



Office of the Commissioner of Higher Education

Montana Resident Undergraduate Student Financial Aid – Montana National Guard Tuition Waiver

Montana National Guard Tuition Waiver – Eligibility Criteria and Procedures

The Board of Regents of Higher Education authorizes the Commissioner of Higher Education to offer tuition waivers to Montana National Guard members in accordance with terms of this policy. The Montana National Guard Tuition Waivers will be awarded in accordance with Board of Regents Policy 940.13 – *Tuition Waivers and Discounts*, and the following eligibility criteria and procedures.

- A. A student is eligible to receive a Montana National Guard Tuition Waiver providing the student:
1. Is a bona fide member of the Montana National Guard at the start of each semester for which the student is enrolling;
 2. Is certified as a Montana National Guard member in good standing by the Adjunct General;
 3. Has completed military basic training;
 4. Does not hold a baccalaureate degree or higher;
 5. Meets all admission requirements of the institution; and
 6. The student has a balance of tuition owing after the award calculation is applied (details below).

Montana National Guard members who do not meet the residency requirements provided in BOR Policy 940.1 but meet the criteria above, are eligible for in-state tuition status for purposes of applying the tuition waiver under this policy.

B. AWARD AMOUNTS

1. Waivers for students who meet the criteria above will be applied as last dollar awards, up to the total annual cost of in-state tuition only.
2. Individual tuition waiver amounts will vary, depending on the amount of grants and scholarships received by the student.
3. All scholarships and grants received by the campus each semester on behalf of the student will be deducted from the total amount of tuition that may be waived.
4. GI Bill benefits sent directly to the student will not be included in the award calculation.
5. This waiver may not be used in conjunction with any other MUS tuition waiver.
6. No fees, mandatory or miscellaneous, including additional fees for on-line classes, program fees or other charges, are waived by this policy per Board of Regents Policy 940.13 – Tuition Waivers and Discounts.

UNIVERSITY TUITION

Minus **Federal Military Tuition Assistance**

Minus **GI Bill benefits sent to the campus (Chapter 33)**

Minus **PELL Grant**

Minus **State and Federal grants/scholarships**

Minus **Private grants/scholarships**

= **National Guard Tuition Waiver** (up to tuition only)

C. ELIGIBLE INSTITUTIONS

Montana National Guard Tuition Waivers are available at the following eligible postsecondary institutions:

1. Campus of the Montana University System (MUS), as defined in § 20-25-201; and
2. Montana community colleges defined and organized as provided in § 20-15-101.
3. To waive tuition and/or receive credit for classes taken on-line at MUS qualifying campuses other than the home campus, recipients must send a request to OCHE.
4. For purposes of this policy, the home campus is the campus at which a student originally matriculates until such time as the student formally transfers to another eligible campus.

D. APPLICATION AND RENEWAL PROCESS

1. Eligible students must apply for this waiver each academic year no later than the third week of the first semester for which they are requesting the waiver (retroactive awards are not made for previous semester(s)).
2. Students must notify OCHE if they change campuses mid-year.
3. Students must remain an active Montana National Guard member in good standing to continue to receive this waiver.
4. Students must meet Satisfactory Academic Progress as defined by their campus to continue to receive this waiver.

E. ADMINISTRATION

1. OCHE will develop and maintain appropriate procedures that enable the Montana National Guard Tuition Waiver to be administered in accordance with MCA and Board policy.
2. OCHE will confirm students are in good standing with the National Guard and will notify the MUS campuses of their application and eligibility.
3. The MUS campuses are charged with the execution of the individual student awards and calculations, according to the established criteria set forth in the operating procedures.