

**STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 Old Niskayuna Road
Latham, New York 12110-2224**

**DMNA Regulation
Number 621-1**

20 March 2003

EDUCATION

**Division of Military and Naval Affairs - New York State
Recruitment Incentive and Retention Program**

Summary. This regulation establishes policy and procedures for the New York State Division of Military and Naval Affairs' (DMNA) Recruitment Incentive and Retention Program (RIRP).

Supplementation. Supplementation of this regulation is prohibited without prior approval from The Adjutant General, 330 Old Niskayuna Road, Latham, New York 12110-2224.

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***SUPERSESSION:** This regulation supersedes DMNA Regulation 621-1, 1 January 1997

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Summary of Change

DMNA Regulation Number 621-1, 20 March 2003

EDUCATION - Division of Military and Naval Affairs - New York State Recruitment Incentive and Retention Program (RIRP).

- **The contents of this regulation are applicable to all active members of the State of New York Army National Guard (ARNG), Air National Guard (ANG) and Naval Militia (MNNM).**

CHAPTER 1

INTRODUCTION

1-1. Purpose. The purpose of this regulation is to prescribe the policies and guidance relative to the implementation, administration, eligibility, and certification processes required by the New York State Division of Military and Naval Affairs (DMNA) Recruitment Incentive and Retention Program (RIRP).

1-2. Reference. State of New York, 1996 Session Laws, Chapter 268; NYS Education Law, Section 669-b.

1-3. Policy.

a. Effective 1 January 1997, any active member of the New York Army National Guard, New York Air National Guard, or New York Naval Militia, in good standing, is eligible to apply to receive tuition assistance (up to the cost of the State University of New York's [SUNY] maximum in-state undergraduate tuition) at any college, university, or community-technical college in the State of New York recognized and approved by the New York State Board of Regents or State University of New York. The colleges / universities listed in Appendix A of this regulation have agreed to participate, however, DMNA is responsible for an amount up to that, which does not exceed more than the current SUNY in-state undergraduate tuition rate for part-time and full-time students at these colleges/universities, offset by any financial assistance and any other resources available through the National Guard or the NYS Division of Military and Naval Affairs on behalf of the recipient, and any successor Army regulation, and the total of all other state, federal or other educational grant aid that is received or receivable by such student during the school year for which such benefit is applicable. Members in the RIRP who attend these colleges/universities are responsible for the remaining tuition balance.

b. The RIRP pays for the cost of tuition for credit bearing courses only. Non-credit bearing courses required by the college for degree completion will be considered an exception to this policy based on approval of a written request. Tuition is defined as the total semester, quarter, or classroom cost of instruction to a student as published in the catalog of the institution, specifically excluding mandatory fees, book charges, and room and board.

c. This incentive applies to service members accepted, enrolled and matriculated at colleges/universities on a full time or part time (see paragraph d below) basis in an undergraduate degree-granting program. Members must meet the colleges/universities eligibility requirements for admission into a degree-granting program before this incentive can be used. In accordance with Section

669-b (7) of the New York State Education Law, "Upon the recipient's attainment of a baccalaureate degree or cessation of status as an active member, whichever occurs first, the benefit provided by this section may be suspended at the direction of the Division of Military and Naval Affairs for a recipient's failure to maintain good military standing or for the failure to maintain sufficient academic standing to retain eligibility for any other financial assistance the recipient may be receiving."

d. Minimum enrollment for part-time study is at least six, but less than twelve, credits per semester or at least four, but less than eight, credits per quarter in a college/university.

e. When a DMNA Form 96-2 (Certificate of Eligibility) is issued for a member (Certificates are sent to the schools), eligibility must be maintained. Eligibility requirements are defined in Chapter 3 of this regulation. Members who fail to maintain these eligibility requirements during any given semester will be responsible for the cost of that semester.

f. In accordance with Section 669-b (2g) of the NYS Education Law, a member must be a resident of the State of New York in order to qualify for this benefit. A resident is further defined as a person having his principal domicile located in New York State for a period in excess of 186 days per year and remain a resident of the State of New York, excluding periods of active federal military duty, while participating in and receiving benefits from the RIRP.

g. Availability of this incentive is contingent upon appropriation by the New York State Legislature. The DMNA is authorized, within amounts appropriated or otherwise lawfully available from any other source, to establish a Recruitment Incentive and Retention Program.

h. Members may utilize this incentive up to their first baccalaureate degree only. Any active member who currently possesses a baccalaureate degree or higher is not eligible to participate in the RIRP.

i. Members may receive this incentive for no more than eight semesters of full time study, or the equivalent of four academic years, or, if the undergraduate program normally requires five academic years of full time study, for no more than ten semesters of full time study, or the equivalent of five academic years. Members may receive this incentive for no more than sixteen semesters of part time study (at least six but no more than eleven credits per semester, or the equivalent, in an approved undergraduate program). **The maximum award members may receive is \$1,700.00 per semester and \$3,400.00 per calendar year.** Periods of federal active duty and activation by the Governor of the State of New York will be excluded from the above computation of the maximum period of eligibility. The Adjutant General may, for exceptional circumstances, grant an extension of the eligibility period upon written justification from the member.

j. Submit the completed application (DMNA Form 96-1) within the guidelines set forth in Chapter 3, paragraph 3-2 of this regulation to include an acceptance letter from the college/university. The service member must attach copies of all required financial aid documentation, which consists of the TAP Award Certificate or Aid for Part-Time Study (AFPT) and Student Aid Report (SAR).

k. The Adjutant General may prioritize participation in this program in accordance with whatever additional criteria he deems necessary to maintain readiness of the State Military Forces.

l. RIRP quotas will be allocated each semester for the New York Army and Air National Guards and New York Naval Militia.

m. Quotas will be dependent on available fiscal resources and mission readiness requirements as determined by The Adjutant General.

n. Strength, mission readiness, support capabilities, and equity among communities and units and critical AFSC/MOS's will be considered before quota distribution and commitments are made.

o. Allocation quotas will be based on the available appropriations and resources each semester.

