

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

***AGOHR 621-1 (Army)
35-1 (Air)**

AGOHR 621-1 (Army) / 35-1 (Air)

1 May 2023

Education
OHIO NATIONAL GUARD SCHOLARSHIP PROGRAM (ONGSP)
Supplementation of this regulation is prohibited

1. PURPOSE

This regulation supplements Ohio Revised Code (ORC) Section 5919.34 and Ohio Administrative Code (OAC) Rule 3333-5-01, February 10, 2023 and provides the administrative procedures for the Ohio National Guard Scholarship Program (ONGSP). The current version of ORC Section 5919.34 is enclosed (Appendix A) and OAC 3333-5-1 (Appendix H).

2. GENERAL

a. The ONGSP office is responsible for centralized administration of the ONGSP. The address and phone numbers are listed below:

The Adjutant General's Department
ATTN: NGOH-OHNG-SP
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

Website: <https://ONGSP.ohio.gov>
Toll free: 1-888-400-6484
Commercial: (614) 336-7143
DSN: 346-7143
Cell: (614) 440-5379

E-mail address: ng.oh.oharng.list.g1-education@army.mil
Office hours are: 0800-1600, Monday through Friday, except holidays

b. Commanders will ensure this regulation receives the widest distribution possible. A copy will be placed on the unit bulletin board.

3. POLICY

a. The ONGSP will pay 100% of the tuition charges for State of Ohio public colleges and universities after other specified Federal and Department of Defense educational assistance funding outlined in section 3.e. of this policy is applied toward tuition-only costs. Tuition means the charges imposed to attend an institution of higher education and includes general and instructional fees. General fees are defined as any fee that every student attending the institution pays, and in the same amount. For approved private or proprietary degree-granting institutions of higher education, the program will pay 100% of the average tuition charges for all State of Ohio public universities after other specified Federal and Department of Defense educational assistance funding outlined in section 3.e of this policy is applied toward tuition-only costs. ONGSP is available for courses applicable to or leading to an Associate or Baccalaureate degree, a diploma-granting nursing program, as well as trade certification, credential-certifying, licensing, or apprenticeship programs. A list of eligible schools and approved certificate, certification, and apprenticeship programs is available on the Ohio National Guard (OHNG) Public Affairs Office (PAO) site <https://ong.ohio.gov/members/ong/education/>. If an institution is not on the list, contact the ONGSP office to determine eligibility and to initiate application process.

b. ONGSP applicants must meet and maintain the following eligibility requirements:

(1) Possession of a high school diploma or General Equivalency Diploma (GED) and no Baccalaureate Degree.

(2) A Service member who wants to receive the full 96 units of benefits in this program must enlist in the OHNG for a period which includes the entire academic term they wish to attend and must fall into one of the following three categories:

(a) Current service in a six-year enlistment with the OHNG.

(b) Completion of a full six-year enlistment in the OHNG and currently an active member in an extension of that enlistment.

(c) Reenlistment after completing initial six-year enlistment with the OHNG for an enlistment obligation extending beyond the end of the term for which the application was made.

(3) A Service member who wants to receive an initial 48 units of benefits in this program must enlist in the OHNG for a period which includes the entire academic term they wish to attend and must enlist in the OHNG for a period of at least three years but less than six years. Service members who initially enlist for three (3) to five (5) years may extend their enlistment to equal six (6) full years to receive the remaining 48 units of eligibility.

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(4) All active members of the OHNG are eligible if they fall under one of the above three categories regardless of drilling status (AGR, Federal or State Technicians, Traditional and those on active-duty orders). Additionally, see para 4 below for Active-Duty Exception for those who have been mobilized during their enlistment in the OHNG and have been Honorably discharged.

(5) An ONGSP participant who is discharged from the OHNG for the sole purpose of being immediately commissioned as an officer or appointed as a warrant officer in the OHNG and who completes the full term of his/her statutory service obligation associated with the enlistment contract that provided eligibility for the program is considered to have completed their term of enlistment, reenlistment, or extension of enlistment for purposes of Section 5919.34(G) of the Ohio Revised Code (R.C.).

(6) Enlisted OHNG members who receive ONGSP and are then commissioned as officers or warrant officers may continue in the program, provided they complete the full term of their statutory service obligation of the enlistment that provided their eligibility for the program. "Commissioned or Warrant Status Agreement" (Appendix B), must be completed and forwarded to the ONGSP office by the applicant to maintain program eligibility.

(7) A Service member's enlistment must always occur on, or before, the first date of classes as determined by the school they are attending, when the school creates each term on the ONGSP site as well as extend beyond the last day of the school term. Specifically, a Service member is not eligible to receive an ONGSP benefit if their enlistment date is after the first day of class for the term they wish to enroll; and, Service member is not eligible to receive an ONGSP benefit for the term in which his/her enlistment expires before the last day of classes. Service members are excluded from these two requirements if they meet the criterion described under the Active-Duty Exception in paragraph 4a.

(8) Approval for participation in the ONGSP is a favorable personnel action. Commanders are responsible for assessing "member in good standing" status of scholarship participants. Scholarship participants must meet and maintain all training requirements, maintain suitable readiness levels, and be a member in good standing to maintain eligibility for the program. When making this eligibility determination, commanders (or their delegate) should take into account, but are not limited to considering, the following in relation to suitable readiness levels and a member's standing: Adverse Actions, Medical Readiness, Government Travel Card stewardship, fitness requirements, participation rate consideration (e.g., AWOLs), duty performance (e.g. progression with training), as well as conduct in accordance with (IAW) established Airman and Soldier values. Participants who have failed one fitness standard and are flagged but are making satisfactory progress may be considered members in good standing at their respective commander's discretion.

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c. ONGSP scholarships are available to OHNG members who are in good standing, are full-time or part-time students, and are actively enrolled in at least three semester (two quarter) hours or more or three semester hour equivalents (90 clock hours) for non-credit earning institutions (one semester hour equivalent equals 30 clock hours).

(1) OHNG members who enlist for six years with the OHNG are eligible for 96 units of eligibility or the financial equivalent for trade certification, credential-certifying, licensing, or apprenticeship programs.

(2) OHNG members who enlist for three years but less than six years with the OHNG are eligible for 48 units of eligibility.

d. ONGSP scholarships are available to each participant until that participant exhausts their available eligibility units IAW the following chart regardless of the type of participating institution (public, private college/university, or non-credit earning certificate/credential/licensure/apprenticeship program). Approved non-credit earning institution programs clock hours are converted to semester hours. Upon publication of this regulation 30 clock hours equals one (1) semester hour (subject to change by ODHE). If an institution does not use clock hours or credits, ODHE will prescribe a calculation to convert to semester hours.

CREDIT HOURS ATTENDED	ELIGIBILITY UNITS FOR SEMESTERS	ELIGIBILITY UNITS FOR QUARTERS
12 or more hours	12 units	8 units
9 – 11 hours	9 units	6 units
6 – 8 hours	6 units	4 units
3 – 5 hours	3 units	2 units

e. Federal Tuition Assistance (FTA) and Credentialing Assistance (CA) First: OHNG scholarship participants who are eligible for FTA are required to apply for FTA and utilize 16 semester credits per fiscal year (1 October through 30 September). ONGSP students attending a CA program, vendor approved in ArmyIgnited, must use federal CA and exhaust the maximum per federal fiscal year before the ONGSP will pay. The ONGSP scholarship will be the second payer after FTA or CA is applied to the tuition only cost (inclusive of eligible general fees).

