

**WVNG JOINT PAMPHLET 141-83**

**Education**

**West Virginia National Guard Education  
Encouragement Program (WVEEP)**

**West Virginia National Guard (WVNG)**

**Joint Forces Headquarters  
West Virginia Army National Guard  
Charleston, WV 25311  
1 February 2018**

Rapid Action Revision (RAR) Issue Date: 22 November 2019

# ***SUMMARY of CHANGE***

WVNG-PAM 141-83

West Virginia National Guard Education Encouragement Program (WVEEP)

This rapid action revision, dated November 22, 2019—

- Adds Chapter 2 – Eligibility Criteria 2.1.a.(1).a. “ ROTC Cadets who sign a contract with the West Virginia Air or Army National Guard during a semester may be eligible for prorated funding beginning on their contract date in an amount to be determined by the WVEEP Committee.”
- Adds “or state or county approved vocational school” to 1-2. General d.
- Adds “or state or county approved vocational school” to 1-2. General f.
- Adds “and any state or county approved vocational school” to 1.4.Policies b.
- Adds “ROTC Cadets who sign a contract with the West Virginia Air or Army National Guard during a semester may be eligible for prorated funding beginning on their contract date in an amount to be determined by the WVEEP Committee to 2.1 Eligibility.a.1.A.
- Adds “or approved” to 4.1 Authorized Courses. a.
- Adds “or a state or county approved vocational school located in West Virginia” to 4.1 Authorized Courses. b.

This rapid action revision, dated 17 December 2018—

- Website updated from [www.wvguardtuition.com](http://www.wvguardtuition.com) to <https://go.wv.gov/guardtuition> throughout.
- Adds “and/or application late letters” to paragraphs 1-3h(3) and 1-3h(5). Changes shown in italics.
- Adds “deadline” to paragraph 2-1e. Changes shown in italics.
- Removes “Persons who have completed a Master’s degree or higher are not eligible to receive any WVEEP payment toward a certificate or additional degree” from paragraph 3-1k. Major positive change to allow those who wish to gain a certificate or additional degree and who have previously received a Master’s degree or higher.
- Adds “utilizing WVEEP funds” and “further” to paragraph 3-2a(1). Changes shown in italics. Major positive change to the way in which ANG personnel can utilize WVEEP.
- Removes “the tuition (excluding fees) that would have been paid to the institution”, adds “the TAG allotted state annual fiscal year tuition payment cap”, and adds “Funding will be dispersed in two equal payments per state annual fiscal year” to paragraph 3-2b(1). Changes shown in italics. Clarifies the way in which PROMISE Scholars are paid under this program.
- Adds “and one master’s degree” and “and funded by WVEEP” to paragraph 4-2d. Changes shown in italics.

This administrative revision, dated 1 February 2018—

- Pamphlet format, acronym corrections, and administrative adjustments made throughout.
- Pamphlet reorganized by chapter. Previously listed as Responsibilities, Application Requirements, Eligibility & Certification, and Additional Guidance. See contents for updated listing.
- References to individual institutions were removed.
- References to dollar amounts were removed.
- Deadlines updated throughout (from 60 days to 1 May (for Fall Semester) and 1 Nov (for Spring Semester) or 60 days prior to start of semester under certain conditions).

- Senior Policy Advisors (SPA) were clearly identified and defined. Other position responsibilities and titles were clearly defined.
- Due date for grades defined in 1-3i(5).
- A new generalized email account for the Education office applied for communication in 1-3i(6).
- Allowable fees more clearly defined 1-4c and 1-4d.
- Degree plan requirements outlined in 3-1.
- Recoupment defined in 3-1h and 3-1i. Part-time element included.
- CCAF requirements updated in 3-2.
- Promise requirements updated 3-2. Includes new deadline for paperwork at 15 business days.
- Payment for non-traditional programs defined in 4-1b per fiscal year.
- Permission for graduate study clearly defined in 4-2a. Allows for budget constraints and limits on master's program participation if necessary.
- Medical school requirements linked to state code 4-2b.
- Prerequisites requirements defined in 4-2e.
- Permission for programs based on command need defined in 4-2e.
- Separated MOU for general and medical participation 5-1a(2) and (3).
- Addition of JST, CCAF, and other transcript requirement defined in 5-2a(2).
- Degree plans further outlined in 5-2a(3).
- Course curriculum requirement listed in 5-2a(4).
- Late application process further defined in 5-2a(6).
- Promise Scholarship deadlines defined in 5-2a(9).
- Appendices added for efficiency and use of forms; see contents for list.

Joint Forces Headquarters (JFHQ)  
West Virginia National Guard  
1703 Coonskin Drive  
Charleston, WV 25311

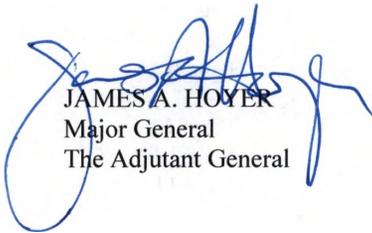
WVNG JOINT PAMPHLET 141-83  
Effective Date: 1 February 2018  
RAR: 17 December 2018

Expires when rescinded or superseded.

**West Virginia National Guard Education  
Encouragement Program (WVEEP)**

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This Pamphlet is effective immediately, by order of The Adjutant General of the West Virginia Army National Guard:



JAMES A. HOYER  
Major General  
The Adjutant General

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**Summary.** This document provides guidance of execution for the West Virginia National Guard Education Encouragement Program, per W. Va. Code §15-1B-21. Further, this pamphlet is an instructional document to the regulation filed as Title 141 - Legislative Rule - Adjutant General, Series 83 - Education Services Program (141CSR83). This pamphlet supersedes the West Virginia National Guard Educational Encouragement Program (WVEEP), dated 1 June 2013, with reference to WVMR {ARMY} 600-200-1 and WVMR (AIR) 36-2306.

**Proponent:** The proponent for this pamphlet and the WVEEP is the Director, Joint Staff, with management of the program delegated to the Education Services Director (operating within the DSCPER/G 1).

**Applicability:** The provisions of this pamphlet are applicable to all personnel of the West Virginia National Guard (WVNG) who meet eligibility criteria to receive WVEEP benefits under the state code, legislative rule, and this pamphlet and who properly apply for such benefits.

**Suggested Improvements:** Users are invited to send comments or suggestions for the improvement of this pamphlet to Education Services Director, Joint Forces Headquarters (JFHQ), 1703 Coonskin Drive, Charleston, WV 25311.

**Distribution:** All.

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## **CHAPTER 1 – AUTHORITY AND RESPONSIBILITIES**

**1-1. PURPOSE.** This pamphlet describes the policies, procedures, and responsibilities for the administration of the West Virginia National Guard Education Encouragement Program (WVEEP). The authority for this pamphlet can be found in W. Va. Code §15-1B-21, titled “Tuition and fees for guard members at institutions of higher education,” which authorizes The Adjutant General to administer the tuition and fee payments authorized under this section and establish policies to implement the provisions of this program.

### **1-2. GENERAL**

a. This pamphlet is applicable to all personnel who are members of the WVNG, including those of the Army, Air, and/or Joint elements of the WVNG. The funds designated to support this program are appropriated by the State of West Virginia Legislature as a portion of The Adjutant General’s (TAG) Annual Budget.

b. The objective of this program is to assist the Service Members (SMs) of the WVNG with the payment of up to 100% tuition and allowable fees at both public and private institutions of higher learning, located throughout the State of West Virginia.

c. Payment for tuition and allowable fees is conditional, based on the availability of funding appropriated by the State Legislature. When funding is limited, priority and actual percentage of payment will be determined by the WVEEP Committee as described below, on behalf of The Adjutant General.

d. The amount to be disbursed for payment, for a SM attending an accredited institution of higher learning or state or county approved vocational school within the state of West Virginia, is determined by the WVEEP Committee. Up to 100% of tuition and allowable fees can be paid as approved by The Adjutant General and the payment cap noted on the State Tuition Assistance (STA) application. Payment will be dispersed over 2 traditional semesters, or 8 months for non-traditional institutions of higher learning (i.e. 8 week term, quartersystem).

e. The amount to be disbursed for payment, for a SM attending a private school or institution, is determined by the WVEEP Committee and may not exceed the highest amount payable at any state-supported school up to 100% of tuition and allowable fees as approved by TAG and noted on the STA application.

f. Institutions of higher learning, for the purposes of this pamphlet, are defined as any accredited public or private college, university, business, trade, or aviation school or state or county approved vocational school located in the State of West Virginia.