1-4. Advertising. All RIRP advertising will require command approval before use. RIRP management policies are to be adhered to when developing all advertisements.

1-5. Changes to Regulation. Subsequent changes may be made in these rules and regulations in accordance with the applicable statute and at the discretion of The Adjutant General.

1-6. Constructive Notice. This regulation is a lawful general regulation promulgated by The Adjutant General and binding upon all members of the state organized militia who are eligible for benefits under the Recruitment Incentive and Retention Program, specifically, members of the New York Army National Guard, the New York Air National Guard and the New York Naval Militia. By virtue of this regulation being a lawful general regulation, all members of the state-organized militia are considered to have at least constructive knowledge of its terms. This regulation is therefore binding upon all members of the state-organized militia regardless of whether they have actually read, understood, or otherwise have knowledge the terms of this regulation.

CHAPTER 2

RESPONSIBILITY

2-1. Responsibilities.

a. The Adjutant General or his/her designee will:

(1) For exceptional circumstances, grant an extension of the eligibility period upon written justification from the member.

(2) Allocate quotas each semester for the ARNG, the ANG and for the New York Naval Militia.

(3) Consider strength, mission readiness, support capabilities, and equity among communities and units and critical AFCI/MOS's before quota distribution and commitments are made.

(4) Have final approval authority for any member who applies to the RIRP. This authority supercedes any previous approval or disapproval.

(5) Have the discretion, as necessary, **to suspend enrollment for one or more semester if funding levels are not available. This decision will be made 30 days prior to the enrollment deadline for each semester. The member, the ESO/RIRP Representative, Service Components and colleges and/or universities involved will be notified that enrollment has been canceled or suspended.** However, in extenuating fiscal circumstances, 30 day notification prior to the enrollment deadline for each semester may not be possible. This action could result in the cancellation or suspension of a member's Certificate of Eligibility.

b. Budget and Finance (MNBF) will:

(1) Provide overall fiscal and programmatic management.

(2) Develop and implement policy and guidance for administration of the RIRP for program users, administrators, and colleges/universities.

(3) Develop for approval by the Director of Budget and Finance or designee, annual agreements with each participating college/university. The annual agreements will outline Office of State Comptroller (OSC) and DMNA rules and regulations.

(4) Notify the appropriate college/university when a participating National Guard or Naval Militia member is no longer eligible for the RIRP.

(5) Each semester, print certificates of eligibility for approved students. Certificates will be forwarded to the appropriate college/university. Rosters detailing approved students will also be forwarded to the appropriate college/university one week after the application deadline date.

(6) Maintain a centralized database from which reports and statistics may be developed pertaining to the RIRP.

(7) Review and approve or disapprove all requests for waivers.

(8) Process and review all correspondence related to the RIRP. **(All information must go through MNBF).**

(9) Ensure that all payments for tuition are processed in accordance with the guidance and appropriation levels established by the Director of Budget and Finance or designee, the Office of the State Comptroller (OSC) and the Division of Budget (DOB).

(10) Maintain all copies of payment records.

(11) Ensure that the ARNG, ANG and Naval Militia Education Service Offices are adhering to all RIRP procedures.

(12) Ensure that all required financial aid documents are filled out completely.

(13) Respond to all correspondence.

c. Education Service Officer / Designated RIRP Representative will:

(1) Ensure that required proof of application for financial aid and college acceptance letter are included and attached to RIRP application.

(2) Upon proper application, certify each member for each academic semester for the RIRP. Ensure that program applicants meet all requirements of this regulation.

(3) Provide **a letter of acceptance** or a roster of participating members to each individual unit **or MACOM in order to certify eligibility and drill performance.**

(4) Ensure that demographic data is kept current and updated as required. Keep records for all participants.

(5) Keep detailed records of financial aid, RIRP applications and all other pertinent documentation.

(6) Provide to Budget and Finance a list of AGR members participating in the program.

(7) Provide copies of DMNA Regulation 621-1 to all units.

d. Unit commanders or his/her designee will:

(1) Ensure military personnel and pay systems reflect accurate and updated personnel and drill performance information.

(2) Certify that each member who applies for the RIRP meets **all** eligibility criteria, to include application deadline dates, defined in Chapter 3 of this regulation. Particular emphasis and attention are directed to the member's drill attendance, to include the assurance that all current physical fitness tests are satisfactorily completed, remaining contractual obligation, and state residency. Unit commanders will continually safeguard the program from fraud and abuse.

(3) Notify the Education Services Officer (ESO) or designated RIRP representative by Notification of Ineligibility Memorandum (See Appendix F) whenever a member ceases to be eligible for the RIRP.

(4) Counsel individual members concerning eligibility and termination criteria.

(5) Make DMNA Regulation 621-1 and all related RIRP application forms readily available to all members.

(6) Report any members who fail to meet attendance requirements in accordance with paragraph 31-b to ESO or designated RIRP representative.

e. Service members will:

(1) Each participating semester, submit a RIRP application by the established deadline date, to include all pertinent financial aid documentation and related information in order to be approved for tuition assistance. If all documentation is not submitted by the established deadline date, service members will be placed in a disapproved status. Effective **20 March 2003** any service member that has currently been placed in a disapproved status will have 60 days from the semester deadline date (see 3-2 (5)) to forward any and all outstanding documentation to your Education Service Representative located at Latham Headquarters. At the time that the 60-day

period has passed and the service member has not submitted all required documentation to the Education Service Representative in Latham Headquarters, that service member will be disapproved for that semester.

(2) If an approved RIRP participant fails, withdraws, unofficially drops or does not complete any courses/semesters, the student will be responsible for any tuition payment incurred at his/her university or college. Each student is responsible to notify their designated RIRP representative in Latham Headquarters if they fail, withdraw, unofficially drops or does not complete any courses/semesters.

