

# HAWAII NATIONAL GUARD STATE TUITION ASSISTANCE PROGRAM (STAP)

**Application with supporting documentation due no later than (NLT) 30 days after the start of classes for Fall/Spring Semester. Grades and financial summary due 15 days after grades are posted**

The Hawaii National Guard (HING) Tuition Assistance Program offers year-round tuition assistance towards your undergraduate degree at the University of Hawaii system of schools statewide based upon available funding. HIARNG Soldiers who qualify for STAP will receive tuition assistance in the form of a reimbursement payment after successfully completing a class that goes directly towards an undergraduate degree.

## INSTRUCTIONS

Maximum payment amounts are listed in Enclosure 2 of the Hawaii National Guard Tuition Assistance Policy. Currently the maximum payment amounts are:

- **100%** for all undergraduate degrees at the University of Hawaii School Systems

### Eligibility Criteria:

1. Military grades of E1-E9, W1-W5, or O1-O3
2. A resident of the State of Hawaii as defined by the University of Hawaii (UH)
3. Remain a satisfactory participant in your Unit
4. An undergraduate student or an incoming freshman of the UH System of Schools
5. If enlisted, have an ETS date equal to or greater than the last day of a class for which you are request the tuition assistance
6. Have completed their Advanced Individual Training (an ETP memo can be submitted to waive this requirement)

### Priority Level:

1. Newly accessed recruits in the HING within their initial enlistment contracts;
2. Officers (O1-O3)/Officer Candidates that do not have a bachelor's degree;
3. All others in the HING

Please ensure your STAP application is complete by submitting the following documents 30 days after the start of the course:

- ✓ **HING Form 600-1** is completed and signed by the commander or designated unit representative and yourself
- ✓ Include a copy of your **Financial Summary Account Balance** that shows tuition cost and tuition payment made (Obtained from <http://myuhportal.hawaii.edu>)
- ✓ Include a copy of your **Class Schedule** (Obtained from <http://myuhportal.hawaii.edu>)
- ✓ Include a copy of your **Official Degree Plan** (also known as Academic Pathway Report (Obtained from <http://myuhportal.hawaii.edu>)
- ✓ Submit application and above documents before the deadline online at (<https://dod.hawaii.gov/hiarng/resources/education/stap-applications/>)

At the end of the class submit the following documents 15 days after grades are posted:

- ✓ Turn in your **Grades** (updated academic report)
- ✓ Turn an updated **Financial Summary Account Balance** that shows tuition cost, payment, and financial aid programs utilized
- ✓ Submit documents for review at [ng.hi.hiarng.list.nghi-g1-education--incentives@army.mil](mailto:ng.hi.hiarng.list.nghi-g1-education--incentives@army.mil)

### CONTACT THE EDUCATION/INCENTIVE OFFICE IF YOU HAVE ANY QUESTIONS

Phone Number: 808-672-1019

Email: [ng.hi.hiarng.list.nghi-g1-education--incentives@army.mil](mailto:ng.hi.hiarng.list.nghi-g1-education--incentives@army.mil)

Address: Hawaii Army National Guard

ATTN: G1 Education & Incentives Office

91-1227 Enterprise Ave. Bldg. 1784 Room 202

Kapolei, Hawaii 96707



# HAWAII NATIONAL GUARD STATE TUITION ASSISTANCE PROGRAM (STAP) APPLICATION



**SECTION I: Complete form by neatly printing or typing in all areas. Late or incomplete forms as well as applications missing required documents will not be processed and will be denied.**

Date: \_\_\_\_\_

Unit: _____	Unit Phone: _____	_____ Air _____ Army
Name (Rank, Last, First, MI): _____		
Mailing Address: _____		
City: _____	State: _____	Zip Code: _____
Email Address: _____		Phone: _____
Date Completed Initial Entry Training: _____		ETS: _____
Are you enrolled in OCS?: _____		Are you in the Simultaneous Membership Program?: _____

**SECTION II: Attach official Graduation Pathway/Degree Plan from your school that is assigned specifically to you, your Class Schedule, and your Summary Account Balance showing actual tuition cost and tuition payment. Grades must be submitted no later than 15 days after the end of classes. These documents can be obtained from the myUH portal.**

**SECTION III: School campus and educational information.**

What degree/certificate are you currently seeking? (Check only one)

_____ Associate of Arts (AA)	_____ Bachelor of Education (BEEd)
_____ Associate of Science (AS)	_____ Bachelor of Fine Arts (BFA)
_____ Bachelor of Arts (BA)	_____ Bachelor of Music (BMus)
_____ Bachelor of Architecture (BArch)	_____ Bachelor of Science (BS)
_____ Bachelor of Business Admin (BBA)	_____ Bachelor of Social Work (BSW)
_____ Bachelor of Education (BEEd)	Other: _____