### **1-3. RESPONSIBILITIES**

a. The Adjutant General is responsible for the overall administration of the WVEEP, to include appointing the WVEEP Specialist and the WVEEP Committee.

b. The WVEEP Committee consists of the following personnel, who will be permanent voting members, unless otherwise indicated:

- (1) Director, Joint Staff (Co-Chair)
- (2) Director of Operations, WVMA (Co-Chair)
- (3) A-1, WVANG
- (4) G-1/MILPO, WVARNG
- (5) Chief Financial Officer (State Military Authority)
- (6) Education Services Director / Officer (ESD / ESO)

(7) Recruiting and Retention Commander, Superintendent, or Designee, Army and Air Legal Counsel (Non-Voting Member)

c. The WVEEP Committee is responsible for the overall management of the WVEEP, to include the proper and timely disbursement and accountability of funds. Semi-annual reports will be provided to The Adjutant General to determine the status and overall effectiveness of the program.

d. The WVEEP Committee Co-Chairs will serve as the Senior Policy Advisors (SPA). On behalf of The Adjutant General, the SPA will provide oversight and decision making determinations for the overall program.

e. The Chief Financial Officer is responsible for monitoring the availability of appropriated funds. If limitations are identified, due to extenuating circumstances such as state emergencies or overutilization of STA for that school year (SY), the SPAs will be notified. The SPA will schedule a meeting with the WVEEP Committee for the purpose of developing Courses of Action and presenting recommendations to The Adjutant General for adjustment of the program and ensure maximum funding of tuition and allowable fees based on limited funding for that SY.

f. The Education Services Director (ESD) or Education Services Officer (ESO) is responsible for the day-to-day operations of the program.

g. The Education Services Office (ESO) manages both State and Federal Tuition Assistance programs.

h. All Commanders are responsible for the implementation of this Pamphlet with special emphasis given to the following:

(1) Ensuring all members of their unit(s) are aware of the WVNG Educational Encouragement Program (WVEEP) and understand its eligibility requirements.

(2) Ensuring potential applicants are advised of the application process per Chapter 5 of this pamphlet.

(3) Unit Commanders or those with Command signature authority are eligible to sign the WVEEP Application form *and/or application late letters*. This is important to verify applicant eligibility and an opportunity to counsel them on their responsibilities in exchange for WVEEP funds.

(4) The Commander must provide a Memorandum to the WVEEP Specialist designating a unit representative and an alternate.

(5) Once the unit representative and alternate(s) are identified, they are now authorized to sign the WVEEP Application forms *and/or application late letters*. This is an important audit feature of the program to verify applicant eligibility and an opportunity to counsel SMs on their responsibilities in exchange for WVEEP funds.

i. Service Members who wish to use STA through the WVEEP are responsible for the following:

(1) Understanding eligibility and application processes, per this pamphlet.

(2) If a first-time applicant, creating an account at <https://go.wv.gov/guardtuition>. Once completed, an application for the requested term/semester can be submitted per the guidance outlined in Chapter 5, Application Requirements.

(3) Timely submission of a complete and accurate application, and for any costs incurred without prior written approval prior to the beginning of each semester, per Chapter 5, Application Requirements.

(4) Paying costs incurred without prior written approval, including any remaining amount and/or any other costs not covered by the WVEEP.

(5) Maintaining eligibility for receipt of STA, per Chapter 3. Applicants must provide the WVEEP Specialist with a copy of grades, Grade Point Average (GPA), and number of semester hours completed for the most current semester within 30 days of completion and receipt from the school. Student name, school name, and term must be included. Failure to comply will lead to suspension of tuition payment and possible denial of next application.

(6) Keeping the WVEEP Specialist fully apprised, in writing or by email, of any changes in status (i.e. class withdrawals, change in address or telephone number, change in unit of assignment, etc.). If withdrawing from school, the WVEEP Specialist must be immediately advised in writing at group mailbox [NG WV WVARNG List J1-WVEEP](#).

(7) If monies have been expended for a SM who fails to comply with eligibility requirements, the WVEEP Specialist will review the case and determine if recoupment is required. If necessary, the WVEEP Specialist will prepare a Recoupment Payment Arrangement Agreement for the SM to review and sign (see Appendix A for example).

#### **1-4. POLICIES**

a. While the policies in this pamphlet are not designed to be punitive in nature, there must be controls in place to ensure that funds provided by the Legislature, are expended for the purpose intended, consistent with the State of WV fiscal policies and meet taxpayer expectations.

b. The Adjutant General may authorize payment to assist with resident tuition and allowable fees at any accredited institution of higher learning and any state or county approved vocational school within the state of West Virginia. Students utilizing WVEEP for Tuition Assistance will receive funds based on their availability as allowed by the State of West Virginia. The annual monetary amount will be posted on the WVEEP website at <https://go.wv.gov/guardtuition>; however, this amount may be adjusted by the WVEEP Committee based upon inflation and higher tuition and fees levied by the educational institutions. The WVEEP will continually monitor the average tuition and fees for any changes.

c. Allowable fees under the WVEEP may include but are not limited to Library Fees, Technology Fees, and Lab Fees, but only to the extent such fees meet all of the following: (a) required as a condition of enrollment by all students; (b) associated with a particular course; or (c) supported by available funding. This does not include professional association membership, professional license testing such as Journeyman Electrician License or similar type licenses, computers, software or other equipment.

d. Unauthorized fees are those fees which are considered optional because they are not (a) required as a condition of enrollment by all students, (b) associated with a particular course, or (c) supported by available funding. Unauthorized fees include, but are not limited to, individual or family health insurance, fees due to student negligence (lost IDs, late fees, or similar fees), meal cards, housing/dormitory fees, books, parking permits, activity fees, student center fees, parking fees, admission fees, athletic fees, facility fees, graduation fees, or any other fees deemed unauthorized by the WVEEP Committee.

## CHAPTER 2 – ELIGIBILITY CRITERIA

**2-1. ELIGIBILITY.** Eligibility for receipt of Tuition Assistance Benefits under the WVEEP is dependent upon the following membership criteria:

a. Membership in the WVNG.

(1) Must be a member of the West Virginia Air or Army National Guard at time of enrollment and throughout the duration of the semester/term enrolled. Individuals separated from the organization prior to the completion of a semester will be required to reimburse the State of West Virginia for all funds expended from the WVEEP for that given semester/term.

A. ROTC Cadets who sign a contract with the West Virginia Air or Army National Guard during a semester may be eligible for prorated funding beginning on their contract date in an amount to be determined by the WVEEP Committee.

(2) Service Members utilizing STA must meet and complete the full terms of their Enlistment or Mandatory Service Obligation, whether contractual or statutory. Requests for voluntary release from the WVNG, to include Interstate Transfer (IST), Conditional Release for Intra-service Transfer (ISR) to any other reserve or active component, or transfer to the Inactive National Guard (ING) before the end of their full term or obligation may result in recoupment of some or all funds paid. Likewise, utilization of STA may result in the denial of a request for release from the WVNG, based on amount of STA utilized and recommendations from the Chain of Command.