(3) Complete RIRP Memorandum of Understanding (MOU) (Appendix G) and forward to the appropriate ESO or designated RIRP representative.

(4) For every participating semester, submit the New York State Tuition Assistance Program (TAP) award certificate or Aid for Part Time Studies (APTS), Pell Grant, employer benefit programs, and other non-debt producing tuition assistance programs to reduce the cost of this program to the State of New York. ARNG soldiers and Active Guard Reserve (AGR) ANG airmen must make applications to determine eligibility for all Federal tuition assistance program's, i.e. Army National Guard Federal Tuition Assistance (ARNG-TA). *You can obtain financial aid forms in your institution's financial aid office.*

Note: Proof of Financial Aid is required for approval for RIRP each semester. TAP award certificate must be consistent with college attending.

(5) Maintain all eligibility criteria in accordance with paragraph 3-1 of this regulation.

(6) Immediately notify unit commander or designated representative, in writing, of any change of status, to include change of address, that would disqualify the member from receiving the RIRP benefit.

(7) Submit the completed application (DMNA Form 96-1) within the guideline set forth in Chapter 3, paragraph 3-2 of this regulation to include an acceptance letter from the college/university. The service member must attach copies of all required financial aid documentation, which consists of the TAP Award Certificate and Student Aid Report (SAR).

*** Failure to submit a complete application by the established deadline, to include all financial aid documentation, will place the service member in a "disapproved" status. Service member will be placed in an "approved" status when all required documentation is received by the Education Service Office.**

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(8) During a semester, a member's eligibility for the RIRP will be suspended for that semester anytime the member fails to meet the eligibility requirements outlined in Chapter 3, paragraph 3-1. The member will be responsible for repayment of any tuition costs incurred during that semester.

2-2. Impact of the New Manning System. This regulation does not impact the New Manning System.

CHAPTER 3

ELIGIBILITY

3-1. Eligibility Criteria. A member may apply for the RIRP under this regulation if he or she:

a. Is an active member of the New York Army or Air National Guard or New York Naval Militia. (Members of the Inactive National Guard [ING], Individual Ready Reserve [IRR], or Leave of Absence Program are not eligible.)

b. Has attended all scheduled drills and scheduled annual training periods or completed authorized make-up training as follows: 1 January through 30 June establishes eligibility for the Fall Semester; and 1 July through 31 December establishes eligibility for the Spring Semester as well as any required summer courses. Members who cannot attend drill due to sickness, injury, or some other unforeseen circumstance beyond the member's control will be given the opportunity to perform equivalent training in accordance with AR 135-91, AR 350-1, ANGI 36-2001, or COMNAVRESFOR Inst 1001.5b, in order to maintain eligibility for the RIRP. Prior service enlistees or appointees may gain eligibility if they have joined the ARNG, ANG or New York Naval Militia prior to the deadline date established for each semester and meet all eligibility requirements. The enlistment date as entered on the individual's contract will be used to determine eligibility.

c. Has an Expiration Term of Service (ETS)/Expiration of Service (EOS) date beyond the semester for which the tuition benefit is being requested. Individuals who extend or reenlist for the incentive must provide appropriate documentation of extension with application for tuition benefit.

d. Is not flagged for unfavorable personnel actions.

e. Has been accepted and matriculated for admission to and is enrolled at a New York college/university of higher education, either part time or full time, in an undergraduate degree-granting program. Part time enrollment is defined as at least six, but less than twelve credits per semester or at least four, but less than eight credits per quarter in a college/university. Members may not apply for a tuition benefit prior to college/university acceptance. If a member is a non-matriculated student, he/she must be approved by MNBF for participation in the RIRP.

f. Is in good academic standing according to definition of both the college/university and Higher Education Services Corporation (HESC) in accordance with Section 669-b (7) of the NYS Education Law. Additionally, the enrolled service member must maintain a cumulative grade point average that the college and HESC considers necessary for a student to remain in good standing. If a service member is not in good academic standing as defined by both the college/university and HESC, DMNA will request tuition reimbursement from the service member. If the service member does not make reimbursement to DMNA, that service member will not be approved for the next semester or until reimbursement is made to DMNA.

g. If employer reimbursement for tuition is being received, the tuition benefit shall be reduced by the amount of such educational reimbursement.

h. Is a resident of the State of New York. A resident is a person having his principal domicile located in New York State, for a period in excess of 186 days per year and remain a resident of the State of New York while participating in and receiving benefits from the RIRP. This excludes periods of active federal military duty.

i. Has completed training requirements for enlistment, commission, or enters into a commissioning program within 24 months of entry into the service.

3-2. Application and Certification Procedure.

a. Qualified service members will:

(1) Apply to a New York State institution of higher learning for admission and complete admission requirements.

(2) For every participating semester, apply for all available student financial aid. Student financial aid includes: Pell, TAP, Aid for Part Time Studies (APTS), Army National Guard Federal Tuition Assistance Program (ARNG-FTA) and any other non-debt producing tuition financial aid. Proof of financial aid is required for each semester for participation and approval in the RIRP. Proof of financial aid will be the TAP Award Certificate and Student Aid Report (SAR).

(3) Complete DMNA RIRP Memorandum of Understanding (MOU).

(4) Complete DMNA Form 96-1 (RIRP application) for each semester (required).

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(5) Submit DMNA Form 96-1, DMNA RIRP MOU and proof of financial aid to:

Division of Military and Naval Affairs

ATTN: MNNM (for NY Naval Militia); MNAF (for NYANG); MNP-ED (for NYARNG)

330 Old Niskayuna Road

Latham, NY 12110-2224

Application due dates: Fall Semester – 15 August
 Spring Semester – 15 December
 Summer Semester – TO BE DETERMINED

(6) If attending a “quarter school” follow instructions outlined in Chapter 4-1.

