



**WASHINGTON STUDENT
ACHIEVEMENT COUNCIL**
EDUCATION › OPPORTUNITY › RESULTS

National Guard Postsecondary Education Grant

Program Manual for Financial Aid Administrators 2021-22

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Washington Student Achievement Council
Student Financial Assistance Staff

*NATIONAL GUARD POSTSECONDARY EDUCATION GRANT OPERATIONS –
AWARDING, PAYMENTS, REPORTING, AND REPAYMENT*

Jaclyn Cook	Phone	(360) 753-7794
Program Manager	E-mail	jaclync@wsac.wa.gov

Kristen Jenkins	Phone	(360) 753-7637
Program Coordinator	E-mail	kristenj@wsac.wa.gov

Neesha Griffiths	Phone	(360) 753-7632
Receivables Coordinator	E-Mail	neeshag@wsac.wa.gov

MANAGEMENT – POLICY ISSUES

Becky Thompson	Phone	(360) 485-1301
Director of Student Financial Assistance	E-mail	beckyt@wsac.wa.gov

Melisa Ziegler	Phone	(360) 485-1316
Associate Director Workforce Programs	E-mail	melisaz@wsac.wa.gov

Washington Student Achievement Council

917 Lakeridge Way SW
PO Box 43430
Olympia, WA 98504-3430

www.wsac.wa.gov

Portal: <https://portal.wsac.wa.gov>

WSAC Toll Free Line: (888) 535-0747 (Option 7)

WSAC Local Number: (360) 753-7800

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NATIONAL GUARD POSTSECONDARY EDUCATION GRANT PROGRAM OVERVIEW

The National Guard Grant (NGG) helps eligible, actively participating members of the Washington National Guard get an undergraduate degree or certificate. The program provides education opportunities to qualified service members, and serves as an incentive to extend their National Guard service.

Participants commit to serving one year in the Washington National Guard in exchange for each year of grant funding. Combined with state and federal aid, grants can cover tuition and fees at approved colleges in Washington, as well as a portion of books and materials.

Those interested are encouraged to reach out to their education office or recruiter for more information on good standing with the Washington National Guard. The Washington National Guard may select applicants to meet certain recruitment needs.

The grant was created in 2020, replacing a prior scholarship for Guard members.

Eligibility

Students must meet the following criteria to be eligible for the NGG:

- Be an active drilling member in good standing of the Washington National Guard.
- Have completed the current year's FAFSA or WASFA financial aid application.
- Not have previously completed a bachelor's degree or higher.
- Attend an accredited higher education institution in Washington State, or a Washington institution that provides training under the Montgomery GI Bill®.*

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government Website at www.benefits.va.gov/gibill.

Application Process

Eligible students can apply online by visiting the application [website](#). The award is first come, first served. It is recommended students submit their NGG application once they have registered for classes and completed their financial aid application with their institution. A new application is required for each academic year that a student plans on attending and for which they would like to receive grant funding.

Award Calculation

NGG covers the difference between the [Washington College Grant \(WCG\)](#) tuition and fees for a student's institution type, less the value of any federal and state-funded grant, scholarship, or waiver assistance received, plus \$500 for books and materials.

The annual amount of each grant may vary but may not exceed the annual cost of undergraduate tuition, fees, and services and activities fees at the University of Washington, plus an allowance for books and supplies. Awards are subject to program funding and are not guaranteed.

Example 1: If a recipient is a full-time student attending Western Washington University for three quarters with a \$400 Pell award and \$7,300 Washington College Grant award, the award will be calculated as follows:

Maximum Award for Tuition & Fees	\$7,381
Federal and State Aid	-\$7,700
Book Allowance	+\$500
MAX NGG Award =	\$500

Example 2: If a recipient is a full-time student attending Western Governors University for two terms with \$0 federal or state aid, the award will be calculated as follows:

Maximum Award for Tuition & Fees	\$5,619
Federal and State Aid	-\$0
Book Allowance	+\$500
MAX NGG Award =	\$6,119

Example 3: If a recipient is a full-time student attending Central Washington University for two terms with a \$478 Washington College Grant award, the award will be calculated as follows:

Maximum Award for Tuition & Fees	\$7,177
Federal and State Aid	-\$478
Book Allowance	+\$500
MAX NGG Award =	\$7,199

Please note: The NGG should not result in reduction of a student’s federal or other state financial aid or other scholarship funds that do not require a service obligation.