(3) Members of the WVNG who reside in another state (non-residents) are eligible to participate in this program at West Virginia institutions, utilizing applicable in-state rates as authorized by W. Va. Code §18B-10-1a. In-state rates for non-residents are not applicable at private institutions.

b. Minimum Training Requirements. At a minimum, non-prior service enlistees must have successfully completed Army Basic Combat Training (BCT), Air Force Basic Military Training (BMT), a commissioning program or other program that allows Guard participation, or be enrolled in the Simultaneous Membership Program (SMP), prior to applying for WVEEP. A member attending BMT or BCT that will complete the training before a semester starts may submit an application IAW procedures outlined in this pamphlet. The WVEEP Specialist will hold the application until proof of training completion is received. Deadline for WVEEP Application submission is May 1 for the fall term and Nov 1 for the spring term with the exception of those institutions not operating under a traditional semester system. The application deadline for these institutions is 60 days prior to the start date of each term. A SM who is unable to meet this deadline due to BCT or BMT training may submit a WVEEP Application form and late letter requesting an exception to the requirements outlined in this paragraph. Late letter procedures are outlined in Chapter 5.

c. Satisfactory Participation. For satisfactory participation required by statute, the individual must fulfill one's statutory or contractual military obligation IAW the appropriate services policy and regulations. The satisfactory participation includes attendance at all scheduled training events to include IDT and Annual Training. If an individual fails to meet the satisfactory participation standards of their respective service, they may be denied further STA. If denied, an individual may submit an appeal which must include a recommendation from the SM's Chain of Command.

d. Prior-Service Members of the WVNG Discharged for Injuries incurred in the Line of Duty. A member of the WVNG who is receiving payments for tuition and fees under this program and is discharged from the military service due to wounds or injuries received in the line of duty may continue to receive payments for tuition and fees under this program as if he or she were still a member. The individual must meet all other requirements outlined in this pamphlet and continue with the same educational program when discharged. If the individual does not apply for

Tuition Assistance upon subsequent periods, they will be withdrawn from the Tuition Assistance program and may not be eligible to reapply.

e. Suspension of Favorable Personnel Actions. Service Members must not currently be under any type of an adverse action or administrative flag at the time of application *deadline*. Adverse or Administrative flagging actions include failure of the Army or Air Force physical fitness test, entry into the height and weight control program, or any other adverse action flag.

f. Drug Screen Results. Positive results on any military drug test will be handled IAW the respective services' policies and regulations. At the discretion of the WVEEP Committee, the individual may be determined ineligible for continued participation in the program. Tuition Assistance applications will not be approved until after the Unit Commander and The Adjutant General have elected to retain that SM. If a semester start date begins before a SM has been retained, that SM is responsible for either paying tuition and fees out of pocket or withdrawing from classes for that semester.

g. Academic Standing. Participants must maintain academic standing with the educational institution to include a cumulative GPA of 2.0 while pursuing undergraduate degree and 3.0 when pursuing a graduate degree. Academic standing is defined as maintaining eligibility for continued enrollment in the school and making satisfactory progress towards degree or certificate completion. Individuals will be evaluated after the first two semesters of WVEEP support. Service Members who do not meet the academic requirements will be contacted by the Education Service Director that they have been placed on academic probation. Those placed on academic probation will be allowed one additional semester. If within that additional semester, the individual still does not meet the academic standing criteria, they will be dropped from the program. If the individual desires to continue in a degree or certificate program it will be at their own expense, or until they regain the proper academic standing criteria. Individuals may re-apply once they meet the criteria.

## CHAPTER 3 – GUIDELINES, LIMITATIONS, AND SPECIAL SITUATIONS

**3-1. GUIDELINES AND LIMITATIONS.** The information provided below includes specific information regarding guidelines and limitations of the WVEEP.

a. Part-time or full-time study is authorized under this program. Total payments for an individual will not exceed 140 semester hours of college or credit for undergraduate and 45 semester hours for graduate level course-work. Individuals completing 140 semester hours of undergraduate course-work, utilizing WVEEP Tuition Assistance, without attaining a degree must appeal, in writing with justification, through the ESD, to the SPA for continued enrollment in the program. An approved and signed Academic Degree Plan must accompany the initial application to ensure that the SM meets the objectives of his/her degree and does not exceed the maximum allowable credit hours. Pre-approval is required before the student enrolls. Exceptions may be requested in writing to the ESD for review by the SPA.

b. If a student decides that a degree change is necessary or needed, the student will be required to submit a formal request to the ESD. A new degree plan will be required at that time. Service Members will only be allowed to change their degree a maximum of three times. Any additional changes must be requested as an exception through the WVEEP Committee.

c. Summer Terms may be authorized, based upon the availability of funds and the student was not able to attend the previous fall or spring semester due to military training or deployment requirements. A written request must be forwarded along with a copy of the training or deployment orders.

d. Arrangements for timely payment of benefits will be made between the educational institution and the WVEEP Specialist. The name, social security or student ID number, number of hours taken, tuition cost, and applicable itemized fees will be included on all invoices.

e. All Active Guard Reserve (AGR), Army and Air, are required to utilize Federal Tuition Assistance (FTA) as first funds for all higher education (certification, associate degree, bachelor's degree, or master's degree). The Education Services Office will continue to provide assistance with STA as secondary funding for allowable tuition and fees not covered by FTA; payment cap as established by TAG.

f. If an individual is receiving WVEEP, Federal Tuition Assistance, and any GI Bill payments, the total may not exceed the cost of tuition and allowable fees. If WVEEP funds cannot be applied to a student's account due to other program payments, then the funds will be redirected back to the WVEEP. WVEEP funds are non-refundable to the student.

g. State supported institutions will be paid by intergovernmental transfer. Private institutions will be paid by check. Educational institutions receiving payment under the provisions of this program are required to invoice the WVEEP prior to the end of the given semester or quarter. Billing for past fiscal years cannot be paid out of current fiscal year funds.

h. The ESO will forward to each educational institution, a roster of SMs authorized to receive WVEEP funding. Rosters will include name, social security number (or student ID number), and maximum reimbursement level for that SM.

i. Any SM receiving a failing grade or withdrawals from a course(s), after the respective institution's full reimbursement period, shall reimburse the WVEEP for all tuition and fees for the failed or withdrawn course. A SM with a debt for failing grades or improper withdrawal from classes will be ineligible for further Tuition

Assistance until that debt has been settled in full. Requests for an exception will be sent to the ESD for determination. In addition, debts may be submitted for collection. The process includes submission to a debt collection agency which could impact credit rating and eligibility for a Security Clearance.

j. If an educational institution charges a flat rate for full-time students, a recoupment will only occur if that student drops below the full-time credit hour limit as designated by the educational institution. For part-time students, recoupment may occur if a student fails or withdraws from one or more courses funded through WVEEP.

k. Individuals enrolled in college who have attained junior status electing to leave college to pursue programs in a specialized non-degree producing school may not qualify for payment of tuition under the WVEEP. Special Programs referenced in paragraph 4-2(e) are the only authorized exceptions to this paragraph.

### 3-2. SPECIAL SITUATIONS

a. Community College of the Air Force (CCAF).

(1) The CCAF is treated and recognized as an undergraduate level degree. Although it is required for Enlisted Airmen's career advancement, if the student has previously attained an undergraduate or graduate level degree *utilizing WVEEP funds*, the student cannot use WVEEP to *further* assist with the cost of their CCAF.

(2) West Virginia Air National Guard students who wish to attain their CCAF degree will be required to submit a degree plan, as stated in the application process. Below are the requirements for the CCAF degree:

Technical	24
Program Elective	15
General Education	15
Leadership and Management	6
<u>Physical Education</u>	<u>4</u>
<b>Total Hours</b>	<b>64</b>

b. Promise Scholarship Recipients.

(1) PROMISE Scholars are authorized direct payment of an amount equal to the *TAG allotted state annual fiscal year tuition payment cap* under the provisions of this pamphlet. *Funding will be dispersed in two equal payments per state annual fiscal year.* WVEEP applications from PROMISE scholarship recipients also have a suspense date of May 1 for fall term and Nov 1 for spring term unless enrolled in a non-traditional program, which will then follow the 60 day suspense prior to class startdate.

(2) Promise Scholarship recipients will print a copy of their Promise Application (including AGO Form 60 and W-9) for the current semester 15 business days prior to the start of the semester and forward the copy to the ESO. **The Promise Application copy must be signed and validated by a representative of the university or college Registrar's Office. It must also include the respective University or College SEAL on top of the page.** Service Members who do not follow the prescribed deadlines may not receive any WVEEP funding for that semester.

(3) Upon receipt of the Validated Promise Application, the ESO will process the application to allow for

prompt and timely payment (usually within 21 days) to the SM. Actual payment will be made by check and will be mailed to the mailing address listed on the application.

c. Grant Recipients. Service Members receiving WV Higher Education grants are also eligible to utilize the WVEEP for payment of tuition and authorized fees.

## **CHAPTER 4 – AUTHORIZED COURSES, AUTHORIZED PROGRAMS, AND SPECIAL PROGRAMS**

### **4-1. AUTHORIZED COURSES**

- a. Any course taken by the SM must be offered by an accredited or approved public or private institution within the state of West Virginia as provided in W. Va. Code §15-1B-21(a).
- b. College courses may include degree completion programs, distance learning, and Internet courses through an accredited college or university physically located in West Virginia or a state or county approved vocational school located in West Virginia. These programs may not follow the traditional college semester format (i.e., most degree completion programs run concurrent semesters). Distance Learning and Internet courses will not exceed the approved amount allotted to each student for a given State Fiscal Year (the State Fiscal Year is from 1 July - 30 June). Any charges exceeding this amount will be the responsibility of the student.
- c. Courses must be taken for academic credit towards the SM's chosen degree. If a course(s) is/are taken at an institution of higher learning that is different from the SM's primary school of choice, the combined payment of tuition and fees will not exceed the single maximum allowable payment.