(7) Notify ESO in writing that member has changed colleges/universities. A letter of acceptance for new college/university and new financial aid award certificate for new college/university must be forwarded to the ESO.

b. ESO / Designated RIRP Representative will:

(1) Review the application for completeness and accuracy.

(2) Enter all RIRP application data into database.

(3) Check personnel and pay records to ensure member is eligible for participation in the program based on eligibility criteria.

(4) Forward participation rosters to units for final eligibility check.

(5) Provide notification to member of eligibility status.

3-3. Suspension/Termination of Educational Benefits.

a. During a semester, a member’s eligibility for the RIRP will be suspended for that semester anytime the member fails to meet the eligibility requirements outlined in Chapter 3, paragraph 3-1. The member will be responsible for payment of any tuition costs incurred during that semester.

b. The unit commander **or designated representative will:**

(1) Report any members who fail to meet attendance requirements in accordance with paragraph 3-1(b) to ESO or designated RIRP representative.

(2) Submit a Notification of Ineligibility memorandum (see Appendix F) to ESO or designated RIRP representative anytime a member ceases to maintain his or her eligibility.

d. MNBF will:

(1) Upon receipt of an ineligibility notification memorandum from the ESO, notify the appropriate college or university that the member is ineligible for the RIRP.

(2) Upon receipt of notification from any college or university that a member has failed to maintain his or her status as a student in good standing, cancel the Certificate of Eligibility and notify the respective ESO or designated RIRP representative.

3-4. Eligibility Review and Continuation in Program.

a. Participation in the program will be determined on a semester-by-semester basis in accordance with the applicable eligibility criteria set forth in this regulation as the same may have been amended, supplemented or modified.

b. Commitment to any member of continued tuition assistance beyond that authorized for a particular semester is contingent upon an annual appropriation and the member meeting eligibility criteria contained within applicable regulations then in effect under the statute.

c. The Adjutant General or his designee has the final approval authority for any member who applies to the RIRP. This authority supercedes any previous approval or disapproval.

d. The Adjutant General or his designee has the discretion, as necessary, to suspend or cancel a member's certificate of eligibility during the course of a semester if funding is not available. The member's college or university will be notified if a certificate of eligibility is canceled or suspended.

3-5. Obligation to Repay Educational Benefits. Unless The Adjutant General determines that extraordinary circumstances exist, any member failing to complete their current term of enlistment in the New York Army National Guard, New York Air National Guard or New York Naval Militia shall be held liable for repayment of educational benefits received during that term of enlistment pursuant to the RIRP.

CHAPTER 4

COLLEGE/UNIVERSITY

RESPONSIBILITIES

4-1. RESPONSIBILITIES.

a. Colleges/Universities will:

(1) Certify that the participating student is taking at least a minimum of six (6) credits per semester or four (4) credits per quarter.

(2) Certify that the participating student maintains a good academic standing.

(3) Notify the NYS Division of Military and Naval Affairs' (DMNA) Budget and Finance (MNBF) Office if a participating student does not register or falls below the required criteria.

(4) Verify any financial aid award(s).

(5) Unless otherwise authorized, the DMNA Form 96-6 will be the only reimbursement form accepted by DMNA. Colleges/Universities must wait for DMNA to forward the 96-6's each semester unless otherwise authorized by MNBF.

(6) Notify DMNA's Budget and Finance Office if a student fails, withdraws, drops or does not complete any courses/semesters. DMNA will not make tuition payment if a student falls into any of these categories.

4-2. Quarter Schools.

a. When billing DMNA on the Form 96-6, please follow these instructions regarding class dates to ensure appropriate payments for classes. The maximum award is \$3,400.00 per calendar year.

Fall Semester – 1 Aug – 31 Dec = \$1,700.00

Classes ending during this timeframe must be billed against Fall semester.

Spring Semester – 1 Jan – 31 May = \$1,700.00

Classes ending during this timeframe must be billed against Spring semester.

Summer Semester = To be Determined

b. Bill as one semester if two quarters begin or overlap in the same semester.

(1) Please mail reimbursement forms to:

**Division of Military and Naval Affairs
ATTN: MNBF-IP
330 Old Niskayuna Road
Latham, New York 12110-2224**

(2) If you have any questions, please call @ (518) 786-4350.

CHAPTER 5

FINANCIAL AND REQUIREMENTS

(Example – 1 May 2000 for the 00-01 year)

5-1. Financial Aid Processing for RIRP.

a. Apply for Pell (Free Application for Federal Student Aid-FAFSA):

(1) Get FAFSA application from college financial aid office. Complete the application, make a copy for yourself.

(2) Fill out your FAFSA online at www.fafsa.ed.gov. When completed, print out the confirmation screen. Keep a copy for yourself and attach a copy to your RIRP application.

b. If you have questions with the application process, visit the website or call 1-800-433-3243.

c. Even if a member is disapproved for Pell, the member is required to apply for TAP or APTS (**Aid for Part-time Study**).

d. Apply for TAP (Tuition Assistance Program) if you are a full time student:

e. After completing your FAFSA application, you should receive in the mail an Express Tap Application (ETA). You should only have to make any corrections necessary and sign and date it. You can visit www.hesc.com for instructions. If you do not receive an ETA in the mail within a few weeks after you have completed your FAFSA, please call 1-888-697-4372 and ask them to send you another one. **Do not assume everything is taken care of.** Once you complete your TAP application, make a copy for yourself.

f. Apply for APTS (Aid for Part Time Studies) if you are a part time student: If you are part time, you must complete this form instead of TAP. Get this application from your college financial aid office. Once complete, make a copy for yourself, send a copy to your ESO and give the original to the financial aid office. ***Please note that if there is no funding available through your school for APTS, a letter from your school's financial aid office is required certifying that you attempted to apply, but there are no funds available.***

5-2. Additional Information.

a. In order to be approved for and receive the RIRP benefit, you must file for FAFSA and TAP (if full time) or APTS (if part time) and submit proof to your ESO in order to be reimbursed (assuming all other requirements have been met).

b. As your financial aid process proceeds, you will be receiving your Student Aid Report (SAR) and award certificate for TAP/APTS. As you get these, make copies for yourself and send copies to your ESO.

c. Never assume that your financial aid process is complete. You must follow through with every step. Read every letter carefully. If corrections must be made, insure that you make them and then send us proof that you did. Your semester's tuition will not be paid unless all appropriate changes are made.

d. Please note that in order to have RIRP benefits paid to your college/university you must submit a copy of your TAP or APTS (depending on whether you are full or part time). Benefits will not be paid until we receive proof from HESC that you applied for TAP, proof from your financial aid office that you applied for APTS or a letter from your financial aid office verifying that you attempted to apply for APTS but there were no funds available.

