

**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 - Up Front

1. Attached is a DANTEs Distance Learning Form for Up Front DANTEs Tuition Assistance to be used for approved courses, 24 weeks in length or less. If your course is longer than 24 weeks, please apply for DANTEs tuition assistance using the reimbursement method.
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  
H.T. OD, NYARNG  
Education Services Officer

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

1. Student reads and completes "DANTES Distance Learning Enrollment Form for Service Members", Sections 1 through Student Certification of Section 5. All blocks **MUST** be filled in or it will delay your paperwork.
2. Student fills out the attached "Army National Guard Up Front Tuition Assistance Authorization." Please do not use this form if the school allows longer than 24 weeks to complete the course. If the school allows longer than 24 weeks, student must use reimbursement method of assistance (i.e. student pays for course and is reimbursed by DANTES at course completion). For the Enrollment Information section of this form, please be sure to include term dates. Leave authorization number field and ESO signature block blank.
3. Forward these forms to the following address:

New York Army National Guard  
ATTN: MNAR-MP(ED)  
330 Old Niskayuna Rd.  
Latham, NY 12110-2224
4. Upon return of the DANTES Distance Learning Enrollment Form and Authorization Form, signed by the ESO, student will forward the amount for student costs along with the Authorization form and Distance Learning Enrollment form to the school and enroll in the course.
5. Student **MUST** have school provide a grade report to DANTES upon course completion. Failure to do so will result in recoupment action.
6. Please call the Education Office with any questions at 518-786-4937.

## SPECIAL ENROLLMENT PROCEDURES

**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 20J  
6400 SAUFLEY FIELD RD  
PENSACOLA FL 32509-5243

POC: Mrs. Trish Stronko  
Phone: (904) 482-1085 Fax: 482-1181  
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 noncompletions 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, (19-96)

**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 (10-95)

**ARMY NATIONAL GUARD UP-FRONT TUITION ASSISTANCE AUTHORIZATION**

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

RANK/GRADE: \_\_\_\_\_ UNIT: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_

**ENROLLMENT INFORMATION**

TERM DATES: \_\_\_\_\_ START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

COURSE NUMBER	COURSE TITLE	CREDIT HRS.	GOV'T SHARE	STUDENT SHARE

<b>TOTALS:</b>

**STUDENT INFORMATION:** I have read, understand and will comply with the provisions of AR 621-5 and the Tuition Assistance Registration Form (1562/31). I hereby authorize release of my grades to DANTES. I understand non-receipt of grades will result in collection of monies from me and may delay future tuition assistance. I understand failure to complete this course(s) will result in collection action against me, via my Unit Commander. I understand these courses are no longer than 24 weeks in length for this up-front tuition assistance program.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Student's Phone)

\_\_\_\_\_  
(Authorization Number)

\_\_\_\_\_  
(Signature of Education Services Officer)

(Student & ESO must sign authorization before payment will be made.)

**School Information:** Return this form to the address shown below for payment. If student cancels or withdraws from class, notify the below listed address:

DANTES, CODE 20J  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FL 32509-5243

(LOCAL REPRODUCTION AUTHORIZED)

MNP-ED-11