What degree/s have you already earned? \_\_\_\_\_

What is your projected graduation date? \_\_\_\_\_

How many credits have you received STAP for to date? \_\_\_\_\_

How many credits have you earned to date? \_\_\_\_\_

What School are you attending? (Check all that apply):

_____ UH - Manoa	_____ Kapiolani Community College	_____ Kauai Community College
_____ UH - West Oahu	_____ Honolulu Community College	_____ Maui Community College
_____ UH - Maui Campus	_____ Leeward Community College	_____ Hawaii community College
_____ UH - Hilo	_____ Winward Community College	

**SECTION IV: Review all of the priority levels and identify your priority level. Priority levels establish priority of payments. Your payment will be based on your priority level, not to exceed your maximum tuition assistance per semester. You may not receive a payment if funds are exhausted prior to reaching your priority level.**

PRIORITY LEVEL (Refer to Instruction page to determine your priority level):

\_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4

"My priority level as indicated above is accurate and I understand that if I misrepresent my priority level, tuition assistance will be denied."

Initial: \_\_\_\_\_

**SECTION V: Complete this short survey.**

On a Scale of 1-5 with 1 being "Strongly Disagree" and 5 being "Strongly Agree":	
The HING Tuition Assistance Program was a major reason why I joined the Hawaii National Guard.	
The HING Tuition Assistance Program influenced my decision to stay in the Hawaii National Guard.	
Comments: _____	

**SECTION VI: STAP provides tuition assistance for courses successfully completed with a letter grade of "C-" or higher. Write down all of the courses for which you are requesting STAP. Courses listed must be part of your degree plan for an Associate's or Bachelor's degree. Non-graded courses on your official degree plan are not eligible for STAP.**

Course (ex: ENG100)	Course Title (ex: Composition I)	Tuition Amount (not incl. fees, taxes, etc.)	(For Office Use Only)

**Total tuition amount for above classes:**

**SECTION VII: What other financial aid programs will you be using for the courses listed on this application?**

☐ Montgomery GI Bill-SR      ☐ Montgomery GI Bill - AD      ☐ Federal TA      ☐ Other TA  
☐ Post 9/11 GI Bill (Tier percentage: \_\_\_\_\_)      ☐ Fry Scholarship (amount received: \_\_\_\_\_)

**SECTION VIII: Applicants will initial next to each line item to confirm understanding and agreement. Unit Commanders or their designee must counsel and verify the following information is correct. Commander/designee will sign at bottom.**

Initial Here

- \_\_\_\_\_ 1. I am an enlisted member of the HING at the time of course registration and my current Expiration Term of Service (ETS) expires after the end of the applied semester or I am an officer.
- \_\_\_\_\_ 2. I am a bona fide Hawaii resident as determined by the UH rules and regulations: (a) Paid state income tax previous year. (b) Hawaii's driver's license. (c) Registered to vote.
- \_\_\_\_\_ 3. I am in good standing with my school and have been admitted at a campus in the UH System of Schools.
- \_\_\_\_\_ 4. I have not yet earned: 60 or more semester hours at a community college without receiving an associate's degree OR 120 or more semester hours at a 4-year college without receiving a bachelor's degree.
- \_\_\_\_\_ 5. I understand my priority level, other tuition assistance I am receiving, and available funding will determine the total amount of STAP I receive. Other tuition assistance is any financial aid that goes directly towards my tuition.
- \_\_\_\_\_ 6. I understand that if I am receiving tuition assistance from other sources, STAP will only cover the difference in tuition cost and tuition assistance already receiving.
- \_\_\_\_\_ 7. I understand that if I do not remain in good standing at my unit, I will no longer be eligible for STAP, even though I have already submitted an application. This includes being AWOL or having a Suspense of Favorable Action (FLAG).
- \_\_\_\_\_ 8. I understand that no payment will be made until my grade report has been received by my component's action office. I will not be paid if I do not turn in a grade report WITHIN 15 DAYS AFTER THE LAST DAY OF THE CLASS.
- \_\_\_\_\_ 9. I understand STAP is a reimbursement program and that a money check will be produced 4-6 weeks after grades have been received by my action office to fund my tuition in accordance with the STAP policy.

Rank and Name of Commander or Designee:

Commander or Designee's Signature:

**SECTION IX: Verify information and sign indicating all information above is true and correct.**

*I certify that I have read and understood each of the above statements and the information I provided is correct. I acknowledge that I am eligible for HING Tuition Assistance under these guidelines and understand my responsibilities to the Hawaii National Guard. I understand that if I fail to meet these requirements, falsify information, or alter documents I will be denied HING Tuition Assistance. By signing this document, I grant the Hawaii National Guard permission to access my grade report either online or directly from the University of Hawaii. I understand that the STAP pays tuition assistance up to the maximum amount listed in Appendix B and that it only covers courses required for me to graduate with an undergraduate degree.*

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_