(1) FTA and CA eligible participants must apply for FTA/CA at www.armyignited.com.

(a) Approved FTA DOD colleges can be found at www.dodmou.com.

(b) The latest CA vendor approved list can be found at www.cool.osd.mil/army/index/htm.

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(2) FTA and CA eligible participants must comply with all terms and conditions associated with use of the FTA and CA programs.

(3) The ONGSP may reduce scholarship awards by \$250/semester credit (or \$166/quarter credit) not to exceed \$4,000 per federal fiscal year for ALL scholarship participants who are eligible for FTA/CA if the participant is eligible to receive FTA/CA and fails to apply and exhausts the FTA/CA benefit as required. Note rate reductions per credit hour are subject to change as federal program (FTA/CA) policy is changed.

(4) Participants who are NOT eligible to use FTA or CA must demonstrate the reason for their ineligibility when applying for the scholarship. On the ONGSP application, participants must complete the "FTA/CA Eligibility" questions.

(a) Air National Guard members not in an AGR or Title 10 status are not eligible for FTA.

(b) In general, most Army National Guard members possess eligibility for FTA/CA. Ineligible categories are highlighted during the application process eligibility verification questions (i.e., receiving ROTC scholarship, pursuing second associate degree, etc.). Requests for exception to policy related to the requirement to use FTA/CA first will be routed through the participant's chain of command for approval. The approval authority for ETPs is the first O-5 in the chain of command (or Brigade Administrative Officer). Approved ETPs will be forwarded to the ONGSP administrator for processing.

(5) For ONGSP users attending approved private or proprietary degree-granting institutions of higher education, the program will pay 100% of the average tuition charges for the 13 State funded universities (re-calculated annually) after FTA/CA is applied toward tuition only costs.

f. A Service member who fails to complete the term of his/her enlistment that provided eligibility for the program is liable and subject to recoupment action by the State of Ohio.

(1) Service members who enlisted prior to April 1, 2012, will not be liable to the state when the cause of failure to complete the term of enlistment is due to death, disability, or enlistment in the active component of the United States Armed Forces or the active reserve component of the United States Armed Forces.

(2) Service members who enlisted after April 1, 2012, and discharged from the OHNG before July 18, 2019 are not liable to the state when the cause of the failure to complete the term of enlistment is due to death, disability, or enlistment in the active component of the United States Armed Forces or the active reserve component of the United States Armed Forces (*House Bill 166. 135th General Assembly, Ohio Legislature, effective date July 18, 2019*).

(3) Service members who enter the Inactive National Guard (ING) will have their eligibility in the ONGSP suspended. The period spent in the ING is not creditable towards fulfilling the service obligation associated with the enlistment contract that provided eligibility for the program. If an initial enlistment, upon return to active drilling status, the participant must extend their enlistment an equal amount of time that they spent in ING to resume using ONGSP.

(4) Service members who fail to complete the term of enlistment, re-enlistment, or extension of current enlistment while serving at the time a scholarship was paid on their behalf OR Service members who enter into the ING and fail to extend their term of enlistment for a period of time at least equal to the time spent in the ING are liable to the state for repayment of a percentage of all ONGSP benefits paid, plus interest at the rate of ten percent per year calculated from the dates the scholarships were paid. This percentage shall equal the percentage of the initial term of enlistment, re-enlistment, or extension of enlistment that a recipient has not completed as of the date the recipient is discharged from the OHNG. In the case of Service members who served time in the ING and did not extend or re-enlist for a term of enlistment equal to the time spent in the ING, those service members shall be dis-enrolled from the ONGSP and shall be subject to recoupment at a total percentage equal to the amount of time spent in the ING during the term of enlistment in which the participant was eligible for the ONGSP.

(5) The Attorney General may initiate a civil action on behalf of the Chancellor of the Ohio Department of Higher Education to recover the amount of the scholarship to include interest and the expenses incurred in prosecuting the action, including court costs and reasonable attorney's fees.

4. ACTIVE-DUTY EXCEPTION

a. Active duty as provided in Ohio R.C. Section 5919.34(F) means Title 10 federal active duty and calls to State Active Duty by order or proclamation of the Governor under Ohio R.C. Section 5919.29 or R.C. Section 5923.21. For those members of the OHNG called to active duty, this section provides details about eligibility under ONGSP. See Ohio R.C. Section 5919.34(F) (Appendix A). For purposes of ONGSP, "active duty" means active duty pursuant to an executive order of the President of the United States (U.S Code 12302 or U.S. Code 12310), an act of the Congress of the United States, or Ohio R.C. Section 5919.29 or Section 5923.21.

b. A Service member called to active duty while a member of the OHNG is eligible for ONGSP scholarships up to five years after their discharge date and verification of Honorable discharge. They will receive an equivalent number of units of eligibility for the time they were called to Active Duty, not to exceed the amount of eligibility they have remaining in their ONGSP account.

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c. Service members who believe they are eligible to utilize the Active-Duty Exception must provide a copy of the DD Form 214(s) they have received for qualifying mobilization(s) as well as verification of Honorable discharge (NGB Form 22 or transfer orders to the Individual Ready Reserve (IRR)) to the ONGSP Manager for evaluation and determination of number of ONGSP units of eligibility granted.

d. A Service member who receives a call to active duty but completes the remainder of the courses in which the member was enrolled at the time called to active duty, the eligible institution of higher education shall retain the scholarships paid by ONGSP. The member will expend eligibility units for those courses completed.

e. A Service member who withdraws or otherwise fails to complete courses for which OHNG scholarships could have been awarded because of the Service member's call to active duty shall be granted a leave of absence from his/her institution of higher education, without penalty. For a Service member who withdraws or otherwise fails to complete courses for which OHNG scholarships have not yet been paid, the eligible institution of higher education shall repay the scholarships received to the ONGSP. The Service member will not expend eligibility units for those courses.

f. Service members desiring to return to an institution of higher education following a call to active duty to complete courses DO NOT have to re-enlist in the OHNG to receive OHNG scholarships for those school terms missed because of his/her call to active duty. However, members who remain in the ONGSP must continue to meet all eligibility requirements to participate in the program.

g. Service members must submit a separate application for each term attending on the ONGSP site before their participating school's final add/drop date. Students utilizing the ONGSP under the Active-Duty Exception will have their accounts managed by the ONGSP Manager.

h. Deployed OHNG Service members who are unable to complete an academic term due to mobilization must provide a copy of their mobilization orders to each of their instructors to protect their rights under Ohio Revised Codes 3345.53 and 1713.60. Students are encouraged to read and understand the related ORCs and pro-actively communicate with their schools upon receipt of a mobilization order to determine whether a military leave of absence, tuition credit, or refund is appropriate, or whether an accelerated completion schedule is possible.

5. PROCEDURES & RESPONSIBILITIES

a. **STUDENT.** After enlistment into the OHNG, the Commander or his/her designated authority will ensure the Service member meets eligibility requirements.

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(1) "Statement of Understanding" (Appendix C) must be signed, scanned, and uploaded to the Service member's applicable personnel records system with the assistance of the Service member's Unit Support Staff.

(2) Participants must establish an ONGSP account via the ONGSP website (<https://ONGSP.ohio.gov>).

(3) Participants must submit applications for desired term(s) using the ONGSP website (<https://ONGSP.ohio.gov>) before the application deadline.

(a) Participants may submit multiple applications within the same term (if attending more than one institution) or future terms (equal to the number of terms their respective schools have made available for application in the ONGSP management website).

