



# State Tuition Reimbursement (STR)

## 1. What is it?

- STR is a financial reimbursement program provided to eligible Arizona National Guard members for education programs in support of a Service Member's professional and personal self-development goals. (Reference: AR 621-5, Army Continuing Education System & STR AZNG PAM 621-300 DTD 1 Jun 2019)

## 2. How Do I Qualify? STR eligibility is limited to AZNG Members who:

- Have completed a semester as a full or part-time undergraduate or graduate student at a university, attend a community college for which credit toward a degree is granted, or will receive a certificate from a vocational/technical school or a VA qualified correspondence course.
- Are active drilling members of the Arizona National Guard throughout the entire semester or course for which reimbursement is claimed.
- Have satisfactorily completed IADT/Technical Training and Student Flight and performed duty upon returning at a minimum of ninety percent (90%) attendance of scheduled UTA dates and annual training
- Maintained an average academic grade of "C" for each course. Those schools or courses in which a grading system is used other than the alphabetical system, a grade equivalent to "C" or better will be acceptable.
- Eligible courses must be completed prior to service obligation end date (ETS), in order for the courses to be approved for reimbursement.

## 3. What Do I Get?

- STR will pay up to **\$250** per semester hour not to exceed **\$4,000** per State Fiscal year (1 July to 30 June)

## 4. What is the application Process?

- Apply at: <https://dema.az.gov/education-services>

## What is the application Process? (Continued)

- The following forms must be completed accurately and submitted for an application to proceed beyond the initial review:
  - Complete AZ Form 621-300-1, dated 1 July 2019
  - Arizona W-9- Tax Payer Identification form
  - Arizona ACH- Bank Electronic Funds Transfer (EFT) form
- The application must be sent/postmarked no later than fifteen (15) calendar days after the close of class registration as published by the educational institution's registrar office. If the course is on a continuous registration timeline, the requirement for application submission will be the educational institutions add/drop deadline. The service member must also provide proof of closed of registrations dates/add-drop deadline dates for courses requested.

### 5. Submit Final Documents:

- Upon completion of the course, the service member must provide a system generated unofficial or official transcript and an itemized receipt showing a zero (\$0.00) balance for the appropriate course(s) to the Education Services Office within twenty-five (25) days from the date grades are posted by the institution. Service members may submit this documentation by email, in person, or by certified mail, to the address listed below.
- Application packages must have submission of this final documentation to qualify for STR

### 6. Reimbursement:

- Tuition reimbursement will be made on a semester basis (determined by quarters) and shall immediately follow TAG approval
- Service members not granted tuition reimbursement will be notified of non-selection

### *For More Information:*

Arizona National Guard Education Services Office  
5636 E. McDowell Rd. Bldg. M5710  
Phoenix, AZ. 85008  
Main Line: **602-267-2445**  
E-Mail: [usarmy.az.azarnng.list.g1-education@mail.mil](mailto:usarmy.az.azarnng.list.g1-education@mail.mil)

