

MEMORANDUM OF UNDERSTANDING (MOU)
Acknowledgement of Requirements
Recruitment Incentive and Retention Program of the
New York State Division of Military and Naval Affairs
(Initial Each Line)

1. I have applied for undergraduate educational benefits in the Recruitment Incentive and Retention Program (RIRP) under Section 669-b of the New York State Education Law.

2. I certify that I understand the provisions of the Division of Military and Naval Affairs (DMNA) Regulation 621-1 that states:

a. That, in order to participate in the RIRP, I must be a resident of the State of New York for in excess of 186 days per year and remain a citizen of the State of New York (except during tours of federal active duty) while participating in and receiving benefits from the RIRP.

b. That, in order to participate in the RIRP, I must remain a member in good standing in the New York Army National Guard (NYARNG), in the New York Air National Guard (NYANG), or in the New York Naval Militia (NYNM), as certified by the commander of my respective component.

c. That, while receiving any educational benefits from the RIRP, I must maintain the academic standards of the college or university in which I am enrolled and to which the RIRP tuition benefit is to be paid and the academic standards of the Higher Education Services Corporation (HESC). In addition, I must apply for all financial aid (TAP/Pell/APTS, etc.) for every academic school semester in which I participate.

d. That, if during a semester/term in which I am receiving any educational benefits in the RIRP, I fail: (1) to remain a NYARNG, NYANG or NYNM member in good standing; or (2) to meet the academic standards of the college or university in which I am enrolled and HESC; or (3) to complete the financial aid process, my participation in the RIRP will be terminated and I will assume the responsibility for paying that portion of the semester/term tuition that would have been paid by the RIRP.

e. That, if after having received any educational benefits under the RIRP during my term of enlistment, I fail to complete my term of enlistment, I will have to repay the State of New York the total amount of any RIRP educational benefits received during that term of enlistment in accordance with DMNA Regulation 621-1.

f. That, I must declare to DMNA all educational reimbursements, including that from my employer, and that such reimbursement will be used to reduce the cost of the tuition that will be paid by the RIRP.

g. That, the final determination of the amount of educational benefits for which I am eligible in the RIRP shall be made by the DMNA.

h. That the educational benefit from the RIRP may be applied toward tuition only and that I am responsible for the cost of books, fees, room, and board and any other non-tuition charges.

i. That I must submit an application (DMNA Form 96-1) by the appropriate deadline date listed in DMNA Regulation 621-1 for each semester I intend to use the RIRP.

j. That I must apply for all financial aid to include, but not limited to, Pell Grants, New York State Tuition Assistance Program (TAP) or Aid for Part Time Studies (APTS) for each semester I use the RIRP and provide a TAP Award Certificate and Student Tuition Aid Report (SAR) to my Education Service Representative.

k. That I must apply for Federal Tuition Assistance for the semester, which I am using the RIRP.

l. That I must complete all training requirements needed to become qualified in my military occupational specialty or job skill within 24 months of my enlistment date.

m. That I must be matriculated in a degree-producing program for a minimum of six (6) credits per semester or four (4) credits per quarter. Only credit bearing courses qualify for this benefit.

n. That I must submit my grade reports to my Education Service Representative or Retention Office Manager (ROM) at the end of each semester.

o. That I authorize release of grade reports, any financial aid information and transcripts from any school at which I use RIRP tuition benefits.

p. I understand that if I fail to meet the above listed requirements, I am subject to repayment of all RIRP tuition benefits received.

q. I give permission to my college/university to release my grade reports and transcripts to the New York State Division of Military and Naval Affairs' Budget and Finance Office.

3. If, during a term of enlistment in which I am receiving or have received educational benefits in the RIRP, I change or anticipate changing my status:

(a) As a member in good standing in the NYARNG, the NYANG, or the NYNM.

(b) In maintaining the academic standards of the college or university in _____
enrolled and HESC.

(c) In failing to complete the financial aid process, I will promptly inform the Education
Incentive Program office at DMNA. _____

Applicant's Signature

Date

Applicant's Printed or Typed Name

Applicant's Social Security Number

Applicant's Rank and Service Component - **CIRCLE** (NYARNG/NYANG/NYNM)