(b) Application deadlines are equal to the participating institution's "no penalty add/drop date" (or equivalent terminology equal to last day to drop or add a course). Requests for exception to the application deadline policy will be endorsed by the applicant's unit commander and forwarded to the ONGSP administrator for processing. Applications processed after the deadline must be drafted by the participant within the student portal and submitted by the ONGSP administrator.

(c) Participants must validate and confirm intent to attend, eligibility, and FTA/CA status within 30 days prior to course start date using the application student web portal.

(d) Application status is available real time on the ONGSP website in both the Student and School portals. Additionally, approved application letters will be available to download or print. The Service member is responsible for providing their school with the approval confirmation letter if required by the school.

(e) Participants are not penalized for applying for a term and not registering for classes. If they do not use the program, their ONGSP Units of Eligibility are not expended.

(f) After application, participants must remain enrolled in a minimum of 3 credit hours to be eligible for the program.

(g) Participants are responsible for communicating with their unit's designated authority (Military Reviewer) to ensure that applications are reviewed and approved before their institution's deadlines. Any questions regarding scholarship application approval must be directed to the unit commander or his/her designated authority (Military Reviewer).

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(4) Students who are no longer members of the OHNG but are eligible for the ONGSP IAW Paragraph 4 (Active Duty Exception) must contact the ONGSP Program Manager via email, ng.oh.oharng.list.g1-education@army.mil. attaching their qualifying DD Form 214 and a copy of their honorable discharge orders, or NGB Form 22, from the OHNG.

b. COMMANDER. Commanders at all echelons will be responsible for overall management of the Scholarship Program to include:

(1) Educate or have processes in place to educate unit members on program requirements and procedures.

(2) Validate, or have processes in place to validate, member in good standing eligibility and/or delegate a Military Reviewer to validate member in good standing and application approval.

(3) Commanders will complete a Delegation of Authority Letter (Appendix F) to appoint a Military Reviewer(s) for management of the Scholarship program.

(4) Provide disposition for requests (approve/endorse/deny) for exception to policy (ETP).

c. MILITARY REVIEWERS. Military Reviewers must possess a “Delegation of Authority – Ohio National Guard Scholarship Program Military Reviewer” (Appendix F) signed by their respective unit commander. Military Reviewers are required to perform the following functions to manage the ONGSP.

(1) Validate Unit Roster: The first working day of each month, the Military Reviewer will perform a review of their current unit member listing within the ONGSP system – “Unit Member Validation Report” (in Discharge Management) and take appropriate action as follows:

(a) Validate as current unit member: Validate participant is current unit member by using the “VALIDATE STUDENT” button.

(b) Transfer to another unit: Transfer unit members within the ONGSP management website to another UIC/JPAS if reassigned to another unit within the OHNG using the “TRANSFER” button and entering the UIC/JPAS (or unit name) information for the receiving unit.

(c) Discharge: Discharge unit members within the ONGSP management website using the “DISCHARGE” button if they ETS, retire, Inter-State Transfer (IST) to another State or branch of service, or are involuntarily separated. Enter actual date of discharge (from discharge order) – this date will be used to calculate potential recoupment amount

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if applicable. For participants discharged before completion of their first six-year term of enlistment for any reason other than death or disability, the unit reviewer will counsel the member and advise of potential recoupment. Ohio Air National Guard Unit Reviewers upon transferring a file to the discharge status, will send a copy of the discharge order including the loss reason (the loss reason may be added to the PDF as a “text box” next to the AF regulation citation referencing the discharge), and a copy of the ONGSP Statement of Understanding to the ONGSP Administrator at ng.oh.oharnng.mbx.OHNG-scholarship@army.mil. If a copy of the ONGSP SOU is not available, a memorandum for record may be submitted in its place. A template with appropriate language may be found in Appendix G (Memorandum for Record: No Paper Copy of ONGSP Statement of Understanding). The ONGSP System Administrator will pull Army National Guard documents directly from iPERMS when processing recoupment packets; no action is required by the Army Military Reviewers.

(2) Review and Approve Applications: Review unit member applications within 30 days of student submission for the following and action as appropriate:

(a) Validate that student has completed self-validation of their FTA/CA status correctly and change response(s) as necessary.

(b) Validate member meets all program eligibility to include member in good standing status or disapprove application as appropriate IAW relevant Ohio law and this regulation.

(c) Ensure student has the current AGOHR Form 621-1, Statement of Understanding (SOU), on file in the appropriate personnel system (official military record).

d. SCHOOL STAFF. All participating institutions will:

(1) Reference Ohio Revised Codes: 5919.34 (Appendix A), 345.53 and 1713.60 and Ohio Administrative Code 3333-5-01 (February 10, 2023) (Appendix H), to understand and comply with law and administrative code directly relevant to the ONGSP.

(2) If not already an approved ONGSP participating institution, submit application for participation to the ONGSP manager for approval by ODHE. Eligible institutions are described in O.R.C 5919.34 (Appendix A) and Ohio Department of Education Rule 3333-5-01 (Appendix H). Non-credit institutions will use “Non-credit Learning Institution Application” (Appendix D); Ohio public and private institutions of higher learning that offer courses applicable to and offer credits leading to an Associate or Baccalaureate degree will use “Degree and Credit Earning Program Institution Application” (Appendix E).

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(3) All institutions must have an Ohio Supplier ID and assigned a Higher Education Institution (HEI) code. To apply for an Ohio Supplier ID account, go to <https://ohiopays.ohio.gov>. ODHE will provide and HEI code when you apply to become an ONGSP approved program.

(4) Each school must have access to the ONGSP management website to process applications and invoices. Assign a primary ONGSP School account holder (and alternates as applicable to learning institution size and staffing): Each ONGSP school account must request an ONGSP school account on the ONGSP management website.

(5) Create school terms in the ONGSP management website: School account user will confirm DoD participating school status, enter school year, term, enrollment open date, enrollment close date, term start dates, no penalty add/drop dates, term close date, non-discounted tuition rate, cost per credit hour, and NTEP courses (if applicable).

(6) Monitor Attendance Roster and Confirm Attendance in the ONGSP Management Website: Monitor approved ONGSP applications and coordinate with institution's financial aid department. Confirm enrollment and attendance on the Attendance Roster (in the portal).

(7) Process Billing Roster for each student in the ONGSP Management Website: After the last add/drop date process billing roster for each student on the roster.

- (a) Enter actual credit hours (or equivalent for non-credit earning institutions).
- (b) Enter and account for FTA/CA hours approved by ArmyIgnited.
- (c) Enter actual tuition charges.
- (d) Enter any other tuition only financial aid.
- (e) Enter actual amount of any FTA/CA received.
- (f) Update program completion status.

(8) Process Billing Roster for the School Term and Submit Invoice in the ONGSP Management Website: After all student information on the Billing Roster has been entered, finalize Billing Roster and submit invoice after the last add/drop date but before 30 days after the end of a school term.

(9) Upon receipt of payment, using the ONGSP approved invoice on the ONGSP management website as a reference, school staff will credit student school accounts with payment amounts received.