### **4-2. AUTHORIZED PROGRAMS**

- a. Post-Graduate Study. Members of the WVNG enrolled in a Master's degree program are eligible to participate in a post-graduate study program based on approval and availability of funds, and may be adjusted by the WVEEP committee based upon inflation and higher tuition and fees levied by the educational institutions. Total payment for an individual will not exceed 45 credit hours of full-time equivalent attendance as identified by the educational institution. The ESD may require at any time a written memorandum request for participation in WVEEP for graduate level degree programs due to funding availability as determined by the WVEEP Committee.
- b. Medical School. Not more than two members a year may be selected by The Adjutant General to receive payment for either a Doctor of Medicine or Doctor of Osteopathic Medicine degree program. Any candidate selected for this program must remain a member of the WVARNG or the WVANG and practice medicine in the State of West Virginia for a minimum of 10 years after receiving a doctor of medicine or doctor of osteopathic medicine degree, or be subject to recoupment for all monies paid pursuant to this subdivision. The National Guard membership requirement and practice in WV may be prorated based on the actual STA received.
- c. Aviation Courses. Service Members enrolled for college credit at approved aviation schools are eligible to participate in the WVEEP. Payment will be based on the amount of tuition and fees paid for those enrolled in private institutions and shall be determined by the WVEEP Committee.
- d. Certificate Programs. For the purposes of this pamphlet and to clarify the term certificate or certification, unless otherwise stated, this pamphlet refers to the certificate issued for completion of a Trades or Vocational course of study. Individuals MAY NOT be enrolled in a certificate program and a degree producing program concurrently utilizing WVEEP funding. Members are limited to only one certificate or degree program at each level of study, to include one certificate program, one associate degree, one bachelor's degree, *and one master's degree*. Members that are pursuing multiple degrees must obtain a degree higher than the last degree completed *and funded by WVEEP*. Continuing Education Units for Professional Certification or Continued Licensing are not authorized under the WVEEP.
- e. Special Programs. In addition to the Undergraduate and Graduate courses contained in this pamphlet,

Special Programs that result in a Certification or Endorsement may be eligible for Tuition Assistance utilizing the WVEEP. In addition to the prescribed courses for the program, any prerequisites for the program as documented in the degree plan will also be authorized. These programs must have significant relevance to the Mission of the WVNG and be documented in either a Memorandum of Agreement or with an Educational Institution meeting the criteria to receive WVEEP funding. In order to participate, SMs must provide a memorandum from the Commander to the SPA justifying need. Special Program Tuition Assistance will be in accordance with the provisions of this pamphlet.

## CHAPTER 5 – REGISTRATION AND APPLICATION REQUIREMENTS

### 5-1. REGISTRATION REQUIREMENTS

a. First time applicants will create an account at <https://go.wv.gov/guardtuition> in order to register for the program. Once the applicant's account is established, the following documents will be submitted to complete registration:

(1) WVEEP Registration Form (formerly named Appendix 1 Form). This form is a one-time requirement unless there is a break in program participation exceeding two years. This application and instructions can be found at Appendix B.

(2) Memorandum of Understanding (MOU) – General. For all personnel attending college under any program besides Medical School. This form will be submitted one time only and submitted electronically during the initial WVEEP Registration process. This MOU can be found at Appendix C.

(3) Memorandum of Understanding (MOU) – Medical School. For personnel selected by The Adjutant General to receive WVEEP towards Medical School. This form will be submitted one time only and submitted electronically during the initial WVEEP Registration process. This MOU can be found at Appendix D.

### 5-2. APPLICATION REQUIREMENTS

a. Application. Participants are required to submit an application and supporting documents for each term (by 1 May for Fall or 1 Nov for Spring, unless enrolled in a non-traditional semester program whereby applications are due for each term 60 days prior to the start of the term). Required documents and process for submission are as follows:

(1) Application for WVEEP. The application will be filled out online and is located at <https://go.wv.gov/guardtuition>. There is no example of the Application in this pamphlet.

(2) Joint Services Transcript (JST), CCAF, and/or other credit bearing training record (if applicable). If applicable during the requested term, a submission of these documents is required to explore any applicable prior learning credits. Contact the ESO for assistance, if necessary.

(3) Documented Degree Plan. This degree plan will show the SM's selected major or emphasis of study and will include the courses that are required to complete the degree to include all classes that have been completed, currently enrolled, or are still required to be completed. A current degree plan, both signed and dated by the SM's academic advisor, must accompany the initial Application for WVEEP Funding. Subsequent degree plans will be required upon degree change requests. Any application submitted to the WVNG Education Office that is not accompanied by a Documented Degree plan, will not be approved by the WVEEP Specialist until it is received. Service Members will not be permitted the use of WVEEP funds for courses that are not either identified in the documented degree plan, or fulfill an elective requirement. Sample Documented Degree Plans for Undergraduate, Graduate, and Certification programs can be found at Appendix E.

(4) Sample Course Curriculum Sheet/Suggested Course Sequence. The SM can obtain this information from their college catalog; a sample can be found at Appendix F.

(5) Academic Records Release Memorandum (if applicable). Students are required to fill out and submit to both the School and the Educations Services Office at the time of initial application for WVEEP and will also be required each time the SM begins at a new institution of higher learning. Service Members will not be required to submit this form with each application, as long as they remain at their current institution. A

memorandum template can be found at Appendix G.

(6) Late Application Memorandum (if applicable). The suspense date for applications is May 1 for fall term and Nov 1 for spring terms or 60 days prior to the class start date for non-traditional programs. Applications will only be accepted beyond those deadlines for the following reasons: Military duty documented by orders excluding Active Duty Operational Support (ADOS); first-time program user; and/or justifiable medical emergencies. Those meeting one of the above exceptions will be required to submit a late letter to the WVEEP Specialist along with supporting documentation and memorandum from the SM's O5 Level Commander or signature authority representative to support the claim for late submission. A sample Late Application Memorandum can be found at Appendix H.

(7) Summer Application Memorandum (if applicable). Service Members must submit for WVEEP payments used for courses held during summer months. A sample memorandum can be found at Appendix I.

(8) Medical School Requirements. Individuals applying for the Medical Degree Tuition Assistance will complete the application as indicated in the WVEEP Pamphlet, WVNG-PAM 141-83, plus provide a copy of their medical school application supporting documentation. This should include a copy of their MCAT, letters of recommendation, and other pertinent information. Contact the ESO for more information regarding this process.

(9) Promise Scholarship Recipient Requirements. Promise Scholarship recipients will indicate on each semester application their participation in the scholarship program. Recipients will also provide a printed copy of their Promise Application (including AGO Form 60 and W-9) 15 business days prior to the start of each term to the ESO. **The Promise Application copy must be signed and validated by a representative of the university or college Registrar's Office. It must also include the respective University or College SEAL on top of the page.** Service Members who do not follow the prescribed deadlines may not receive any WVEEP funding for that semester.

b. Compliance.

(1) Failure to comply with any of the above requirements will result in disapproval and non-payment for that semester or term.

(2) Late applications not meeting the above criteria will be approved at the discretion of the ESO (WVEEP Specialist/ESD). This decision can be appealed in writing to the ESD. The WVEEP Appellant Process and sample Appeal of Denied Late Application memorandum can be found at Appendix J.

