

STATE OF WEST VIRGINIA  
ADJUTANT GENERAL'S DEPARTMENT  
CHARLESTON, WEST VIRGINIA 25311-1085

WV MILITARY REGULATION (ARMY)  
NUMBER 600-200-5  
WV MILITARY REGULATION (AIR)  
NUMBER 213-1

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5 April 1991

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EDUCATION SERVICES PROGRAM 1991 APR 11 PM 2:30

ADMINISTRATION of the WEST VIRGINIA  
NATIONAL GUARD EDUCATIONAL ENCOURAGEMENT PROGRAM STATE

1. **Purpose:** This regulation prescribes procedures, policies and responsibilities applicable for administration of the West Virginia National Guard Educational Encouragement Program (WVEEP).

2. **General:** This regulation is applicable to all elements of the West Virginia National Guard (Army and Air). Funds to support the program will be appropriated annually by the West Virginia Legislature. Continuation of the program is contingent upon annual appropriations being made by the Legislature for this express purpose.

3. **Responsibilities:**

a. The Adjutant General of West Virginia is responsible for overall policies, guidance, administration, implementation and proper utilization of the fund. He will appoint a Educational Encouragement Program Committee to advise him on the operation of the WVEEP Program.

b. Educational Encouragement Program Committee.

(1) The committee is responsible to the Adjutant General for the overall management of the WVNG Educational Encouragement Program to include the proper disbursement and accountability of funds.

(2) The committee is responsible for the development and implementation of personnel procedures governing the overall employment of the programs director.

(3) The committee will monitor the program and make periodic reports to the Adjutant General.

(4) The committee will make recommendations to the Adjutant General at the beginning of each fiscal year as to the distribution of educational funds.

c. The WVEEP Director will be responsible for the day to day operation of this program and will serve as a

nonvoting member of the Educational Encouragement Program Committee.

d. Unit Commanders are responsible for the implementation of this regulation and to ensure that all applicants are eligible to participate in the program.

e. Applicants are responsible for timely submission of applications, immediate notification to this office of any change in status and submission of grades immediately after completion of each phase of instruction.

4. **Policies:**

a. The Adjutant General may authorize the payment of 100% of the resident tuition and fees at any state supported college or university. The amount of the tuition and fees paid for those who are enrolled in private institutions shall be determined by The Adjutant General, but in no case will it exceed the highest amount payable at any state supported institution. The amount of tuition and fees paid for nonresident students shall be the same as the amount paid for West Virginia residents at that institution.

b. Eligibility for receipt of benefits under the WVEEP shall require the individual be a member in good standing in the active West Virginia National Guard at the beginning of and throughout the entire semester for which benefits are received. In addition, the individual must maintain satisfactory participation (90% attendance) in the West Virginia National Guard as prescribed by regulations in effect and respectively promulgated by the Department of the Army, Department of the Air Force, the National Guard Bureau and the West Virginia National Guard, and meet the academic standards of the institution to which tuition and fees have been paid by the program.

c. This program is authorized for part-time and full-time undergraduate study.

NOTE: This regulation supersedes WVMR (Army) 600-200-5/(Air) 213-1, dtd 23 October 1986

5 April 1991

WVMR (Army) 600-200-5  
WVMR (Air) 213-1

d. Any member receiving full tuition assistance from any federal program will not be eligible to receive assistance from the Education Program.

e. Arrangements for timely payment of benefits will be made between the institution named in each case and The Adjutant General. To facilitate such payment, institutions will provide an invoice to The Adjutant General requesting payment in one total amount for guardsmen enrolled in the particular institution. Names of guardsmen enrolled will be included on the invoice.

f. At the completion of each registration period, state supported institutions will be paid through an internal transfer of funds. Private institutions will be reimbursed directly.

**5. Educational Institutions:** Any accredited public or private college, university, business or trade school located in West Virginia.

**6. Authorized Courses:** Any courses taken for credit in an undergraduate status will be considered eligible for support.

**7. The applicant will take the following actions:**

a. AGO Form 600-200-5, Application for Tuitional Assistance must be completed in its entirety and endorsed by the unit commander. The form is then forwarded to TAG, WV ATTN: WVEEP. Upon receipt of the properly executed application, part three will be

completed by this headquarters. If the request is approved, the certified application will be returned to the individual guardsmen home address. A separate application must be submitted for each semester.

b. The approved application will be presented to the institution by the individual at the time of registration.

c. If the certificate is not used for the semester for which it is authenticated, it must be returned immediately for cancellation.

d. Payment will be made each semester directly to the institution concerned. In the event the individual is required to make payment prior to receipt of approved application, reimbursement may be made upon presentation of paid receipt for tuition and fees to TAG, WV ATTN: WVEEP.


**8. Change of Status and Reimbursement:**

a. It is the responsibility of BOTH the individual and his/her commander to notify The Adjutant General, State of WV, ATTN: WVEEP, 1703 Coonskin Drive, Charleston, WV 25311-1085 when a change of status affecting eligibility occurs.

b. Those individuals who fail to complete (for any reason) the authorized courses in any semester for which tuition and fees have been paid will immediately reimburse the State of West Virginia, Adjutant General's Department for classes not completed.