(10) Process Supplemental Invoices in the ONGSP Management Website: If applicable, school staff will process supplemental invoices for underpayments or refunds to address overpayments.

e. SCHOLARSHIP ADMINISTRATOR. The Scholarship Program Administrator (SP Admin) will be responsible for overall program administration to include:

- (1) Review, validate, and action all account requests.
- (2) Manage applications for all students exercising an Active-Duty Exception.
- (3) Provide a knowledge resource for all parties involved with the ONGSP.
- (4) Conduct quality control review on random sampling of applications.
- (5) Provide program management and guidance on any elevated issues.
- (6) Maintain organizational hierarchy of units within the scholarship system; add, delete and organizationally align UIC/JPAS codes consistent with force structure.
- (7) Review and action invoices received from schools; approve and forward to the Ohio Department of Higher Education (ODHE) for payment or return to the school for correction and resubmission.
- (8) Provide budget summaries and other program reports as required.
- (9) Process recoupment actions.
- (10) Process ETPs.
- (11) Coordinate with ODHE to process new institution/school applications to be a participating ONGSP institution eligible to receive ONGSP scholarship funds. Coordinate with ODHE to identify eligible certification, credentialing, licensure, and apprenticeship programs. Maintain list of participating schools and eligible certification, credentialing, licensure, and apprenticeship programs.
- (12) Provide information and training as required to all ONGSP users (students, military leaders and reviewers, schools staff, and recruiters).

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f. OHIO DEPARTMENT OF HIGHER EDUCATION (ODHE). The ODHE will be responsible to:

- (1) Approve institutions (schools) eligible to receive ONGSP funds.
- (2) Annually, provide the Adjutant General with a list of approved certification, credential, licensure, and apprenticeship programs for concurrence.
- (3) In the case of non-credit earning institutions, establish calculations and processes to convert clock hours to semester hours.
- (4) Acknowledge receipt of invoices and process of payments to institutions/schools and provide program expenditure/balance remaining reports as necessary.
- (5) Submit the biennial budget and oversee appropriation execution.

6. SUSPENSION OF ELIGIBILITY.

a. Application for use of the ONGSP is contingent upon being a Service member in good standing. Service members will self-validate member in good standing status. Commanders (or their designated authority/Military Reviewers) will validate member in good standing status upon receipt of a scholarship application in the ONGSP website portal. Members not in good standing are not eligible for the scholarship program.

b. Service members who enter the ING will have their eligibility in the ONGSP suspended. The suspension will be lifted once the Service member has returned to an active drilling status in the OHNG and has extended their enlistment contract for at least the period of time spent in the ING.

7. LATE APPLICATION EXCEPTION TO POLICY REQUESTS

a. Participants who fail to apply for the term they wish to attend before their school's application deadline date (last day to add/drop a course) may request an Exception to Policy (ETP) to their unit commander for consideration and approval.

b. If the unit commander approves the ETP, the participant will enter a "Draft" ONGSP application on the ONGSP management website. After the school's last add/drop date, the system will only allow for the application to be saved as a draft.

c. Approved ETPs will be routed to the ONGSP Administrator by email. Upon receipt of the approved ETP, the ONGSP Administrator who will override the system and will elevate the application to the unit on the participant's behalf. Submission by the ONGSP Administrator does not constitute application approval.

d. The Military Reviewer for the unit will review the late application to ensure the participant meets eligibility requirements and will either approve or deny the late application request. If approved, the student will immediately appear on the school's approved attendance roster for the term.

8. RECOUPMENTS, DEBT CERTIFICATION, AND COLLECTIONS

a. ONGSP participants are subject to recoupment IAW Ohio Revised Code and paragraph 3.f. of this regulation. The ONGSP Program Administrator is responsible for processing recoupments, certifying debts, notifying participants of liability, accepting/processing payments, and coordinating with the Ohio Attorney General's Office in the event collection actions are required.

b. Supporting documents used to certify the debt are:

(1) Discharge order or NGB 22 inclusive of loss reason.

(2) ONGSP Statement of Understanding or a Memorandum for Record prepared in accordance with Appendix G of this regulation in the event a copy of the signed SOU is not available.

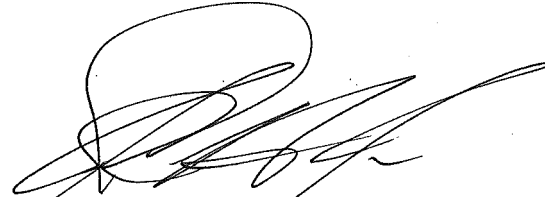
(3) Copy of the notification letter sent to the participant by certified mail (a copy of the certified mail and/or return receipt should be included).

c. The Attorney General's Office manages collection actions for the ONGSP. Certified debts are sent to the Attorney General's office through AGOCares portal IAW that office's directed procedures by the ONGSP Program Administrator. After a debt is sent to the Attorney General's Office, all questions, and actions to settle the debt should be directed to the assigned case manager in the Attorney General's office.

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NGOH-PEJ-FRWS

BY ORDER OF THE GOVERNOR:

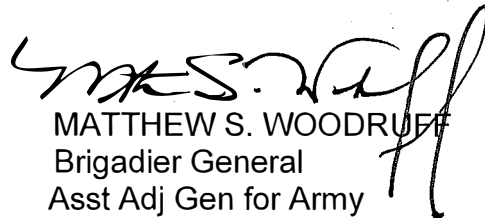


JOHN C. HARRIS JR.
Major General
The Adjutant General

OFFICIAL:



DAVID B. JOHNSON
Brigadier General
Asst Adj Gen for Air



MATTHEW S. WOODRUFF
Brigadier General
Asst Adj Gen for Army

APPENDIXES:

- A - Ohio Revised Code Section 5919.34
- B - Commissioned or Warrant Status Agreement
- C - Statement of Understanding
- D - ONGSP Non-credit Institution Inclusion Application
- E - Degree and Credit Earning Program Institution Inclusion Application
- F - Delegation of Authority - ONGSP Unit Military Reviewer
- G - MFR: No Paper Copy of ONGSP Statement of Understanding

DISTRIBUTION:

A, D

PDF:

[Download Authenticated PDF](#)

(A) As used in this section:

(1) "Academic term" means any one of the following:

(a) Fall term, which consists of fall semester or fall quarter, as appropriate;

(b) Winter term, which consists of winter semester, winter quarter, or spring semester, as appropriate;

(c) Spring term, which consists of spring quarter;

(d) Summer term, which consists of summer semester or summer quarter, as appropriate.

(2) "Eligible applicant" means any individual to whom all of the following apply:

(a) The individual does not possess a baccalaureate degree.

(b) The individual has enlisted, re-enlisted, or extended current enlistment in the Ohio national guard or is an individual to which division (F) of this section applies.

(c) The individual is actively enrolled as a full-time or part-time student for at least three credit hours of course work in a semester or quarter in a two-year or four-year degree-granting program at a state institution of higher education or a private institution of higher education, in a diploma-granting program at a state or private institution of higher education that is a school of nursing, or in a credential-certifying program, licensing program, trade certification program, or apprenticeship program for an in-demand occupation as identified by the adjutant general and the chancellor of higher education, in consultation with the governor's office of workforce transformation.

(d) The individual has not accumulated ninety-six eligibility units under division (E) of this section.

(3) "State institution of higher education" means any state university or college as defined in division (A)(1) of section [3345.12](#) of the Revised Code, community college established under Chapter 3354. of the Revised Code, state community college established under Chapter 3358. of the Revised Code, university branch established under Chapter 3355. of the Revised Code, or technical college established under Chapter 3357. of the Revised Code.

(4) "Private institution of higher education" means an Ohio institution of higher education that is nonprofit and has received a certificate of authorization pursuant to Chapter 1713. of the Revised Code, that is a private institution exempt from regulation under Chapter 3332. of the Revised Code as prescribed in section [3333.046](#) of the Revised Code, or that holds a certificate

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of registration and program authorization issued by the state board of career colleges and schools pursuant to section [3332.05](#) of the Revised Code.