**Recoupment Payment Arrangement Agreement**

**EDUCATION SERVICES OFFICE**

**(ATTN: Valerie Lambing)**

**1703 COONSKIN DRIVE CHARLESTON, WV 25311**

**PHONE (304) 561-6306**

RECOUPMENT PAYMENT ARRANGEMENT

**SECTION I - STUDENT INFORMATION**

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ MI: \_\_\_\_\_

LAST 4 SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

UNIT ASSIGNED TO: \_\_\_\_\_

UNIT RNCO: \_\_\_\_\_ UNIT PHONE#: \_\_\_\_\_

EMERGENCY POC/SPOUSE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**SECTION II - PAYMENT ARRANGEMENTS**

[  ] I WILL BE PAYING MY BALANCE IN FULL (Please proceed to Section III)

[  ] I WILL BE MAKING A MONTHLY PAYMENT UNTIL PAID IN FULL\*

(Please fill in the paragraph below with the amount you agree to pay every month)

I, \_\_\_\_\_ agree to make a minimum monthly payment (minimum allowable of \$25.00 per month) of \$ \_\_\_\_\_ toward my total outstanding balance of \$ \_\_\_\_\_. I also understand that if I need to miss a payment due to a personal financial emergency, I am to notify the WVEEP office immediately. If a payment is skipped my account becomes delinquent and my unit may also be contacted. I am also aware I can make additional payments and/or pay my balance in full at any time. I understand I may contact the WVEEP office at any time for my balance. I also know that if any of my contact information changes, I am to notify the WVEEP in writing. Additionally, I am aware that I am ineligible to receive WVEEP funding until my balance is paid in full. ***Please make checks or money orders payable to WVEEP.***

\* If you selected the payment plan above, please enclose your first month's payment with this form.

***SECTION III***

AMOUNT ENCLOSED \$ \_\_\_\_\_

PRINTED NAME OF STUDENT: \_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

**WVEEP Registration Form**

<b><i>PERSONAL INFORMATION</i></b>				
LAST NAME:		FIRST NAME:		INITIAL:
Full SSN#:		STUDENT ID (If Assigned):		
<b><i>PERMANENT ADDRESS</i></b>				
STREET:			CITY:	
			STATE:	ZIP:
TELEPHONE #:		EMAIL:		
<b><i>CONTACT PERSON OTHER THAN APPLICANT</i></b>				
NAME:			PHONE #:	
ADDRESS:			EMAIL:	
<b><i>MILITARY INFORMATION</i></b>				
APPLICANT'S UNIT:				
APPLICANT'S RANK:			APPLICANT'S ETS DATE:	
PENDING ADVERSE ACTION OR DISCHARGE? YES or NO				
UNIT MAILING ADDRESS:			UNIT PHONE #:	
<b><i>ACADEMIC INFORMATION</i></b>				
HIGH SCHOOL NAME AND ADDRESS:				
GRADUATION DATE OR GED IF APPLICABLE:				
<b><i>PRIOR COLLEGES, BUSINESS, TRADE OR VOCATIONAL SCHOOLS</i></b>				
<i>Must include copy of all transcripts, certificates or licenses obtained</i>				
NAME OF INSTITUTION		LOCATION	DATES OF ATTENDANCE	DEGREE, CERTIFICATE OR LICENSE EARNED
			CE	
Were you in good academic standing at all listed educational institutions? YES or NO (If not explain)				
What educational institution will you be attending?				
What will be your course of study?				
Degree:		Major:		
<i>Select One:</i>	Certificate	Field	Licensure	Type
<b><i>CERTIFICATION AND SIGNATURES</i></b>				
APPLICANT'S SIGNATURE AND DATE				
UNIT REPRESENTATIVE PRINTED NAME, SIGNATURE AND DATE				

## **Appendix B - WVEEP Registration Form and Instructions (Continued)**

### **WVEEP Registration Form Instructions**

- Per NGWV-JR 18-001, this Registration Form is required to collect information on which to base approval and payment to the educational institution.
- All first time applicants and others who have not received WVEEP for two semesters or more must complete the form and obtain the signature of their Commander or Designated Unit Representative to verify that the information is correct as it relates to Military Membership, Unit Information, and other pertinent information. The signature of the Commander or Designated Unit Representative does not verify prior educational information.
- The Personal Information section is self-explanatory and will be used to keep track of your application and contact you if any questions may arise. Your Social Security Number (SS#) is required and will be utilized for accounting purposes. If you have a Student ID from the institution that you will be attending then complete this entry as well. This information will be used to cross-reference payments between the WVEEP and the institution. This number will be unique to you and the institution and is not assigned by WVEEP.
- The Contact Person other than the applicant is required in case we need to contact you and your personal information for some reason is not current with WVEEP.
- The Military Information section is required to verify that you are a current member of the WV National Guard and entitled to receive educational benefits. Your Commander or Designated Unit Representative is required to authenticate this information.
- The Academic Information is required so the WVEEP Director has all prior educational information to determine eligibility for the program. You **MUST** provide a copy of your transcripts. Without this information your application will be denied. If you need additional space for any portion of the form, please continue on the reverse side.
- Certification and Signatures is self-explanatory and used for application processing.

## APPENDIX C – Memorandum of Understanding (MOU) – General

1. Per paragraph 5-1c(2) of WVEEP, WVNG-JR 18-001), this is MOU a one-time only requirement, to be submitted electronically through the WVEEP Registration Process for all personnel attending college under any program besides Medical School.

2. To receive education funding under the WVEEP, I agree to the following (initial beside each item and sign below):

\_\_\_\_\_ I agree to remain drug free by constituting consent to random urinalysis. I understand that a positive reading on any drug test administered by the military revokes my eligibility for participation in the program.

\_\_\_\_\_ I agree to and understand that I cannot be under any type of an adverse action or administrative flag at the time of application. Adverse or Administrative actions include failure of the Army or Air Force physical fitness test, entry into the height and weight control program or any other adverse action flag. Such status will lead to declination of participation in the program until such time as the flag is removed.

\_\_\_\_\_ I agree to and understand that I must fulfill my statutory or contractual military obligation. This consists of remaining a member in good standing and not incurring any unauthorized absences. I fully understand that one period of unauthorized absence revokes my eligibility for the upcoming semester. Additionally, I understand that separation or discharge from the West Virginia National Guard prior to the completion of a semester will lead to my repayment of tuition and allowable fees for the semester concerned.

\_\_\_\_\_ I agree to provide my full Social Security Number to the WVEEP Program to be utilized for accounting purposes.

\_\_\_\_\_ For individuals enlisting after the application submission date only - I agree and understand policies are in effect to handle situations whereby individuals enlist in the National Guard after the established suspense of 1 May and 1 Nov for traditional programs or 60 days prior to class start date for non-traditional programs. After the suspense has passed, new members of the WV National Guard may submit an application until the last day of registration for classes.

\_\_\_\_\_ I have registered with the Selective Service System in accordance with federal law or if under the age of eighteen agree to register upon reaching my eighteenth birthday.

\_\_\_\_\_ Immediately upon receiving my grade report, to include GPA and hours completed, I agree to forward a copy to the WVEEP Specialist, 1703 Coonskin Drive, Charleston, WV 25311. In order to maintain eligibility for this program I must maintain academic standing with the educational institution concerned. I further agree to keep the WVEEP Specialist fully apprised, in writing, of any changes in my status (class withdrawals, change in address or telephone number, change in unit of assignment, etc.). If I change my mind about attending

## APPENDIX C – Memorandum of Understanding (MOU) – General (Continued)

school I must notify the WVEEP Specialist, in writing, within 10 days after the start of the semester.

\_\_\_\_\_ I fully agree and understand that assurance of acceptance in the program coincides with my application being received by the WVEEP Specialist in accordance with the established suspense. Should I fail to meet this suspense, I will submit a written justification as to the reason for late submission with the understanding that it may be rejected. I understand that any appeals must follow the appeal process as outlined in the WVEEP regulations.

\_\_\_\_\_ I agree that enrollment in this program requires that I pursue courses of instruction from an accredited college/university located in West Virginia that will lead to my attainment of a degree; that I am taking courses from a career/trade or business school that will provide certification of skill attainment in a specified vocational or business career; or, that I am taking courses that will enhance my MOS/AFSC skills.

\_\_\_\_\_ If applying for full-time undergraduate student status (12 hours or more) or full-time graduate student status (9 hours or more), I agree to maintain full-time status by not reducing my class load below the aforementioned level of hours. I further understand that if I drop to a level of less than full-time hours, I may be required to partially reimburse the Office of the Adjutant General for tuition and allowable fees paid not used for the intended purpose. If I withdraw from all classes, I am subjecting myself to making restitution to the Office of the Adjutant General of all tuition and allowable fees paid for that semester.

\_\_\_\_\_ I acknowledge the amount to be paid per semester cannot exceed the level of funding per fiscal year as established by The Adjutant General per fiscal year. Class start dates determine the fiscal year funds used to pay my tuition and allowable fees.

\_\_\_\_\_ Upon attainment of an undergraduate Bachelor's Degree, I acknowledge that no further payments will be made for undergraduate courses.