APPENDIX A

TAP School Code List
City University of New York

5620 Graduate School and University Center

Senior Colleges

1409 Bernard M. Baruch

1410 Brooklyn

1411 City

1412 Herbert H. Lehman

1413 Hunter

1414 John Jay

1415 Medgar Evers

1405 New York City Technical College

QUEENS COLLEGE

1416 (All Other)

5396 (Law School)

Community Colleges

1404 Borough of Manhattan

1400 Bronx

1401 Eugenio Maria DeHastos

1403 Fiorello H. LaGuardia

1402 Kingsborough

1407 Queensborough

1417 The College of Staten Island

1418 York

If you don't find the school you're looking for here, please try our [SUNY](#) and [Private Institutions](#) lists.

Last modified on April 11, 2002

TAP School Code List Private Institutions

0010 ADELPHI UNIVERSITY

0995 ALBANY COLLEGE OF PHARMACY

ALFRED UNIVERSITY

0020 (All Other)

0960 (Ceramics College)

7952 AMERICAN ACADEMY MCALLISTER INSTITUTE

1075 AMERICAN ACADEMY OF DRAMATIC ARTS

7725 ASA INSTITUTE OF BUSINESS

1099 AUDREY COHEN COLLEGE

0035 BARD COLLEGE

0155 BARNARD COLLEGE

BERKELEY COLLEGE OF NYC

7030 Associate Degree (Day Division)

7031 Associate Degree (Evening Division)

BERKELEY COLLEGE OF WHITE PLAINS

7035 Associate Degree (Day Division)

7036 Associate Degree (Evening Division)

6735 Bachelor Degree (Day Division)

2262 BORICUA COLLEGE

BRIARCLIFFE SCHOOL

6262 Bachelor Degree Programs

7264 Patchogue (Associate Degree)

7262 Woodbury (Associate Degree)

BRYANT-STRATTON BUSINESS INST.

7730 Albany (Semester)

7732 Buffalo (Semester)

7734 Rochester (Semester)

7736 Syracuse (Semester)

0090 CANISIUS COLLEGE

2035 CAZENOVIA COLLEGE

0120 CLARKSON UNIVERSITY

0125 COLGATE UNIVERSITY

2235 COLLEGE OF AERONAUTICS

0150 COLUMBIA COLLEGE

COLUMBIA UNIVERSITY

0171 General Studies

2040 CONCORDIA COLLEGE

CORNELL UNIVERSITY

0175 All Other

0174 Statutory Colleges (Agriculture and Life Sciences, Human Ecology, Industrial and Labor Relations)

CULINARY INSTITUTE OF AMERICA

2045 Associate Degree Programs

6045 Bachelor Degree Programs

0195 D'YOUVILLE COLLEGE

0670 DAEMEN COLLEGE

DEVRY INSTITUTE OF TECHNOLOGY

2315 Associate Degree Programs

6315 Bachelor Degree Programs

DOMINICAN COLLEGE OF BLAUVELT
2050 (All Other)
2051 (Weekend College)

0011 DOWLING COLLEGE

0215 ELMIRA COLLEGE

2075 FIVE TOWNS COLLEGE

FORDHAM UNIVERSITY
0245 All Undergraduate

GLOBE INSTITUTE OF TECHNOLOGY
7936 Associate Degree Program
6936 Bachelor Degree Program

0270 HAMILTON COLLEGE

0285 HARTWICK COLLEGE

0287 HELENE FULD SCHOOL

2083 HILBERT COLLEGE

0295 HOBART COLLEGE

HOFSTRA UNIVERSITY
0300 (All Other)

0305 HOUGHTON COLLEGE

IONA COLLEGE
0325 All Other
0326 Weekend College & LPN

ITHACA COLLEGE
0330 (All Undergraduate)

20 March 2003

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ITT TECHNICAL INSTITUTE

7839 Albany

7833 Buffalo

7837 Liverpool

KATHARINE GIBBS SCHOOL

7491 Huntington

7486 New York City

0345 KEUKA COLLEGE

0375 LEMOYNE COLLEGE

LONG ISLAND UNIVERSITY

0398 Brooklyn Center

0401 C.W. Post

0401 Southampton

0405 MANHATTAN COLLEGE

0410 MANHATTAN SCHOOL OF MUSIC

0420 MANHATTANVILLE COLLEGE

MARIA COLLEGE OF ALBANY

2092 (Evening or Weekend)

2093 (Regular Day)