(5) "Tuition" means the charges imposed to attend an institution of higher education and includes general and instructional fees. "Tuition" does not include laboratory fees, room and board, or other similar fees and charges.

(B) There is hereby created a scholarship program to be known as the Ohio national guard scholarship program.

(C)(1) The adjutant general shall approve scholarships for all eligible applicants. The adjutant general shall process all applications for scholarships for each academic term in the order in which they are received. The scholarships shall be made without regard to financial need. At no time shall one person be placed in priority over another because of sex, race, or religion.

(2) The adjutant general shall develop and provide a written explanation that informs all eligible scholarship recipients that the recipient may become ineligible and liable for repayment for an amount of scholarship payments received in accordance with division (G) of this section. The written explanation shall be reviewed by the scholarship recipient before acceptance of the scholarship and before acceptance of an enlistment, warrant, commission, or appointment for a term not less than the recipient's remaining term in the national guard or in the active duty component of the United States armed forces.

(D)(1) Except as provided in divisions (I) and (J) of this section, for each academic term that an eligible applicant is approved for a scholarship under this section and either remains a current member in good standing of the Ohio national guard or is eligible for a scholarship under division (F)(1) of this section, the institution of higher education in which the applicant is enrolled shall, if the applicant's enlistment obligation extends beyond the end of that academic term or if division (F)(1) of this section applies, be paid on the applicant's behalf the applicable one of the following amounts:

(a) If the institution is a state institution of higher education, an amount equal to one hundred per cent of the institution's tuition charges;

(b) If the institution is a nonprofit private institution or a private institution exempt from regulation under Chapter 3332. of the Revised Code as prescribed in section [3333.046](#) of the Revised Code, an amount equal to one hundred per cent of the average tuition charges of all state universities;

(c) If the institution is an institution that holds a certificate of registration from the state board of career colleges and schools, the lesser of the following:

(i) An amount equal to one hundred per cent of the institution's tuition.

(ii) An amount equal to one hundred per cent of the average tuition charges of all state universities, as that term is defined in section [3345.011](#) of the Revised Code.

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35-1 (Air)**

(2) The adjutant general and the chancellor may jointly adopt rules to require the use of other federal educational financial assistance programs, including such programs offered by the United States department of defense, for which an applicant is eligible based on the applicant's military service. If such rules are adopted, the rules shall require that financial assistance received by a scholarship recipient under those programs be applied to all eligible expenses prior to the use of scholarship funds awarded under this section. Scholarship funds awarded under this section shall then be applied to the recipient's remaining eligible expenses.

(3) An eligible applicant's scholarship shall not be reduced by the amount of that applicant's benefits under "the Montgomery G.I. Bill Act of 1984," Pub. L. No. 98-525, 98 Stat. 2553 (1984).

(E) A scholarship recipient under this section shall be entitled to receive scholarships under this section for the number of quarters or semesters it takes the recipient to accumulate ninety-six eligibility units as determined under divisions (E)(1) to (3) of this section.

(1) To determine the maximum number of semesters or quarters for which a recipient is entitled to a scholarship under this section, the adjutant general shall convert a recipient's credit hours of enrollment for each academic term into eligibility units in accordance with the following table:

Number of credit hours of enrollment in an academic term	equals	The following number of eligibility units if a semester	or	The following number of eligibility units if a quarter
12 or more hours		12 units		8 units
9 but less than 12		9 units		6 units
6 but less than 9		6 units		4 units
3 but less than 6		3 units		2 units

(2) A scholarship recipient under this section may continue to apply for scholarships under this section until the recipient has accumulated ninety-six eligibility units.

(3) If a scholarship recipient withdraws from courses prior to the end of an academic term so that the recipient's enrollment for that academic term is less than three credit hours, no scholarship shall be paid on behalf of that person for that academic term. Except as provided in division (F)(3) of this section, if a scholarship has already been paid on behalf of the person for that academic term, the adjutant general shall add to that person's accumulated eligibility units the number of eligibility units for which the scholarship was paid.

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(F) This division applies to any eligible applicant called into active duty on or after September 11, 2001. As used in this division, "active duty" means active duty pursuant to an executive order of the president of the United States, an act of the congress of the United States, or section [5919.29](#) or [5923.21](#) of the Revised Code.

(1) For a period of up to five years from when an individual's enlistment obligation in the Ohio national guard ends, an individual to whom this division applies is eligible for scholarships under this section for those academic terms that were missed or could have been missed as a result of the individual's call into active duty. Scholarships shall not be paid for the academic term in which an eligible applicant's enlistment obligation ends unless an applicant is eligible under this division for a scholarship for such academic term due to previous active duty.

(2) When an individual to whom this division applies withdraws or otherwise fails to complete courses, for which scholarships have been awarded under this section, because the individual was called into active duty, the institution of higher education shall grant the individual a leave of absence from the individual's education program and shall not impose any academic penalty for such withdrawal or failure to complete courses. Division (F)(2) of this section applies regardless of whether or not the scholarship amount was paid to the institution of higher education.

(3) If an individual to whom this division applies withdraws or otherwise fails to complete courses because the individual was called into active duty, and if scholarships for those courses have already been paid, either:

(a) The adjutant general shall not add to that person's accumulated eligibility units calculated under division (E) of this section the number of eligibility units for the academic courses or term for which the scholarship was paid and the institution of higher education shall repay the scholarship amount to the state.

(b) The adjutant general shall add to that individual's accumulated eligibility units calculated under division (E) of this section the number of eligibility units for the academic courses or term for which the scholarship was paid if the institution of higher education agrees to permit the individual to complete the remainder of the academic courses in which the individual was enrolled at the time the individual was called into active duty.

(4) No individual who is discharged from the Ohio national guard under other than honorable conditions shall be eligible for scholarships under this division.

(G) A scholarship recipient under this section who fails to complete the term of enlistment, re-enlistment, or extension of current enlistment the recipient was serving at the time a scholarship was paid on behalf of the recipient under this section is liable to the state for repayment of a percentage of all Ohio national guard scholarships paid on behalf of the recipient under this section, plus interest at the rate of ten per cent per annum calculated from the dates the scholarships were paid. This percentage shall equal the percentage of the current term of enlistment, re-enlistment, or extension of enlistment a recipient has not completed as of the date the recipient is discharged from the Ohio national guard.

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35-1 (Air)**

The attorney general may commence a civil action on behalf of the chancellor to recover the amount of the scholarships and the interest provided for in this division and the expenses incurred in prosecuting the action, including court costs and reasonable attorney's fees. A scholarship recipient is not liable under this division if the recipient's failure to complete the term of enlistment being served at the time a scholarship was paid on behalf of the recipient under this section is due to the recipient's death or discharge from the national guard due to disability.

(H) On or before the first day of each academic term, the adjutant general shall provide an eligibility roster to the chancellor and to each institution of higher education at which one or more scholarship recipients have applied for enrollment. The institution shall use the roster to certify the actual full-time or part-time enrollment of each scholarship recipient listed as enrolled at the institution and return the roster to the adjutant general and the chancellor. Except as provided in division (J) of this section, the chancellor shall provide for payment of the appropriate number and amount of scholarships to each institution of higher education pursuant to division (D) of this section. If an institution of higher education fails to certify the actual enrollment of a scholarship recipient listed as enrolled at the institution within thirty days of the end of an academic term, the institution shall not be eligible to receive payment from the Ohio national guard scholarship program or from the individual enrollee. The adjutant general shall report on a semiannual basis to the director of budget and management, the speaker of the house of representatives, the president of the senate, and the chancellor the number of Ohio national guard scholarship recipients, the size of the scholarship-eligible population, and a projection of the cost of the program for the remainder of the biennium.