\_\_\_\_\_ For post-graduate students only. Upon completion of undergraduate work, I may participate in a Master's Degree producing program and be eligible for payment of up to exceed the level of funding per fiscal year as established by The Adjutant General per fiscal year of my tuition and allowable fees.

\_\_\_\_\_ For PROMISE Scholarship recipients only. As a PROMISE Scholarship recipient, I understand I am entitled to one lump sum payment each semester equal to the amount of tuition (minus fees) which the West Virginia National Guard would have paid had I not been a PROMISE Scholar. This amount cannot exceed the level of funding per fiscal year as established by The Adjutant General per fiscal year. I further understand that I may apply for this direct payment, which will be by check, after attending the first class session at the college/university attending. Application is made by completing AGO Form 60. Application must be signed and validated by the unit/detachment commander or designated POC, be signed by a representative of the college/university Registrar's Office, and must include the respective college/university seal. Upon completion I will mail the form to WVEEP Specialist, 1703 Coonskin Drive, Charleston, WV 25311, for processing. Documents are due 15 business days prior to the start of the semester.

**APPENDIX C – Memorandum of Understanding (MOU) – General (Continued)**

\_\_\_\_\_ I acknowledge that I am required to submit a Degree Plan and copy of any transcripts (Joint Services Transcripts, Community College of the Airforce, military training, or certifications) to the Education Services Director for review upon program application.

\_\_\_\_\_ I have read the WVNG-JR 18-001, West Virginia National Guard Education Encouragement Program (WVEEP). I understand and accept all provisions contained within.

\_\_\_\_\_ I understand providing false information on or signing this Memorandum of Understanding with the intent to defraud the State of West Virginia may be a violation of West Virginia Code 61-3-24 and constitute a felony punishable by imprisonment from one to ten years.

\_\_\_\_\_ I have been briefed on the West Virginia Educational Encouragement Program (WVEEP) by my commander and they have answered all questions to my satisfaction.

Signature (must be hand written or digital with  
CAC): \_\_\_\_\_  
Rank: \_\_\_\_\_  
Last 4 of SSN: \_\_\_\_\_  
Date: \_\_\_\_\_

## APPENDIX D – Memorandum of Understanding (MOU) – Medical School

1. Per paragraph 5-1c(3) of WVEEP, WVNG-JR 18-001), this is MOU a one-time only requirement, to be submitted electronically through the WVEEP Registration Process for personnel selected by The Adjutant General to receive WVEEP towards Medical School.

2. To receive education funding under the WVEEP, I agree to the following (initial beside each item and sign below):

\_\_\_\_\_ I agree to remain drug free by constituting consent to random urinalysis. I understand that a positive reading on any drug test administered by the military revokes my eligibility for participation in the program.

\_\_\_\_\_ I agree to and understand that I cannot be under any type of an adverse action or administrative flag at the time of application. Adverse or Administrative actions include failure of the Army or Air Force physical fitness test, entry into the height and weight control program or any other adverse action flag. Such status will lead to declination of participation in the program until such time as the flag is removed.

\_\_\_\_\_ I agree to and understand that I must fulfill my statutory or contractual military obligation. This consists of remaining a member in good standing and not incurring any unauthorized absences. I fully understand that one period of unauthorized absence revokes my eligibility for the upcoming semester. Additionally, I understand that separation or discharge from the West Virginia National Guard prior to the completion of a semester will lead to my repayment of tuition and allowable fees for the semester concerned.

\_\_\_\_\_ I agree to and understand that as a participant in the Medical School option as provided by the WVEEP Program that I must remain a member of the WVARNG or the WVANG and practice medicine in the State of West Virginia for a minimum of 10 years after receiving a doctor of medicine or doctor of osteopathic medicine degree, or be subject to recoupment for all monies paid pursuant to this degree program.

\_\_\_\_\_ I agree to provide my full Social Security Number to the WVEEP Program to be utilized for accounting purposes.

\_\_\_\_\_ For individuals enlisting after the application submission date only - I agree and understand policies are in effect to handle situations whereby individuals enlist in the National Guard after the established suspense of 1 May and 1 Nov for traditional programs or 60 days prior to class start date for non-traditional programs. After the suspense has passed, new members of the WV National Guard may submit an application until the last day of registration for classes.

\_\_\_\_\_ I have registered with the Selective Service System in accordance with federal law or if under the age of eighteen agree to register upon reaching my eighteenth birthday.

\_\_\_\_\_ Immediately upon receiving my grade report, to include GPA and hours completed, I agree to forward a copy to the WVEEP Specialist, 1703 Coonskin Drive, Charleston, WV 25311. In order to maintain eligibility for this program I must maintain academic standing with the educational institution concerned. I further agree to keep the WVEEP Specialist fully apprised, in writing, of any changes in my status (class withdrawals, change in address or telephone number, change in unit of assignment,

**APPENDIX D – Memorandum of Understanding (MOU) – Medical School (Continued)**

etc.). If I change my mind about attending school I must notify the WVEEP Specialist, in writing, within 10 days after the start of the semester.

\_\_\_\_\_ I fully agree and understand that assurance of acceptance in the program coincides with my application being received by the WVEEP Specialist in accordance with the established suspense. Should I fail to meet this suspense, I will submit a written justification as to the reason for late submission with the understanding that it may be rejected. I understand that any appeals must follow the appeal process as outlined in the WVEEP regulations.

\_\_\_\_\_ If applying for full-time undergraduate student status (12 hours or more) or full-time graduate student status (9 hours or more), I agree to maintain full-time status by not reducing my class load below the aforementioned level of hours. I further understand that if I drop to a level of less than full-time hours, I may be required to partially reimburse the Office of the Adjutant General for tuition and allowable fees paid not used for the intended purpose. If I withdraw from all classes, I am subjecting myself to making restitution to the Office of the Adjutant General of all tuition and allowable fees paid for that semester.

\_\_\_\_\_ I acknowledge the amount to be paid per semester cannot exceed the level of funding per fiscal year as established by The Adjutant General. Class start dates determine the fiscal year funds used to pay my tuition and allowable fees.

\_\_\_\_\_ I acknowledge that I am required to submit a Degree Plan and copy of any transcripts (Joint Services Transcripts, Community College of the Airforce, military training, or certifications) to the Education Services Director for review upon program application.

\_\_\_\_\_ I have read the WVNG-JR 18-001, West Virginia National Guard Education Encouragement Program (WVEEP). I understand and accept all provisions contained within.

\_\_\_\_\_ I understand providing false information on or signing this Memorandum of Understanding with the intent to defraud the State of West Virginia may be a violation of West Virginia Code 61-3-24 and constitute a felony punishable by imprisonment from one to ten years.

\_\_\_\_\_ I have been briefed on the West Virginia Educational Encouragement Program (WVEEP) by my commander and they have answered all questions to my satisfaction.

FIRST M. LAST  
Rank, WVARNG or WVANG  
Last 4 of SSN  
Date: \_\_\_\_\_

**APPENDIX E – Sample Documented Degree Plans**

**Degree Plan - Undergraduate Program**

<b>Student Name:</b> _____
<b>Institution:</b> _____
<b>Program of Study:</b> _____
<b>Date of Enrollment:</b> _____
<b>Total Credit Hours Required for Program Completion:</b> _____
<b>Anticipated Graduation Date:</b> _____

<b>Freshman Year</b>	
<b>1<sup>st</sup> Semester</b>	
<b>Course</b>	<b>Credit hour(s)</b>
<i>Sample: ENG 101</i>	3
<b>Total credit hours:</b>	
<b>2<sup>nd</sup> Semester</b>	
<b>Course</b>	<b>Credit hour(s)</b>
<i>Sample: ENG 102</i>	3
<b>Total credit hours:</b>	
<b>Sophomore Year</b>	
<b>1<sup>st</sup> Semester</b>	
<b>Course</b>	<b>Credit hour(s)</b>
<i>Sample: JMC 200</i>	3
<b>Total credit hours:</b>	
<b>2<sup>nd</sup> Semester</b>	
<b>Course</b>	<b>Credit hour(s)</b>
<i>Sample: JMC 202</i>	3
<b>Total credit hours:</b>	