0440 MARIST COLLEGE

MARYMOUNT COLLEGE

0450 All Other

0451 Weekend College

0447 MARYMOUNT MANHATTAN COLLEGE

0505 MEDAILLE COLLEGE

MERCY COLLEGE

2300 Occupational and Physical Therapy

2100 Undergraduate

7510 MILDRED ELLEY BUSINESS SCHOOL

0500 MOLLOY COLLEGE

MONROE COLLEGE

7518 Bronx Campus - All other

7519 New Rochelle - All other

2110 MT. ST. MARY COLLEGE

0130 MT. ST. VINCENT

0525 NAZARETH COLLEGE

NEW ROCHELLE

0135 School of Arts & Sciences

0136 School of New Resources

0137 School of Nursing

NEW YORK INSTITUTE OF TECHNOLOGY

2120 Day and Graduate

2121 Evening and Saturday

7826 NEW YORK RESTAURANT SCHOOL

0550 NEW YORK SCHOOL OF INTERIOR DESIGN

NEW YORK UNIVERSITY

5530 Medicine

0555 Undergraduate

0560 NIAGARA UNIVERSITY

0575 NYACK COLLEGE

**7690 OLEAN BUSINESS INSTITUTE
PACE UNIVERSITY
0260 College of White Plains
0590 New York City
0591 Pleasantville/Briarcliff**

**PAUL SMITHS
2140 Associate Degree Programs
6140 Bachelor Degree Programs**

0045 PHILLIPS BETH ISRAEL SCHOOL OF NURSING

0610 POLYTECHNIC UNIVERSITY

2265 PRACTICAL BIBLE COLLEGE

0615 PRATT INSTITUTE

0635 RENSSELAER POLYTECHNIC INSTITUTE

0640 ROBERTS WESLEYAN COLLEGE

7845 ROCHESTER BUSINESS INSTITUTE

0650 ROCHESTER INSTITUTE OF TECHNOLOGY

**ROCHESTER, UNIVERSITY OF
1015 All Others**

**SAGE COLLEGES
0674 Evening Division
0675 Russell Sage College**

2143 Sage – JCA

0845 SARAH LAWRENCE COLLEGE

7858 SCHOOL OF VISUAL ARTS

0685 SIENA COLLEGE

SKIDMORE COLLEGE

0855 All Others

0860 University Without Walls

0695 ST. BONAVENTURE UNIVERSITY

0715 ST. FRANCIS COLLEGE

0735 ST. JOHN FISHER COLLEGE

ST. JOHN'S UNIVERSITY

0751 All Undergraduate

0753 Weekend College

ST. JOSEPH'S COLLEGE

0755 Brooklyn

0758 Patchogue

0762 Patchogue (Weekend College)

0775 ST. LAWRENCE UNIVERSITY

0140 ST. ROSE

0830 ST. THOMAS AQUINAS COLLEGE

SYRACUSE UNIVERSITY

0985 All Except Utica College and Law

1022 Utica College

7868 TAYLOR BUSINESS INSTITUTE

7830 TECHNICAL CAREERS INSTITUTE

TOURO COLLEGE

0865 All Other

TROCAIRE COLLEGE

2144 All Other Programs

2344 Transportation Program

20 March 2003

DMNA Reg 621-1

UNION COLLEGE

0990 Day

0991 Evening

7870 UTICA SCHOOL OF COMMERCE

1030 VASSAR COLLEGE

2158 VILLA MARIA COLLEGE OF BUFFALO

1040 WAGNER COLLEGE

1045 WEBB INSTITUTE OF NAVAL ARCHITECTURE

1050 WELLS COLLEGE

WESTCHESTER BUSINESS INSTITUTE

7120 All Other

7121 Evening

7895 WOOD/TOBE – COBURN SCHOOL

1418 YORK COLLEGE

**** Be sure not to confuse New York Institute of Business Technology (a non-degree registered business school with New York Institute of Technology (a 4-year degree-granting institution). If you don't find the school you're looking for here, please try our [SUNY](#) and [CUNY](#) lists.**

Last modified on April 11, 2002

TAP School Code List State University of New York

University Centers

ALBANY

5390 (Graduate)

0895 (Undergraduate)

0880 Binghamton

BUFFALO MAIN ST-AMHERST *

5130 (All Other Graduate)

5132 (Law)

5133 (Medicine and Dentistry)

1010 (Undergraduate)

0950 Environmental Science and Forestry

5568 Optometry

STONY BROOK

5430 (All Other Graduate)

5431 (Medicine and Dentistry)

0875 (Undergraduate)

Health Science Centers

BROOKLYN HEALTH SCIENCE CENTER

5536 (All Other)

5535 (Medicine)

4886 (Undergraduate)

SYRACUSE HEALTH SCIENCE CENTER

5540 (Graduate) and

0890 (Undergraduate)

Statutory Colleges

0174 Agriculture and Life Sciences at Cornell University

0960 Ceramics at Alfred University

0174 Human Ecology at Cornell University

0174 Industrial and Labor Relations at Cornell University

5665 Veterinary Medicine at Cornell University

University Colleges of Technology

ALFRED

3005 (Associate Degree Programs)

6005 (Bachelor Degree Programs)

CANTON

3010 (Associate Degree Programs)

6010 (Bachelor Degree Programs)

COBLESKILL

3015 (Associate Degree Programs)

6015 (Bachelor Degree Programs)

DELHI

3020 (Associate Degree Programs)

6020 (Bachelor Degree Programs)

FARMINGDALE

3025 (Associate Degree Programs)

6025 (Bachelor Degree Programs)

**4975 Institute of Technology at
Utica-Rome**

0955 Maritime

MORRISVILLE

3030 (Associate Degree Programs)

6030 (Bachelor Degree Programs)

Community Colleges

2000 Adirondack

2025 Broome

2005 Cayuga

2036 Clinton

2038 Columbia-Greene

2042 Corning

2053 Dutchess

2065 Erie

**FASHION INSTITUTE OF
TECHNOLOGY**

5750 (Graduate)

2070 (Lower)

0975 (Upper)

Colleges of Arts and Sciences
0900 Brockport
0905 Buffalo State College *
0910 Cortland
0913 Empire State

0915 Fredonia
0920 Geneseo
0925 New Paltz
0965 Old Westbury
0930 Oneonta
0935 Oswego
0940 Plattsburgh
0945 Potsdam
0970 Purchase

2256 Finger Lakes
2240 Fulton Montgomery
2252 Genesee

2254 Herkimer
2080 Hudson Valley
2085 Jamestown
2220 Jefferson
2105 Mohawk Valley
2180 Monroe
2113 Nassau
2215 Niagara
2258 North Country
2185 Onondaga
2125 Orange
2147 Rockland
2243 Schenectady
2157 Suffolk-All Campuses
2225 Sullivan
2260 Tompkins Cortland
2230 Ulster
2160 Westchester

Other Public
0999 Excelsior College

*** Be sure not to confuse SUNY at Buffalo (Main Street and Amherst campuses) with Buffalo State College (Elmwood Avenue).**

DIVISION OF MILITARY AND NAVAL AFFAIRS
Recruitment Incentive and Recruitment Program
Prescribing Directive is DMNA-PAM 621-1 Proponent Office is MNBF-IP

Privacy Act Statement

AUTHORITY: Executive Order 9397
PURPOSE: To establish eligibility to participate in the Division of Military and Naval Affairs-
 New York State, Education Incentive Program
DISCLOSURE: Voluntary failure to provide personal information may preclude processing of
 DMNA Form 96-1

DIRECTIONS: - Complete application and return by **15 August** for the Fall semester, by **15 December**
 for the Spring semester, and **TO BE DETERMINED** for Summer Courses.

* **ALSO SEE PAGE 3 OF THIS APPLICATION**

1. SERVICE MEMBER DATA

a. Date of Birth:

b. NAME (Last, First, Middle Initial)

c. RANK

d. SSN

e. ETS/EOS (YYMMDD)

f. MAILING ADDRESS & E- Mail Address:
 (Street, City, State, Zip Code & full e-mail address)

g. UNIT OF ASSIGNMENT & ADDRESS

h. DAYTIME TELEPHONE

i. Status (circle one)
 AGR / Technician / Traditional

j. BRANCH OF SERVICE

k. UNIT IDENTIFICATION CODE
UNIT PASS CODE/RESERVE

I. DATE OF ENLISTMENT/APPOINTMENT

2. COLLEGE AND UNIVERSITY INFORMATION

a. Print the name and school code number in the appropriate box of the college or university at which you have been accepted, or are currently enrolled. A list of participating schools and their respective codes can be found in appendix A, DMNA Regulation 621-1.

Name of School

School Code

Expected date of graduation

b. Print semester and year for this benefit (e.g. Spring 1997).

Semester/Year

Grade level in College

Type of Degree

c. Circle attendance status & indicate # of credits.

Full Time

Part Time

of Credits

Current GPA _____

d. Circle all that apply: I have applied for the following benefits (* indicates benefits which **must** be applied for in accordance with provisions of DMNA Reg 621-1) and have attached proof with this DMNA Form 96-1:

APTS* NYS TAP* PELL* FTA/ARNG* OTHER MGIB EMPLOYER ASSISTANCE

3. APPLICANT CERTIFICATION STATEMENT	
<p>a. I certify that I understand the provisions of DMNA Regulation 621-1 which states that I must remain a member in good standing of the New York Army National Guard, New York Air National Guard, or New York Naval Militia as certified by the commander of my respective component for this certificate to remain in effect. I further understand that I must maintain the academic standards of the appropriate college or university and HESC. Failure to remain a member in good standing, or to meet academic standards, and complete the financial aid process will result in the Certificate of Eligibility being terminated and my assuming the cost of tuition for that semester. I understand that, if I fail to complete my term of enlistment, I will be held liable for repayment of educational benefits received through the RIRP during the term of my enlistment. I certify that I am a resident of the State of New York and acknowledge that I must remain a resident of the State of New York during the term of the Certificate of Eligibility (excluding tours of federal active duty) for it to remain in effect. I understand that I must declare all educational reimbursements, including those from my employer, and that such reimbursements will be used to reduce the cost of tuition to the State of New York. I understand that the final determination of my entitlement for the RIRP benefit is made by MNBF. I understand that the benefit covers only the cost of tuition, and that I am responsible for the cost of fees, books, and room and board.</p>	
b. WAGES FROM LAST W-2	c. NYS TAXABLE INCOME (FROM NYS TAX RETURN)
d. NYS INCOME TAX PAID (FROM NYS TAX RETURN)	e. EMPLOYER AND POSITION
f. APPLICANTS SIGNATURE	g. DATE
4. COMMANDER'S/AUTHORIZED REPRESENTATIVE CERTIFICATION	
<p>I certify that the applicant meets the criteria for issuance of the Certificate of Eligibility as specified in DMNA Regulation 621-1, paragraph 3-1. NOTE: ARNG Applicants do not require Commanders/Authorized Representative signature:</p>	
b. NAME (TYPED OR PRINTED)	c. RANK
d. SIGNATURE	e. DATE
5. TO BE COMPLETED BY THE EDUCATION SERVICES OFFICER	
<p>a. APPROVED: (DMNA Form 96-2 will be issued to the school)</p> <p>b. DISAPPROVED: (Reason)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">SIGNATURE OF ESO/REP & DATE</p>	

Directions for - Appendix B

DMNA Form 96-1 - Directions

All applications must be completed and forwarded to your Education Service Representative located at DMNA Headquarters by 15 August for the Fall semester and 15 December for the Spring semester.

Additionally:

Army – Completed applications must be forwarded directly to the Education Service Office.

Air – Completed applications must be submitted to the Unit Retention Manager which in turn must forward to HQ – NYANG by the established deadline.

Naval Militia – Completed application must be signed at the unit level during the month of June for the Fall semester and the month of October for the Spring semester and then forwarded to the Education Office representative at DMNA by the established deadline outlined above.

- Date for the summer semester to be determined.