(I) The chancellor and the adjutant general may adopt rules pursuant to Chapter 119. of the Revised Code governing the administration and fiscal management of the Ohio national guard scholarship program and the procedure by which the chancellor and the department of the adjutant general may modify the amount of scholarships a member receives based on the amount of other state financial aid a member receives.

(J) The adjutant general, the chancellor, and the director, or their designees, shall jointly estimate the costs of the Ohio national guard scholarship program for each upcoming fiscal biennium, and shall report that estimate prior to the beginning of the fiscal biennium to the chairpersons of the finance committees in the general assembly. During each fiscal year of the biennium, the adjutant general, the chancellor, and the director, or their designees, shall meet regularly to monitor the actual costs of the Ohio national guard scholarship program and update cost projections for the remainder of the biennium as necessary. If the amounts appropriated for the Ohio national guard scholarship program and any funds in the Ohio national guard scholarship reserve fund and the Ohio national guard scholarship donation fund are not adequate to provide scholarships in the amounts specified in division (D)(1) of this section for all eligible applicants, the chancellor shall do all of the following:

(1) Notify each private institution of higher education, where a scholarship recipient is enrolled, that, by accepting the Ohio national guard scholarship program as payment for all or part of the institution's tuition, the institution agrees that if the chancellor reduces the amount of each scholarship, the institution shall provide each scholarship recipient a grant or tuition waiver in an amount equal to the amount the recipient's scholarship was reduced by the chancellor.

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(2) Reduce the amount of each scholarship under division (D)(1)(a) of this section proportionally based on the amount of remaining available funds. Each state institution of higher education shall provide each scholarship recipient under division (D)(1)(a) of this section a grant or tuition waiver in an amount equal to the amount the recipient's scholarship was reduced by the chancellor.

(K) Notwithstanding division (A) of section [127.14](#) of the Revised Code, the controlling board shall not transfer all or part of any appropriation for the Ohio national guard scholarship program.

(L) The chancellor and the adjutant general may apply for, and may receive and accept grants, and may receive and accept gifts, bequests, and contributions, from public and private sources, including agencies and instrumentalities of the United States and this state, and shall deposit the grants, gifts, bequests, or contributions into the national guard scholarship donation fund.

APPENDIX B
AGOHR 621-1 Form 1, COMMISSIONED OR WARRANT STATUS AGREEMENT

COMMISSIONED OR WARRANT STATUS AGREEMENT	
<p>1. Whereas I, _____, having previously entered into an enlistment contract (DD Form 4) or an extension contract (NGB Form 22-2) on the _____ day of _____, 20____; and,</p>	
<p>2. Whereas, said enlistment or extension of an enlistment contract is for a term of _____ years from the date thereof; and,</p>	
<p>3. Whereas, it is my desire to accept commission or an appointment as an Officer in the Ohio National Guard and in the United States (branch) _____; and,</p>	
<p>4. Whereas, it is my desire to amend the terms and obligations of my enlistment or extension of an enlistment contract to adopt and incorporate this agreement therein.</p>	
<p>5. Therefore, in consideration of the tender to me of a commission or appointment as an Officer in the Ohio National Guard and the continued receipt of benefits to which I am currently entitled and receiving under the Ohio Revised Code Section 5919.34. I agree that if any time prior to the expiration date of my enlistment contract or extension of my enlistment contract _____, I should resign my commission or warrant, otherwise lose or forfeit my commissioned or warrant status. I agree to complete the term of my enlistment, reenlistment, or extension and during that time, to maintain myself as a member in good standing of the Ohio National Guard. I further understand and agree that this obligation shall continue until the date of _____.</p>	
_____ APPLICANT'S NAME (Last, First MI)	_____ SSN
_____ SIGNATURE OF APPLICANT	_____ DATE
_____ SIGNATURE OF UNIT COMMANDER	_____ DATE

AGOHR 621-1 (Army)/35-1 (Air)

APPENDIX C

AGOHR 621-1 (Army) /35-1 (Air) Form (ONGSP Statement of Understanding)

OHIO NATIONAL GUARD SCHOLARSHIP PROGRAM STATEMENT OF UNDERSTANDING	
<p>This Statement of Understanding highlights the administrative procedures within the Adjutant General of Ohio Regulation (AGOR) 621-1 (Army)/35-1 (Air) pertaining to the enrollment and participation in the Ohio National Guard Scholarship Program (ONGSP). The purpose of having you read and sign this Statement of Understanding is to assure that you are aware of the critical information that could affect your participation in the Ohio National Guard Scholarship Program (ONGSP).</p>	
<p>a. I may apply to any institution on the ONGSP-eligible list. If I attend a public institution, 100% of tuition charges will be paid for. If I attend an approved private or proprietary institution, I understand that an amount 100% of the average tuition charges of all Ohio public universities will be paid on my behalf.</p>	
<p>b. I understand that I must enroll and attend an eligible institution for a minimum of three credit hours per term to be eligible for the ONGSP. I understand that if I do not meet the application receipt deadlines stated in paragraph g., I will not be allowed to participate in the program for that term.</p>	
<p>c. I understand that I am required to be a Service Member in good standing in order to receive ONGSP benefits. Furthermore, I understand a Service Member in good standing means I will not be flagged for any reason to include but not limited to APFT, height and weight, unauthorized periods of absence, drug and alcohol policies, and I will conduct myself in accordance with law, policy and regulation.</p>	
<p>d. I understand and agree that my enlistment obligation takes precedence over my college attendance. Military duties may require me to temporarily interrupt my academic program to serve annual training periods, active duty training exercises, required service school, state active duty, mobilizations, or other active military service.</p>	
<p>e. I will satisfactorily participate in all required training activities of my unit. If I receive any unexcused absences from drill periods, my unit commander will remove me from participation of the ONGSP for at least one academic term. When I prove to the commander that I am able to meet the required standards, he/she may request my reinstatement in the ONGSP.</p>	
<p>f. If under a 6-year enlistment, I understand that I will accumulate ninety-six eligibility units as described in the Ohio R.C. Section 5919.34 and AGOR 621-1 (Army)/35-1 (Air). This scholarship will be available to me until I have used said ninety-six units or I obtain a four-year undergraduate degree, whichever comes first. Upon receipt of a four-year undergraduate degree, all unused units will be forfeited.</p>	
<p>g. If under a 3-year enlistment, I understand that I will accumulate forty-eight eligibility units as described in the Ohio R.C. Section 5919.34 and AGOR 621-1 (Army)/35-1 (Air). This scholarship will be available to me until I have used said forty-eight units or I obtain a four-year undergraduate degree, whichever comes first. Upon receipt of a four-year undergraduate degree, all unused units will be forfeited.</p>	
<p>h. If under a 3-year enlistment, I understand that I have waived my right to accumulate ninety-six eligibility units evidenced by my signing of the Agreement of Partial ONGSP Benefits—Prior Service (AGOH 621-5, dated 1 JUN 16, Appendix E) or the Agreement of Partial ONGSP Benefits—Non-Prior Service (AGOH 621-6, dated 1 JUN 16, Appendix F) and that I have been authorized to enlist in the Ohio National Guard for a period of three years in exchange for reduced ONGSP eligibility units.</p>	
<p>i. If activated, as described in AGOR 621-1 (Army)/35-1 (Air), I understand that I have up to five years after a "Honorable" separation to utilize remaining eligibility units. Time allotted to utilize remaining units is equal to the number of academic terms missed (full or partial) due to an active status, not to exceed five years. If I am still a member of the Ohio National Guard, I must continue to meet eligibility requirements to continue participation.</p>	
<p>j. I understand that I must submit an application for each subsequent term I desire to attend by the final course add/drop date of the institution.</p>	
<p>k. I understand that for each school year in which I seek ONGSP benefits, I should submit the Free Application for Federal Student Aid (FAFSA).</p>	
<p>l. If I enlisted prior to 1 April 2012, I understand that I am liable to the state of Ohio for repayment of a pro-rated share of all ONGSP benefits paid on my behalf if I am discharged from the Ohio National Guard before completion of my enlistment obligation for any reason other than death or discharge due to disability or enlistment in the active component of the United States armed forces or the active reserve component of the United States armed forces.</p>	