**APPENDIX E – Sample Documented Degree Plans (Continued)**

<b>Junior Year</b>	
<b>1<sup>st</sup> Semester</b>	
Course	Credit hour(s)
<i>Sample: ENG 300</i>	3
<b>Total credit hours:</b>	
<b>2<sup>nd</sup> Semester</b>	
Course	Credit hour(s)
<i>Sample: JMC 306</i>	3
<b>Total credit hours:</b>	
<b>Senior Year</b>	
<b>1<sup>st</sup> Semester</b>	
Course	Credit hour(s)
<i>Sample: JMC 400</i>	3
<b>Total credit hours:</b>	
<b>2<sup>nd</sup> Semester</b>	
Course	Credit hour(s)
<i>Sample: JMC 405 Senior Capstone</i>	4
<b>Total credit hours:</b>	

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

APPENDIX E – Sample Documented Degree Plans (Continued)

Degree Plan - Graduate Program

Student Name: \_\_\_\_\_  
 Institution: \_\_\_\_\_  
 Program of Study: \_\_\_\_\_  
 Date of Enrollment: \_\_\_\_\_  
 Total Credit Hours Required for Program Completion: \_\_\_\_\_  
 Anticipated Graduation Date: \_\_\_\_\_

1 <sup>st</sup> Semester	
Course	Credit hour(s)
<i>Sample: LDS 500</i>	3
<b>Total credit hours:</b>	
2 <sup>nd</sup> Semester	
Course	Credit hour(s)
<i>Sample: LDS 560</i>	3
<b>Total credit hours:</b>	
3 <sup>rd</sup> Semester	
Course	Credit hour(s)
<i>Sample: LDS 600</i>	3
<b>Total credit hours:</b>	
4 <sup>th</sup> Semester	
Course	Credit hour(s)
<i>Sample: JLDS 605</i>	3
<b>Total credit hours:</b>	

**APPENDIX E – Sample Documented Degree Plans (Continued)**

Additional Semesters:

<b>Semester</b>	
<b>Course</b>	<b>Credit hour(s)</b>
	3
<b>Total credit hours:</b>	

---

<b>Semester</b>	
<b>Course</b>	<b>Credit hour(s)</b>
	3
<b>Total credit hours:</b>	

---

<b>Semester</b>	
<b>Course</b>	<b>Credit hour(s)</b>
	4
<b>Total credit hours:</b>	

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPENDIX E – Sample Documented Degree Plans (Continued)**

**Plan of Study - Certification Program**

**Student Name:** \_\_\_\_\_  
**Institution:** \_\_\_\_\_  
**Program of Study:** \_\_\_\_\_  
**Date of Enrollment:** \_\_\_\_\_  
**Total Credit Hours Required for Certification Completion:** \_\_\_\_\_  
**Anticipated Graduation Date:** \_\_\_\_\_

<b>1<sup>st</sup> Semester</b>	
<b>Course</b>	<b>Credit hour(s)</b>
<b>Total credit hours:</b>	
<b>2<sup>nd</sup> Semester</b>	
<b>Course</b>	<b>Credit hour(s)</b>
<b>Total credit hours:</b>	
<b>3<sup>rd</sup> Semester</b>	
<b>Course</b>	<b>Credit hour(s)</b>
<b>Total credit hours:</b>	
<b>4<sup>th</sup> Semester</b>	
<b>Course</b>	<b>Credit hour(s)</b>
<b>Total credit hours:</b>	

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix F – Sample Course Curriculum / Suggested Course Sequence

### MECHANICAL ENGINEERING CURRICULUM

Student Name: \_\_\_\_\_ Advisor: \_\_\_\_\_

#### **TRANSFER or PRE-FRESHMAN CREDITS**

_____	( )	_____ [ ]	from _____	on _____
_____	( )	_____ [ ]	from _____	on _____
_____	( )	_____ [ ]	from _____	on _____
_____	( )	_____ [ ]	from _____	on _____
_____	( )	_____ [ ]	from _____	on _____

<u>COURSE</u>	<u>C.H.</u>	<u>CODE</u>	<u>GRADE</u>	<u>PREREQUISITES</u>
<b><u>FRESHMAN YEAR</u></b>				
<b>FIRST TERM (16 cr.)</b>				
Intro. to Engineering	(2)	EGGG 101	[ ]	<b>NOTE: EGGG101 counts as University FYE requirement</b>
General Chemistry	(4)	CHEM 103	[ ]	(MATH 114 or higher)
		or CHEM 107		
Gen. Comp. Sci. for Engineers	(3)	CISC 106	[ ]	(Coreq MATH 241)
Analy. Geom. & Calc. A	(4)	MATH 241	[ ]	
Crit. Read & Writing	(3)	ENGL 110	[ ]	
<b>WINTER SESSION (____ cr.)</b>				
_____	( )	_____	[ ]	
<b>SECOND TERM (14 cr.)</b>				
Statics	(3)	MEEG 112	[ ]	(Coreq MATH 242, Coreq PHYS 207) <b>NOTE: CIEG211, Statics, is equivalent to MEEG112</b> <b>NOTE: C- minimum grade in Statics to progress</b>
Anal. Geom. & Calc. B	(4)	MATH 242	[ ]	(MATH 241)
Fund. of Physics I	(4)	PHYS 207	[ ]	(Coreq MATH 241)
Gen. Ed. Elective	(3)	_____	[ ]	
<b><u>SOPHOMORE YEAR</u></b>				
<b>FIRST TERM (17 cr.)</b>				
Dynamics	(3)	MEEG 211	[ ]	(C- or better in MEEG 112) <b>NOTE: CIEG311, Dynamics, is equivalent to</b> <b>NOTE: C- minimum grade in Dynamics to progress</b>
Mechanics of Solids	(3)	MEEG 215	[ ]	(C- or better in MEEG 112)  <b>NOTE: CIEG212, Solid Mech., is equivalent to</b> <b>NOTE: C- minimum grade in Mechanics of Solids to progress</b>
Mechanics of Solids Lab	(1)	MEEG 216	[ ]	(Coreq MEEG 215)
Anal. Geom. & Calc. C	(4)	MATH 243	[ ]	(MATH 242)
Engineering Math I	(3)	MATH 351	[ ]	(Coreq MATH 243)
Gen. Ed. Elective	(3)	_____	[ ]	
<b>WINTER SESSION (____ cr.)</b>				
_____	( )	_____	[ ]	
<b>SECOND TERM (16 cr.)</b>				
Comp.-Aid. Engr. Design	(3)	MEEG 202	[ ]	
Matls. Science for Engineers	(3)	MSEG 302	[ ]	(CHEM 103, PHYS 207)
Engineering Math II	(3)	MATH 352	[ ]	(MATH 351)
Numerical Methods	(3)	MATH 353	[ ]	(MATH 351, CISC106)
Intro. to Electric.&Electronics	(4)	PHYS 245	[ ]	(PHYS 207, Coreq MATH 243)

## Appendix F – Sample Course Curriculum / Suggested Course Sequence (Continued)

### JUNIOR YEAR

#### FIRST TERM (17 cr.)

Mach. Des. - Kinem.&Kin.	(3)	MEEG 301	[ ]	(C- or better in MEEG 211)
Vibration & Control	(3)	MEEG 311	[ ]	(C- or better in MEEG 211)
Vibration & Control Lab	(1)	MEEG 312	[ ]	(Coreq MEEG 311)
Materials Engineering	(3)	MEEG 321	[ ]	(C- or better in MEEG 215, MSEG 302)
Fluid Mechanics I	(3)	MEEG 331	[ ]	(C- or better in MEEG 112, MATH 351)
				<b>NOTE: CIEG305, Fluid Mech., is equivalent to MEEG331</b>
Fluids Mechanics Lab	(1)	MEEG 333	[ ]	(Coreq MEEG 331)
				<b>NOTE: CIEG306, Fluid Mech. Lab, is equivalent to MEEG333</b>
Thermodynamics	(3)	MEEG 341	[ ]	(Coreq MATH 351)

#### WINTER SESSION (\_\_\_\_ cr.)

\_\_\_\_\_ ( ) \_\_\_\_\_ [ ]

#### SECOND TERM (16 cr.)

Mach. Des. - Elements	(3)	MEEG 304	[ ]	(C- or better in MEEG 215, MEEG 301, Coreq MEEG 202)
Fluid Mechanics II	(3)	MEEG 332	[ ]	(MEEG 331, MATH 352)
Heat Transfer	(3)	MEEG 342	[ ]	(MEEG341, MATH352, Coreq MATH 353)
Thermal Lab	(1)	MEEG 346	[ ]	(MEEG341, Coreq MEEG 342)
Technical Elective	(3)	_____	[ ]	
Gen. Ed. Elective	(3)	_____	[ ]	