APPENDIX C

DIVISION OF MILITARY AND NAVAL AFFAIRS
CERTIFICATE OF ELIGIBILITY
RECRUITMENT INCENTIVE AND RETENTION PROGRAM
Prescribing Directive is DMNA-REG 621-1. Proponent Office is MNBF-IP

DATE:

COLLEGE OR UNIVERSITY:

Dear Registrar:

This is to certify that the following named individual is a member in good standing in the New York Army or Air National Guard or the New York Naval Militia. The Division of Military and Naval Affairs will accept responsibility for tuition charges as provided for in Section 669-b of the New York State Education Law, subject to appropriation by the New York State Legislature and DMNA Regulation 621-1. If an appropriation is not received, the student is responsible for the cost of tuition. Eligible tuition payment will be made only if the student meets all financial aid requirements.

a. NAME:

b. SSN:

c. SCHOOL:

d. SEMESTER AND ACADEMIC YEAR:

e. CERTIFICATE NUMBER:

This certificate has been certified for the Adjutant General whose seal is affixed by the undersigned on this date.

* OFFICIAL SEAL *

Thomas Mahoney
Deputy Director of Management
and Budget

**RECRUITMENT INCENTIVE AND RETENTION PROGRAM - APPLICATION
TRANSMITTAL LETTER**

Prescribing Directive is DMNA-REG 621-1 Proponent Office is MNBF-IP

FOR

The following applicants are verified by the Unit Commander or Authorized Representative as meeting the eligibility requirements to participate in the Recruitment Incentive and Retention Program.

APPLICANT NAME (LAST, FIRST, MI)	SSN	ESO USE ONLY		
		RECEIVED	RETURNED	APPROVED
UNIT	UNIT IDENTIFICATION CODE	ESO SIGNATURE		
NAME/TITLE OF SENDER	DATE SENT	DATE		
SIGNATURE		TRANSMITTAL LETTER #		

DMNA Form 96-3, 18 July 2001 (Recruitment Incentive and Retention Program Transmittal Letter) (Previous editions of this form are obsolete)

APPENDIX E

<p>DIVISION OF MILITARY AND NAVAL AFFAIRS APPLICATION FOR REIMBURSEMENT RECRUITMENT INCENTIVE AND RETENTION PROGRAM <i>Prescribing Directive is DMNA-REG 621-1 Proponent Office is MNBF-IP</i></p>	
<p>DIRECTIONS: Complete form and submit to the Division of Military and Naval Affairs, ATTN: MNBF-IP, 330 Old Niskayuna Road, Latham, New York 12110-2224</p>	
<p>1. ORIGINATING COLLEGE/UNIVERSITY</p>	
<p>a. NAME OF SCHOOL</p>	<p>b. FEDERAL I.D. (TAX) NUMBER</p>
<p>c. MAILING ADDRESS (Street, City, State, Zip Code)</p>	
<p>d. CONTACT PERSON</p>	<p>e. TELEPHONE AND FACSIMILE NUMBERS</p>
<p>2. STUDENT INFORMATION</p>	
<p>a. NAME</p>	<p>b. SOCIAL SECURITY NUMBER</p>
<p>c. SEMESTER/QUARTER</p>	<p>d. CERTIFICATE OF ELIGIBILITY NUMBER</p>
<p>e. MAJOR</p>	<p>f. DEGREE PURSUING</p>
<p>g. Good Standing with HESC yes ___ no ___</p>	
<p>h. I HEREBY CERTIFY THAT THE STUDENT LISTED ABOVE IS A MEMBER IN GOOD ACADEMIC STANDING FOR A MINIMUM OF SIX (6) CREDITS PER SEMESTER IN ACCORDANCE WITH THE DEFINITION OF THIS COLLEGE OR UNIVERSITY.</p>	
<p>SIGNATURE:</p>	<p>DATE:</p>
<p>3. COST DATA</p>	
<p>a. COST OF TUITION: (DO NOT INCLUDE ANY LAB, REGISTRATION, OR OTHER FEES)</p>	
<p>b. NUMBER OF CREDITS:</p>	
<p>c. PELL AWARD: PLEASE ATTACH AWARDS LETTERS</p>	
<p>d. NEW YORK STATE TAP (NYS-TAP):</p>	
<p>e. OTHER FINANCIAL AID (EMPLOYER CONTRIBUTIONS, Federal Tuition Assistance, REIMBURSIBLE GRANTS) (DO NOT INCLUDE MONTGOMERY GI BILL BENEFIT):</p>	
<p>f. NET AMOUNT DUE (SUBTRACT BLOCKS 3c, 3d, AND 3e FROM BLOCK 3a) (MAXIMUM AWARD: \$1,700 PER SEMESTER):</p>	

20 March 2003

DMNA Reg 621-1

APPENDIX F

(UNIT LETTERHEAD)

(DATE)

MEMORANDUM FOR (NAME, SSN, MAILING ADDRESS)

SUBJECT: Notification of Ineligibility, Recruitment Incentive and Retention Program (RIRP)

1. You are ineligible for the RIRP for the Fall/Spring/Summer Year semester for the following reason(s):

(List reasons here, for example: loss of membership status, failure to extend your enlistment, failure of the physical fitness test; enrollment in the weight control program)

2. A copy of this notification is being sent to the Education Services Officer. Any college tuition cost incurred by you for the indicated semester will be your responsibility. Failure to repay this tuition may result in disciplinary action under New York State Military Law.

3. Questions concerning this action should be addressed to me or the First Sergeant/Readiness NCO/Retention Office Manager at _____.

Commander's Signature

**CF:
Education Services Officer**

Sample Notification of Ineligibility Memorandum, 18 July 2001 (Previous editions of this form are obsolete)

APPENDIX G

**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 which I am 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)

The proponent of this regulation is the office of The Adjutant General. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to The Adjutant General, ATTN: MNBF, 330 Old Niskayuna Road, Latham New York 12110-2224.

OFFICIAL:

THOMAS P. MAGUIRE, JR.
Major General, NYANG
The Adjutant General

KARL H. KELLY
Director, Administrative Support

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