OHIO NATIONAL GUARD SCHOLARSHIP PROGRAM STATEMENT OF UNDERSTANDING		
<p>m. I understand that I must be enlisted in the Ohio National Guard for a period which includes the ENTIRE academic term I wish to attend in accordance with state law. The enlistment date must precede (or be on) the first day of the academic term (first day of classes) and the End Time Service (ETS) date must extend past the last day of school term for which I am applying - the enlistment period must encompass both the first and last days of the school term. If I have enlisted AFTER the first day of the academic term but BEFORE the application deadline (last add/drop date) I understand that I am NOT eligible for the ONGSP for that term.</p> <p>n. If I enlisted on or after 1 April 2012, I understand that I am liable to the State of Ohio for repayment of a pro-rated share of all ONGSP benefits paid on my behalf if I am discharged from the Ohio National Guard before completion of my enlistment obligation for any reason other than death or discharge due to disability. I further understand that if I am discharged from the Ohio National Guard in order to enlist, appoint or commission in the active component of the United States armed forces or the reserve component of the United States armed forces or National Guard of another state, I will be liable to the state of Ohio for recoupment.</p> <p>o. I understand that as a scholarship recipient under this section who fails to complete the terms of enlistment, re-enlistment, or extension of current enlistment at the time a scholarship was paid on my behalf, I am liable to the state of Ohio for repayment equal to a percentage of all Ohio National Guard scholarships paid plus 10 % interest per annum calculated from the dates the scholarships were paid. The percentage shall equal the percentage of the current term of enlistment, re-enlistment, or extension of enlistment a recipient has not completed as of the date of discharge from the Ohio National Guard. The Attorney General may commence a civil action on behalf of the chancellor of the Ohio Department of Higher Education to recover the amount of the scholarships, the interest provided for in this division and the expenses incurred in prosecuting the action to include court costs and attorney fees.</p> <p>p. I understand that if I am eligible for Federal Tuition Assistance (FTA) I am required to apply for and use FTA first. I further understand that my ONGSP benefit will be reduced by the amount equal to my FTA eligibility consistent with Federal Tuition Assistance policy, AR 621-5.</p> <p>q. I, the undersigned, acknowledge that I have read this statement of understanding in its entirety prior to signing it. I have familiarized myself with AGOR 621-1 (Army)/35-1 (Air). I fully understand all obligations and standards set forth in said regulation.</p> <p style="text-align: center;">I affirm that I understand the Ohio National Guard Scholarship Program Statement of Understanding</p>		
PRINTED LAST, FIRST, MI	GRADE	SSN LAST FOUR
SIGNATURE	DATE	
SIGN		
SIGNATURE OF PARENT/GUARDIAN IF INDIVIDUAL IS LESS THAN 18 YEARS OF AGE	DATE	
SIGN		
SIGNATURE OF ENLISTING OFFICIAL, READINESS NCO, OR ONGSP MANAGER	DATE	
SIGN		

AGOHR Form 621-1 (1 Oct 20)

ALL OTHER VERSIONS OBSOLETE

APPENDIX D:

AGOHR 621-1 (Army)/35-1 (Air)

AGOHR-621-1/35-1 (Non-credit Learning Institution Application)

**Ohio National Guard Scholarship Program
Certification, Credential, Licensure and Apprenticeship Programs
Learning Institution Inclusion Request (non-credit programs)**

TO BE COMPLETED BY LEARNING INSTITUTION

Full Name of Learning Institution _____

Billing Address _____

Billing Address 2 _____

City _____ Zip Code _____

State _____ County _____

School Funding (*Public / Private*) _____ Term Type _____ (*Quarter, Sem, Clock hrs*)

Tax ID _____ Ohio Supplier ID: _____ HEI Code _____

(If your institution does not have an Ohio Supplier ID go to <https://ohiopays.ohio.gov> to establish one before submission of this application. A supplier ID is required before ODHE can issue the HEI code required to process payments and receive ONGSP funds.)

If you are a non-public institution operating in Ohio, do you have a current Certificate of Authorization from the Ohio Department of Higher Education (ODHE) or another authorizing authority?"

ODHE Yes: No: (Check one)

Other Authority Yes No Authority Name _____
(Check one and provide documentation from authorizing authority)

Primary POC Name _____

Primary POC Position Title _____

Primary POC email _____ Phone _____

Secondary POC Name _____

Secondary POC Position Title _____

Secondary POC email _____ Phone _____

AGOR-621-1 (Army)/35-1 (Air) Form
Non-Credit Learning Institution Application (9 March 2023)

**AGOHR 621-1 (Army)
35-1 (Air)**

NOTE: Complete page 2 of this form for each certification, credential, licensure, or apprenticeship program the institution requests to be eligible for ONGSP funds.

Full Name of Learning Institution _____

The institution agrees to the comply with Ohio Revised Code Section 5919-34 and AGOR 621-1 (Army)/35-1 (Air), Ohio Administrative Code 3333-5-01_20230210, and requests the following programs that lead to diploma, certificate or license that support the Ohio Office of Workforce Transformation "Ohio' Top Jobs" listing found at <https://topjobs.ohio.gov/top-jobs-list/ohios-top-jobs-list> be authorized to receive Ohio National Guard Scholarship funds.

Certification/Credential/Apprenticeship Program: _____

In-demand Profession Listed on OWT Top Job website: _____

Has this specific program/certificate/credential been approved by ODHE or the approving authority that authorizes for your institution to operate in Ohio? Yes: No: (Check one)

Curriculum available Yes: No: (Check one and attach curriculum)

Institution agrees that tuition related costs will be invoiced and paid out based on semester hour equivalents of clock hours: 30 clock hours equals 1 semester hour.

Total Course Clock Hours to complete the program: _____

Convert clock hours to semester hours: _____ semester hours
(Divide clock hours by 30)

Tuition related costs: _____ Tuition cost per semester hour: _____
(Divide total tuition costs by number of semester hours)

TO BE COMPLETED BY ONGSP MANAGER

ONGSP school code assigned: _____

TO BE COMPLETED BY ODHE

Higher Education School Code (HEI) assigned: _____

Institution request approved by: _____
Name / Signature / Date

Approved programs will remain eligible to receive ONGSP funds until approval is rescinded in writing by ODHE. Students continuously enrolled in an approved program after a program is removed from the approved program list will remain eligible for the ONGSP until that certificate/certification/licensure/apprenticeship program completion.

AGOR-621-1 (Army)/35-1 (Air) Form
Non-Credit Learning Institution Application (9 March 2023)

AGOHR 621-1 (Army)/35-1 (Air)

APPENDIX E

AGOHR 621-1/35-1 Form (Degree and Credit Earning Program Institution Application)

**Ohio National Guard Scholarship Program
Degree and Credit Earning Program Learning Institution Inclusion Application**

Institution has physical presence in Ohio (*e.g., campus location or billing center*) Yes No

Institution is accredited and offers Associate or Baccalaureate degree programs or certification/certificate/licensure/apprenticeship programs for college credit Yes No

Institution is on quarter or semester hours Yes No

Institution agrees to comply with conditions and requirements outlined in O.R.C 5919.34 and AGOR 621-1(Army)/35-1(Air) and, if a private school, will accept ONGSP approved tuition rate for each State Fiscal Year (Average of the public school rate calculated annually each year) Yes No

TO BE COMPLETED BY LEARNING INSTITUTION

Full Name of Learning Institution _____

Billing Address _____

Billing Address 2 _____

City _____ State _____ Zip _____

County _____ Tax ID # _____

School Funding (Public / Private) _____ Term Type (Quarter / Semester) _____

Primary POC Name _____

Primary POC Position Title _____

POC email _____ POC phone _____

TO BE COMPLETED BY ONGSP MANAGER

ONGSP school code assigned: _____

TO BE COMPLETED BY ODHE

Higher Education School Code (HEI) assigned: _____

Institution application approved / disapproved by: _____
Name/Title/Date

AGOR-621-1 (Army)/35-1 (Air) Form (Appendix E)
Degree and Credit Earning Program Learning Institution Inclusion Application (16 March 2023)

APPENDIX F
Delegation of Authority – Ohio National Guard Scholarship Program Unit
Reviewer

UNIT Address City, OH XXXXX	
NGOH-XXXX	DATE
MEMORANDUM FOR NGOH-OHNG-SP	
SUBJECT: Delegation of Authority – Ohio National Guard Scholarship Program (ONGSP) Military Unit Reviewer	
1. In accordance with AGOR 621-1 (Army)/35-1 (Air), I hereby delegate my authority and authorize the following individual(s) to review and approve ONGSP applications for UIC(s) / JPAS Code(s): _____ . Further delegation is not authorized.	
a. Name, Rank, Position, email, phone	
b. Name, Rank, Position, email, phone	
2. This delegation of authority is a personal exercise of my discretion and remains effective until rescinded in writing or until I am no longer serving as the Commander.	
NAME Rank Commanding	
<i>"FIGHT TONIGHT"</i>	

AGOHR 621-1 (Army)/35-1 (Air)

APPENDIX G

Memorandum for Record: No Paper Copy of ONGSP Statement of Understanding



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS OHIO AIR NATIONAL GUARD
2825 WEST DUBLIN GRANVILLE ROAD
COLUMBUS, OHIO 43235-2789

17 March 2023

MEMORANDUM FOR ONGSP OFFICE

FROM: 121ARW RETENTION OFFICE

SUBJECT: No Paper Copy of ONGSP SoU for Airman John W. Smith

Every member enlisting into the Ohio Air National Guard signs the ONGSP Statement of Understanding (SoU) upon enlistment. This document is scanned and uploaded into our Air Force Recruiting Information Sales System (AFRISS).

Due to space concerns, there are times when the USAF Recruiting Service purges "non-essential" files from the system. The ONGSP SoU does not go into a member's permanent USAF personnel file. Thus, this member's ONGSP SoU was purged and is no longer available.

Every member using the ONGSP website upon log-in accepts and agrees electronically to all the same conditions that they signed in the paper SoU. This is essentially their "digital signature and acceptance" for use of the program and should be treated in the same way as their signature on the paper document.

For any questions, please contact MSgt Jonathan Walker, 121ARW Retention Office Manager at XXX-XXX-XXX or via email at xxxx@us.af.mil.

SNUFFY, CLOUD, MSgt, ANG
Retention Office Manager

**APPENDIX H
Ohio Administrative Code 3333-5-01_230110**

Ohio Administrative Code
Rule 3333-5-01 Ohio national guard scholarship program expansion.
Effective: February 10, 2023

(A) Authority

This rule is established and approved by the adjutant general and the chancellor of higher education, in consultation with the governor's office of workforce transformation (OWT), in accordance with and pursuant to section 5919.34 of the Revised Code.

(B) Policy and Intent In accordance with section 5919.34 of the Revised Code, the purpose of establishing this rule for the Ohio National Guard Scholarship Program is to set forth guidelines for the implementation and administration of the scholarship program for an award to an eligible student enrolled in a credential certifying program, licensing program, trade certificate program or apprenticeship program for an in demand occupation as identified by the adjutant general and the chancellor of higher education, in consultation with the governor's office of workforce transformation.

The following programs offered by an Ohio provider are identified and approved to be eligible for the scholarship program:

(1) A credential, license, trade certificate or apprenticeship program that has an equivalent one-year option pathway approved by the chancellor that provides training for an occupation that appears on OWT's Ohio's top jobs list (or its successor) at the start of a student's enrollment in the program. If an occupation is subsequently removed from Ohio's top jobs list (or its successor), students that have already begun the program may continue to apply units through the scholarship program while continuously enrolled until completion.

(2) A credential, license, trade certificate or apprenticeship program that does not have an equivalency approved by the chancellor, for up to the cost of 6 units in the following areas:

- (a) Crane operator and any other program that is aligned with OWT's Ohio's top jobs list (or its successor), at the time of the student's first enrollment; a student that is continuously enrolled is permitted to complete the program if the program is subsequently removed from the list.
- (b) A provider may submit a request to increase the number of units by following the process under paragraph (D) of this rule.
- (c) The chancellor and adjutant general may remove a program approved under this paragraph by following the process under (C)(3) of this rule.

(3) In addition to the areas listed in paragraphs (C)(1) and (2) of this rule, the chancellor and the adjutant general, in consultation with OWT, may jointly identify and approve additional

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programs. If such programs are identified, the chancellor and the adjutant general will post on each agency's website the additional programs.

To remove a program, the chancellor and adjutant general will update the website to include information regarding the date new enrollees are no longer permitted to start the program and send notices to all institutions that have enrolled students in the program within one year of the decision to remove the program. Students already enrolled in the program may continue to apply scholarship units if the student remains continuously enrolled.

(C) An Ohio provider may seek approval of a credential, license, trade certificate or apprenticeship program that is not otherwise eligible under this rule.

(1) The process to submit a program for review is to provide the following to the department of higher education:

(a) Submit evidence of authorization to operate in the state, such as authorization under Chapters 1713., 3332., 3333., of the Revised Code, or other applicable code section or chapter;

(b) Submit evidence of authorization to offer the program, as applicable;

(c) Submit evidence that the program is for an in-demand occupation;

(d) Submit tuition related costs;

(e) Submit curriculum information for the program;

(f) Submit number of credit hours or clock hours needed to complete individual courses within the program;

(g) Submit other documentation as requested by the department of higher education.

(2) Upon approval of a program, the department of higher education will issue an approval letter indicating the length of time for the approval and the number of eligibility units for the program.

(D) "Eligible applicant" has the same meaning as in section 5919.34 of the Revised Code, except that if the eligible applicant is enrolled in a program approved pursuant to this rule and the program is not a credit bearing program, the eligibility units the eligible applicant is entitled to under division (E) of section 5919.34 of the Revised Code will be reduced in the amount determined by the department of higher education during the approval process, which will be not less than 3 units per program.

(E) An Ohio provider, including a state institution of higher education as defined in section 5919.34 of the Revised Code, enrolling an eligible applicant in a noncredit program approved under this rule is to be paid in accordance with division (D)(1)(c) of section 5919.34 of the Revised Code.