FOR THE GOVERNOR:

Encl  
AGO Form 600-200-5

  
JOSEPH J. SKAFF  
Major General, WVARNG  
The Adjutant General

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OFFICE OF THE ADJUTANT GENERAL  
SERVICES OF THE STATE

**APPLICATION FOR TUITION AND FEES PROVIDED FOR IN WEST VIRGINIA NATIONAL GUARD  
EDUCATION ENCOURAGEMENT PROGRAM (WVNR ARMY 600-200-5, AIR 213-1)**

**INSTRUCTIONS:** Applicant is responsible for utterance of information entered in Part 1 of this form and for reviewing WVNR 600-200-5, AIR 213-1 (which is in his/her unit of assignment). Applicant must comply with enrollment requirements of the school selected. Prepare form in original only. Submit prior to established deadlines to: The Adjutant General, State of West Virginia, ATTN: EEP, 1703 Coonakin Drive Charleston, WV 25311. A separate application is required for each semester, quarter, or other enrollment period requested.

**PART 1. TO BE COMPLETED BY APPLICANT**

NAME (LAST/FIRST/MIDDLE)		SSAN		OFF	NO	ENL	NOTES/DCS
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STREET ADDRESS/PO BOX		CITY	COUNTY	STATE	ZIP	HOME PHONE ( )	
WVNG UNIT AND LOCATION							
NAME AND ADDRESS OF SCHOOL YOU WILL ATTEND					MAJOR COURSE OF STUDY		
EDUCATIONAL GOAL		BACHELOR (4YR)		TRADE SCHOOL		OTHER (SPECIFY)	
		ASSOCIATE (2YR)		BUSINESS SCHOOL		EXPECTED DATE OF GRADUATION:	
ENROLLMENT STATUS		# CREDIT HOURS YOU ARE ENROLLING FOR:		DATES OR SCHOOL TERM FOR WHICH YOU ARE APPLYING			
FULL TIME							
PART TIME							
<p><b>CERTIFICATE:</b> I, the applicant, hereby certify that the information I have entered in Part 1 of this form is true and correct to the best of my knowledge. I understand that the awarding of tuition and fees is considered on the basis of availability of funds, selection of an accredited college, university or business or trade school, and meeting the eligibility criteria for enrollment. As a condition of acceptance of benefits, I hereby agree to abide by the provisions of WVNR 600-200-5, AIR 213-1 and specifically, I hereby promise to reimburse the State of West Virginia any monies paid by the State for any period from which I have been expelled or withdrew. I further agree to furnish the Adjutant General's office a copy of grades or a completion certification for this period of schooling.</p>							
SIGNATURE & NAME OF APPLICANT:					DATE SIGNED:		

**PART 2. TO BE COMPLETED BY APPLICANT'S UNIT COMMANDER**

I hereby certify that the applicant meets eligibility criterion of performing his/her military duties satisfactorily in the WVANG/WVARNG.		
SIGNATURE & NAME OF COMMANDER	CERTIFICATION DATE	ETS OR MOSP DATE OF APPLICANT

**PART 3. TO BE COMPLETED BY ADJUTANT GENERAL'S DEPARTMENT  
ADVICE TO REGISTRAR/BUSINESS MANAGER**

1. The individual bearing this form is a member of the West Virginia National Guard who is eligible for educational benefits pursuant to Chapter 15, Article 18, Section 21, Code of West Virginia, 1931, as amended. That law is printed on the back.
2. You are hereby authorized to bill The Adjutant General, State of West Virginia, for tuition and fees not to exceed the amount set forth below for the enrollment period also set forth below.  
  
 TUITION AND FEES \$ \_\_\_\_\_ ENROLLMENT PERIOD \_\_\_\_\_
3. Any differences between the amount of tuition and fees authorized herein to be paid by The Adjutant General and the total tuition and fees charged by your institution for this enrollment period shall be the individual's responsibility for payment.
4. Submit your invoice, original and one copy, to: The Adjutant General, State of West Virginia, Attn: EEP, 1703 Coonakin Drive, Charleston, WV 25311. If you are a Private Institution, please include your FEIN or West Virginia Vendor Number on the invoice. Invoice must include # credit hours being billed for each individual.
5. Questions should be addressed to the undersigned at the address in paragraph 4 above. The telephone number is (304) 341-6374.

APPROVED:

DATE APPLICATION RECEIVED \_\_\_\_\_ (SIGNATURE OF AUTHORIZING OFFICIAL) \_\_\_\_\_  
 \_\_\_\_\_ (DATE OF AUTHORIZATION)

**§ 15-1B-21. Tuition and fees for guard members at institutions of higher education.**

Any member of the national guard who is enrolled in a course of undergraduate study at and is attending any accredited college, university, business or trade school located in West Virginia, may be entitled to payment of tuitions and fees at such college, university, business or trade school during the period of his service in the national guard: Provided, that the adjutant general may prescribe criteria of eligibility for payment of tuition and fees at such college, university, business or trade school: Provided, however, that such payment shall be contingent upon appropriations being made by the legislature for this express purpose.

The amount of such payment for members attending a state-supported school shall be determined by the adjutant general, and shall not exceed the actual amount of tuition and fees at such school. The amount of such payment for members attending a private school shall be determined by the adjutant general, but in no event shall exceed the highest amounts payable at any state-supported school.

The adjutant general is charged with the administration of tuition and fee payments under this section and shall promulgate rules and regulations for the same. (1977, c. 148; 1984, c. 133.)

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SECRETARY OF STATE