### SENIOR YEAR

#### FIRST TERM (15 cr.)

Senior Design	(6)	MEEG 401	[ ]	(MEEG 304)
		[or, if offered, MEEG402]		<b>NOTE: MEEG401/2 counts as University DLE requirement</b>
Technical Elective	(3)	_____	[ ]	
Technical Elective	(3)	_____	[ ]	
Gen. Ed. Elective	(3)	_____	[ ]	

#### WINTER SESSION (\_\_\_\_ cr.)

\_\_\_\_\_ ( ) \_\_\_\_\_ [ ]

#### SECOND TERM (12 cr.)

Technical Elective	(3)	_____	[ ]	
Technical Elective	(3)	_____	[ ]	
Gen. Ed. Elective	(3)	_____	[ ]	
Gen. Ed. Elective	(3)	_____	[ ]	

### UNIVERSITY GENERAL EDUCATION (GenEd) including College Breadth ELECTIVES

#### University requirements

Critical Reading and Writing	(3)	ENGL 110	[Freshman year] C- minimum grade
Multicultural	(3)	_____	[(M) normally part of GenEd; last col., below]
FYE	(2)	EGGG101	[Freshman year]
DLE	(6)	MEEG401/2	[Senior year]

**Note:** Minimum Grade of C- required in all graded General Education courses

<b>GenEd - Math/Natural Science/Technology (MNST <math>\geq</math> 3 cr)</b>	(variable)	[normally CHEM, MATH, or PHYS, Freshman year]
<b>GenEd (Breadth 1) - Creative Arts and Humanities (CAH <math>\geq</math> 3 cr)</b>	(3)	[ ] ( ) ( )
<b>GenEd (Breadth 2) - History and Cultural Change (HCC <math>\geq</math> 3 cr)</b>	(3)	[ ] ( ) ( )
<b>GenEd (Breadth 3) - Social and Behavioral Sciences (SBS <math>\geq</math> 3 cr)</b>	(3)	[ ] ( ) ( ) (U) (M)

**GenEd College:** 21 credits; includes the  $\geq$ 12 credits in the MNST, CAH, HCC, SBS areas above - no more than one course taken from any single rubric; that is, the four-letter subject code, plus  $\geq$ 9 credits in the CAH, HCC, SBS areas or from the College's Supplemental Course List (S). Of the 21 credits,  $\geq$ 6 credits (from the CAH, HCC, SBS, or College list) must be at the upper level (U).

<b>(Breadth 4)</b>	(3)	_____	[ ]	( )	( )
<b>(Breadth 5)</b>	(3)	_____	[ ]	( )	( )
<b>(Breadth 6)</b>	(3)	_____	[ ]	( )	( ) (U) (M)

## Appendix G – Academic Records Release Memorandum

### LETTERHEAD

OFFICE SYMBOL

(Day Month Year)

### MEMORANDUM FOR RECORD

SUBJECT: Release of Academic Records for (Student Name)

1. I, (Insert Name), hereby authorize (Insert School Name) to release my academic records, to include: transcripts, applications, grades, hours taken, hours completed, courses withdrawn, and any additional information contained within my academic record to the West Virginia Education Encouragement Program (WVEEP) as needed to comply with the Tuition Assistance Program. This release is an effort to ensure the timely reporting and payment of my tuition under the West Virginia National Guard (WVNG) State Tuition Assistance Program. This release is only applicable to the WVEEP Director, WVEEP Staff, and the WVNG Education Service Director. This election is valid until it is officially rescinded, in writing, to both the WVEEP Director and this institution of higher learning.

2. Please send any requested information to the address listed below:

WV Education Encouragement Program  
1703 Coonskin Drive  
Charleston, WV 25311

(Signature)  
(Student Name)  
(Student ID)  
(Student Last Four)  
(School Name)

## Appendix H – Late Application Memorandum

(Service Member Name)  
(Service Member Address)  
(City, State, Zip Code)

West Virginia National Guard Education  
Office  
ATTN: WVEEP  
1703 Coonskin Drive  
Charleston, WV 25311

RE: Late Application

1. I, (NAME) am requesting an exception to policy in regards to my State tuition assistance application due to having missed the established suspense date for the following reason(s). *(PLEASE DESCRIBE REASON(S) HERE. If more space is needed, please attach additional page).*
2. Enclosed is the following information and documentation *(Example: Order)* to support this request. *(Please list)*
3. I am also aware that submission of this letter does not mean my request will be granted and is ruled upon by the WVEEP Advisor and/or the Education Services Director. I am also aware that per regulations, if granted, it may be paid at less than the 100% level. In addition, any future requests of this type will not be considered unless due to unforeseeable circumstances or emergencies.
4. *((Any additional information to Soldier wishes to add or a point of contact name and number)).*

(Name)  
(Rank), (WVNG or WVANG)  
Last 4 of SSN:  
Date:

**Appendix I – Summer Application Memorandum**

(Your Name)  
(Your Address)  
(City, State, Zip Code)

West Virginia National Guard  
Education Office  
ATTN: WVEEP / Valerie Ball  
1703 Coonskin Drive  
Charleston, WV 25311

RE: Summer Application

*(Give reason(s) for requesting summer school)*

I also understand that my classes **MUST NOT** interfere with my military obligations and training, and that excusal from annual training will not be granted for the purpose of attending summer school. I am also aware that the amount of funding I receive is dependent upon the remaining funds in my account for the fiscal year I am requesting, which is based on the start date of the classes.

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(Name)  
(Rank), (WVNG or WVANG)  
Last 4 of SSN: Date:

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(Name Supervisor)  
(Rank), (WVARNG or WVANG)

## **Appendix J – WVEEP Appellant Process and Sample Appeal of Denied Late Application Memorandum**

### **WVEEP Appellant Process**

Each service member is responsible for the complete and timely submission of all application documents. Failure to submit documents outside of the 60 day time frame may result in a denial of funding. If the service member believes the decision to deny funding has been either unjust or reached in error, he/she may appeal the decision. In order to appeal the denial Service Members must appeal in writing to the West Virginia National Guard Education Services Director (ESD). The following documentation must be submitted to the ESD in order to appeal the denial of funds.

- Appellant Memorandum
- Previous Denial Memorandum
- Any Documentation that supports the reason for approving the late application
- Signed Memorandum from the Service Members Unit representative supporting approval of late application.

1. All appeals must be made within 7 days of the SM either receiving the denial memorandum or being made aware of the denial by the West Virginia National Guard Education Office. Upon receipt of the written appeal, the WVEEP Director will immediately notify the ESD and call a meeting to review the matter. A written record of this meeting shall be kept within the Education Office and available to the SM upon request.
2. In the event the denial is upheld the Service Member can then appeal in writing to the Senior Policy Advisor.
3. In the case the Senior Policy Advisor concurs with the denial and the Service Member wishes to further appeal the decision, the matter will then be forwarded to the Military Personnel Officer (MILPO).
4. In the event the MILPO concurs with the decision and the Service Member wishes to further appeal the decision, the matter will be forwarded to the WVEEP committee, who will make a recommendation to the Adjutant General. The decision of TAG will be final on all applications.

**Appendix J – WVEEP Appellant Process and Sample Appeal of Denied Late Application Memorandum  
(Continued)**

(Your Name)  
(Your Address)  
(City, State, Zip Code)

West Virginia National Guard Education  
Office  
ATTN: WVNGESD  
1703 Coonskin Drive  
Charleston, WV 25311

RE: Appeal of Denied Late Application

1. I, (NAME) am requesting an exception to policy in regards to my State tuition assistance application previously being denied due to having missed the established suspense date for the following reason(s). *(PLEASE DESCRIBE REASON(S) HERE. If more space is needed, please attach additional page).*
2. In accordance with the West Virginia Educational Encouragement Program regulation I have enclosed the previous denial letter, a memorandum signed by my unit representative supporting the approval of the application, and any supporting documentation such as orders showing a sudden activation.
3. I am also aware that submission of this letter does not mean my request will be granted and is ruled upon by the WVEEP Advisor and/or the Education Services Director. I am also aware that per regulations, if granted, it may be paid at less than the 100% level. In addition, I understand any future applications that do not meet the suspense date will not be considered for approval.
4. *((Any additional information to Soldier wishes to add or a point of contact name and number)).*

(Name)  
(Rank), (WVNG or WVANG)  
Last 4 of SSN:  
Date: