquarters New York Army National Guard
Education Services Office
330 Old Niskayuna Road
Latham, NY 12110
(518) 786-4937

(SCHOOL ADDRESS)

DATE:

To Whom It May Concern:

We are sending you the documents attached to this letter to enroll an Army National Guard student in a distance learning course offered by your school. As the result of a recent agreement between the Army National Guard and the Defense Activity for Non-Traditional Education Support (DANTES), the Guard member to whom these documents apply is eligible for tuition assistance from the U. S. Government upon enrollment.

To assist the student in this procedure, please process this enrollment in the following manner:

- a. Enroll the student using the DANTES Distance Learning Enrollment Form for Service Members.
- b. Remove the payment instrument and any other forms you require from the student. Payment submitted by the student should equal the student's share cited on the authorization form, plus any additional charges for books and special fees.
- c. Prepare an invoice for the government's share of the tuition and attach it to the remaining forms in the packet. The student's share and the government's share, when combined, must equal the total tuition for the course. Mail your invoice, the pink copy of the enrollment form, and the authorization form to the following address:

DANTES, CODE 20J
6490 Sauffley Field Road
Pensacola, FL 32509-5243

Upon receipt of your invoice, DANTES will process it to initiate payment. Please begin providing the student with course and lesson materials as soon as your business practice permits.

Upon completion or termination of the course, provide the outcome to DANTES at the address above. The enrolling student authorizes release of this information by signing the DANTES Distance Learning Enrollment Form for Service Members.

If you would like to discuss this procedure or if you have any questions, please call the New York Army National Guard Education Services Office at (518) 786-4937 or the DANTES Distance Learning Program Staff at (850) 452-1085.

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Enrollment/Grade Reporting Procedures for Distance Learning Courses from Regionally Accredited Schools NOT affiliated with DANTES (Defense Activity for Non-Traditional Education Support)

INSTRUCTIONS FOR STUDENT:

Complete the following blanks and attach this sheet to the DANTES Distance Learning Enrollment Form (1562/31). Mail both to the school.

Your name: _____ SSN: _____
(Last, First, MI)

School: _____

Course Title and Number: _____

Your Signature: _____

WHETHER REIMBURSED BY DANTES OR FUNDED UP FRONT BY YOUR SERVICE, YOU MUST ENSURE THAT THE SCHOOL PROVIDES A GRADE REPORT TO DANTES OR THE APPROPRIATE FUNDING OFFICE.

INSTRUCTIONS FOR SCHOOL:

This military member is authorized to receive reimbursable tuition assistance upon successful completion of this course. For the student to receive this assistance, you must :

1. Mail or fax one copy of the attached DANTES Distance Learning Enrollment Form (1562/31) to the Department of Defense address below as soon as possible:

**DANTES
CODE 2DJ
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5243**

**POC: Mrs. Trish Stronko
Phone: (904) 452-1085 Fax: 452-1161
Email: tstronko@voled.doded.mil
Homepage: <http://voled.doded.mil/dantes/dl>**

2. Mail or fax course grades or confirmation of successful completions, withdrawals, terminations, and other non-completions to DANTES at the above address within 30 days of the end of the course.

3. If you have a large number of military distance learning students, contact DANTES to discuss listing your school in one of DANTES Distance Learning Catalogs available to military members.

4. You may report these grades to DANTES using several methods:

- a postage pre-paid, **TERMINAL ACTION STATEMENT CARD** available free from DANTES;
 - school transcripts or course grade reports;
 - individual letters or memos; or
 - typed lists of grade information. Reports other than on the Terminal Action Statement Card must display school letterhead/seal and be signed and dated by a school official.
- Contact DANTES for Terminal Action Statement Cards.

NOTE: If you receive other tuition assistance authorization forms that allow you to bill the government for its share at the **BEGINNING** of the course, follow the instructions on those forms.

Important: Read the *Privacy Act Statement* on the reverse side of this form.

DANTES 1562/40, (10-96)

NOTE: This privacy Act Statement applies to all information on this form. Your signature on the opposite side authorizes the institution named on this form to supply reports to military education personnel and the Director, DANTES, concerning your course or examination enrollment, progress, and completion.

a. **PURPOSE:** To facilitate enrollment in courses and examinations from regionally-accredited schools not listed in the *DANTES Independent Study Catalog* and *DANTES External Degree Catalog* or with whom DANTES has no Memorandum of Understanding.

b. **ROUTINE USE:** Necessary to enroll individuals in Distance Learning courses and examinations and to provide military education personnel and DANTES with student enrollment and course completion information. Use of the Social Security Number is necessary to make positive identification of an individual's record.

c. **MANDATORY OR VOLUNTARY DISCLOSURE AND RESULT OF FAILURE TO PROVIDE INFORMATION:** Disclosure of all information, including Social Security Number is voluntary. Failure to provide all information listed on form will complicate, delay, or possibly prevent the administrative actions necessary for enrollment and payment in a Distance Learning course or examination.

This form may be reproduced locally or ordered from DANTES
using stock number 2310 on the DANTES Material Request Form.
Defense Activity for Non-Traditional Education Support, Pensacola, FL 32509-5243
DANTES 1562/40 (10-96)

DANTES Distance Learning Enrollment Form for Service Members

SECTION I: APPLICANT INFORMATION		SECTION III: SCHOOL	
1. Name: (Last, First, M.I.)		1. School:	
2. SSN:	3. DOB: (MM/DD/YY)	2. City in which school is located:	State, Zip Code:
SECTION IV: REGISTRATION & PAYMENT			
4. If Active Duty, but NOT AGR or TAR: (choose one) <input type="radio"/> Army <input type="radio"/> Navy <input type="radio"/> Air Force <input type="radio"/> Marine Corps <input type="radio"/> Coast Guard <input type="radio"/> Not Applicable			
5. If AGR (Active Guard Reserve) or TAR: (choose one) <input type="radio"/> Army <input type="radio"/> Navy <input type="radio"/> Air Force <input type="radio"/> Marine Corps <input type="radio"/> Coast Guard <input type="radio"/> Not Applicable			
6. If Reserve Component: (but not Active, AGR, or TAR) <input type="radio"/> Army National Guard <input type="radio"/> Air National Guard <input type="radio"/> Army <input type="radio"/> Navy <input type="radio"/> Air Force <input type="radio"/> Marine Corps <input type="radio"/> Coast Guard <input type="radio"/> Not Applicable			
7. Estimated Date of Separation: (MM/DD/YY)			
8. Military ID Card Color: <input type="radio"/> Red <input type="radio"/> Green			
9. Military Pay Grade: E- W- O-			
10. Highest education completed: (circle number of years) 9 10 11 12 13 14 15 16 17 18			
11. The level of this course is: (choose one) <input type="radio"/> High School <input type="radio"/> Associate (Fr-Sr) <input type="radio"/> Baccalaureate (Jr-Sr) <input type="radio"/> Graduate (Master) <input type="radio"/> Undergraduate prerequisite for a Graduate program <input type="radio"/> Vocational Certificate or DETC Degree			
SECTION II: ADDRESSES			
1. Upon course completion, reimbursement method: <input type="radio"/> Direct Deposit (send completed direct deposit form to DANTES, Code 2011, 6490 Saufley Field Road, Pensacola, FL 32509-5243) <input type="radio"/> Check (give address to which check will be sent) _____ _____ _____ Zip Code _____ Phone: <input type="radio"/> DSN <input type="radio"/> CML () _____			
2. Personal mailing address for materials: _____ _____ _____ Zip Code _____ Phone: <input type="radio"/> DSN <input type="radio"/> CML () _____			
3. Ed Center/Reserve Unit name and address: _____ _____ _____ Zip Code _____ Phone: <input type="radio"/> DSN <input type="radio"/> CML () _____			
Distribution: <i>White and pink copies:</i> With payment to the school in Section III or to Jones Education Company (JEC) College Connection, Inc. JEC schools; <i>Yellow copies:</i> 1st - Education office/unit; 2nd - Student's copy. The school will send the pink copy to DANTES after registering the student. Important: Read the Privacy Act Statement on the reverse side of this form.		Information must be entered correctly. Erroneous or incomplete information will cause delay or denial of TA. Student: I certify that: (check Yes or No in items a - g) a. <input type="radio"/> Yes <input type="radio"/> No I am eligible for tuition assistance (TA). b. <input type="radio"/> Yes <input type="radio"/> No I expect TA to be reimbursed by DANTES. c. <input type="radio"/> Yes <input type="radio"/> No I expect TA to be reimbursed by my Service. d. <input type="radio"/> Yes <input type="radio"/> No I expect up-front TA from DANTES. (ARNG only—authorization attached) e. <input type="radio"/> Yes <input type="radio"/> No I expect up-front TA from my Service. f. <input type="radio"/> Yes <input type="radio"/> No I am using my GI Bill (VA) benefits. g. <input type="radio"/> Yes <input type="radio"/> No I am applying for Pell Grant funds. My current military status (Active, Guard, Reserve) will not change until after I complete this course. Signature: _____ Date: _____ Official: I certify that: (check Yes or No in items a - c) a. <input type="radio"/> Yes <input type="radio"/> No I am the Education Officer, Education Services Specialist, or Guidance Counselor authorized to certify the student's eligibility for tuition assistance. The student has been counseled. b. <input type="radio"/> Yes <input type="radio"/> No I am the student's commander. There is no servicing Education Center or Navy Campus office at our location. The student is eligible for tuition assistance. The student has been counseled. c. <input type="radio"/> Yes <input type="radio"/> No I certify that the answers given to the questions in the Student Certification block above are correct. Signature: _____ Date: _____ Phone: <input type="radio"/> DSN <input type="radio"/> CML () _____ DANTES ID Number: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	