MILITARY BENEFITS

Guidance provided in the [2019-2020 FSA Handbook Volume 3 and Appendix A](#) and [“Guidance on Federal Veterans’ Education Benefits for Purposes of the Title IV Student Assistance Programs”](#) should be followed when calculating an NGG award.

Example 1: If a student is receiving the Montgomery GI Bill (Chapter 1606) benefits for their participation in the military, these benefits should not be included in federal aid reported for NGG.

Example 2: If a student is receiving benefits under the Army, Navy, or Air Force Senior Reserve Officer Training (ROTC) programs, these benefits should not be included in federal aid reported for NGG.

Example 3: If a student is receiving benefits under the Washington National Guard Senior Reserve Officer Training (ROTC) programs, these benefits should be included in the state waiver aid reported for NGG.

INSTITUTIONAL CERTIFICATION & VERIFICATION PROCESSES

Certification

Once WSAC has verified an applicant's good standing status with the National Guard, WSAC will send a certification request to the applicant's institution using WSAC's secure Portal. The certification requires Financial Aid Administrators (FAAs) to:

- Verify the student's enrollment at the selected institution.
- Verify the student is meeting Satisfactory Academic Progress (SAP).
- Provide values for Cost of Attendance (COA), Tuition & Fees from COA, Expected Family Contribution (EFC), Total Aid from Federal Grants, Total Aid from Federal and/or State Waivers, Total State Grants and/or Scholarships, Institutional Aid, Work Study, and Loans.
- Provide the student's enrollment for the entire academic year.
- Submit any relevant comments pertinent to the awarding process.

Follow these steps to complete the certification:

1. Select a student who needs to be certified. If a student needs to be certified, the word "Certification" will appear in the "Action Required" column.

Action Required? ▾
Verification
Verification
Certification

2. Indicate if the student attends their selected institution. Select Yes or No.
3. Indicate if the student is maintaining Satisfactory Academic Progress (SAP) according to your institution's policy. Select Yes or No. If a student is currently in an appeals process, or there is another important issue that pertains to SAP, please select "No" and provide appropriate details in the Comments at the bottom of the page.

Student is Maintaining Satisfactory Academic Progress?
<input checked="" type="radio"/> Yes
<input type="radio"/> No

4. Input the required values. Please ensure all financial aid values align with enrollment (i.e., if student is not enrolled full-time for the year, adjust COA and EFC accordingly).

Financial Aid

Cost of attendance

Enrollment

Summer 1

Fall

Winter

Spring

Summer 2

state grants and/or
scholarships

Total non-need-based
state grants and/or
scholarships

Institutional aid

Total aid:

\$0

Work study

Loans

5. Input expected enrollment for the academic year. If the student's enrollment is not known for the academic year, please provide an estimate based on past and current enrollment. There will be opportunities to adjust the enrollment during the academic year.
6. Indicate the student's grade level from the dropdown selections.

7. Indicate if the financial aid information provided in the first section is final, estimated, or other. If Other, please explain in the Comments section at the bottom of the page. WSAC will follow up to finalize the award, as needed.

Is this Financial Aid final, estimated, or other (if other, please explain)?

Final

Estimated

Other

8. Check the student’s estimated award to their unmet need in your records. If something seems wrong, please add a comment and/or contact us (nationalguard@wsac.wa.gov).

9. Add important comments related to the student’s financial aid information, enrollment, SAP status, or any other pertinent information. WSAC will follow up, as needed.

10. Select the “Submit” button to certify the completed form.

Verification

Each term, WSAC will send a link to FAAs requesting verification of recipients’ financial aid and enrollment. If changes have occurred since the initial certification, the verification process will allow for FAAs to communicate those changes to WSAC and adjust awards accordingly.

The verification screen is like the certification screen. Follow these steps to complete the verification:

1. Select a student who needs to be verified. If a student needs to be verified, the word “Verification” will appear in the “Action Required” column.
2. Adjust any of the information that has changed since the student’s record was certified.
3. Select “Verify” to submit the completed form.

Action Required? ▾
Verification
Verification
Certification

Links

[Portal Certification and Verification Homepage](#)

[WSAC Resources for Financial Assistance Administrators](#)

PAYMENT

For NGG, WSAC disburses term-by-term payments based on enrollment after initial certification, and then after subsequent term verifications are completed. Payments are sent via electronic funds transfer to the institution’s business office. Notification will be sent to the FAA and business office contacts on file when payments are sent.

Payments must be applied to the student’s account as soon as possible. The funds can be used for costs of attendance, such as but not limited to tuition, fees, room and board.

If a student is over awarded, changes should be made by the FAA to the student’s record by completing a verification form for the student via WSAC’s Portal. Funds need to be returned within 30 days unless an agreement is made between WSAC and the institution.

SERVICE OBLIGATION

The service obligation is an agreement to continue actively participating in the Washington National Guard for one year for each academic year for which you receive funds from the NGG.

The year of service begins after the last term in the academic year for which funds were awarded. Even if funds are not awarded for an entire academic year, a full year of service is still required for each academic year in which grant funding is received.

Example 1: If a participant receives grant funding for fall and winter quarters only, the service year begins the first of the month following the end of winter quarter (e.g., April 1).

Example 2: If a participant receives grant funding for fall, winter, and spring quarters, the service year begins after the end of spring quarter (e.g., July 1).

Service obligations can run concurrently with servicemembers' Military Service Obligation (MSO). In some circumstances, an extension will be required for the servicemember to fulfill the one-year obligation for receiving the NGG.

REQUIRED DIRECTIVE FORM FOR STUDENTS AT PRIVATE INSTITUTIONS

Private institutions must use the WSAC Student Directive Form (see [Appendix D](#)) to record a student's decision on where to apply their state financial aid payment(s) each term.

The student's financial aid payment can be deposited directly into a student's account, or disbursed in the form of a check, based on their choice on the directive. In addition, institutions:

- Must not coerce or influence the student's choice on where to apply their financial aid payment.
- Will keep the directive in effect for the duration of the student's continuous enrollment at the institution, excluding approved leaves of absence and summer terms. A new directive is required if the student is not continuously enrolled.
- Must allow students to change their minds at any time, prior to disbursement, and always follow their current directives.
- Must remind students once a year that their current directive is still in place and that they may change it.

The student must sign and date the directive. The signature can be either a wet or an electronic signature. For electronic signatures, the institution must have assurances that only the student can access their signature page, likely through a portal that is name and password protected.

REPAYMENT

General Policy

Students who attend classes at the level their award was calculated do not owe a repayment, regardless of if the student withdraws during or after the tuition refund period. Instead, these students owe service or loan repayment as part of the requirements of the conditional scholarships. Students who fail to attend classes, who withdraw or reduce enrollment levels prior to the start of the term, fail to commence attendance in all classes for which their enrollment level/award amount are based on, or who receive funding based on fraudulent information will be required to repay funds to match enrollment and will have their service obligation adjusted accordingly.

Students who change enrollment status prior to the first day of the term, must have their eligibility recalculated to reflect their enrollment status as of the start of the term. Students who fail to commence attendance in all classes for which their enrollment level/award amount is based must have their eligibility recalculated to reflect only their enrollment level for those classes they attended. The student who decreases enrollment status prior to the first day of the term may owe a repayment in addition to service if there is an overpayment when eligibility is recalculated. Students who increase enrollment status during the term are entitled to a recalculation of conditional scholarship funds. Students are subject to completion of satisfactory academic progress requirements outlined under [WAC 250-21-010 \(16\) \(a-e\)](#).

Examples

1. The student attends at least one class, but drops the class after attending:
 - a. **Action:** No action from school necessary, regardless of when the student drops the class during the term. Student can keep the NGG award.
 - b. **Result:** Student will owe a repayment to WSAC if they do not fulfill their service obligation to the National Guard.
2. The student does not attend any classes and withdraws from the term:
 - a. **Action:** The FAA completes a verification (see Verification section) to notify WSAC of the change within 10 business days. The school sends the award for that term back to WSAC within 30 days.
 - b. **Result:** Student may be eligible to receive the NGG award in a future term if they meet the school's criteria for Satisfactory Academic Progress. For any funds received, the student will owe a repayment to WSAC if they do not fulfill their service obligation to the National Guard.
3. The student adds classes:
 - a. **Action:** The FAA completes a verification (see Verification section) to notify WSAC of the change within 10 business days.
 - b. **Result:** If there is a change in the student's tuition and fees, the student may qualify for a larger award amount. WSAC will recalculate the award amount and notify the FAA of any changes.

REPORTING

WSAC may request reports from institutions necessary to the administration and evaluation of a specific program. In general, institutions will be expected to respond to report requests within 30 days.

All National Guard Grant recipients must be reported on the yearly and interim [Unit Record Reporting \(URR\)](#). Some recipients may not be receiving any other state or federal aid, but must be included in the URR.

APPENDIX A. DEFINITIONS

Certification

Once WSAC has selected potential recipients, WSAC will send certification request to the applicants' institution using WSAC's secure Portal.

Conditional Scholarship

The scholarship amount is forgiven when the participant fulfills their service obligation.

Cost of Attendance

The budget used by the Financial Aid Administrator to reflect the student's cost for the period of time for which the financial aid is being awarded. The COA includes tuition and fees, books and supplies, room and board, transportation, and miscellaneous/personal expenses.

Enrollment

The quarters or semesters a student is enrolled at their reported institution. A student's enrollment should be reported for the entire academic year.

Expected Family Contribution (EFC)

The amount that a student or the student's family is expected to contribute to the cost of attendance based on federal computation. The EFC is initially based on the information submitted on the FAFSA or WASFA. In some cases, EFC may be adjusted by the Financial Aid Administrator through a professional judgment decision. These must be submitted on a corrected FAFSA/WASFA.

Grant

A federal or state financial aid award that has no service obligation.

Institutional Aid

Financial aid offered by the institution a student is attending and is only available to incoming and current students. This type of aid may be need-based or merit-based.

Loans

The money a student borrows from the federal government or a private lender to help pay for the costs of college including tuition, supplies, books, and living expenses.

Satisfactory Academic Progress (SAP)

Satisfactory academic progress policies may be specific to state aid recipients and must meet the provisions of WAC 250-21-010(16). An institution may submit an alternative approach to evaluating academic progress that includes a plan for improved student retention and comparison data to ensure state funds are used efficiently. WSAC will initially determine whether to approve the alternative policy, then evaluate it over a specified timeframe, then determine whether the policy may continue to be approved.

Service Obligation

The service obligation is an agreement to continue actively participating in the Washington National Guard for one year for each academic year for which a recipient receives funds from the NGG.

Total Aid from Federal Grants

The total aid a student is receiving in Federal grants. For example, Pell Grant and/or TEACH Grant.

Total Aid from Federal and/or State Waivers

The total aid a student is receiving in Federal and/or State Waivers. For example, employment by the institution, financial or another type of hardship, and/or STEM Degree Program.

Total State Grants and/or Scholarships

The total aid a student is receiving in State Grants and/or Scholarships. For example, Washington College Grant (WCG), College Bound Scholarship (CBS), and/or Passport to Careers.

Tuition & Fees from COA

The cost a student pays to attend classes and earn credit toward a degree.

Verification

Each term, WSAC will send a link to FAAs requesting verification of recipients' financial aid and enrollment. If changes have occurred since the initial certification, the verification process will allow for FAAs to communicate those changes to WSAC and adjust awards accordingly.

Work Study

Federally or state funded program that helps students with financial needs through on and off-campus jobs relevant to a student's major or career interest.

Years of Eligibility

Length of time the participant can receive program funds.

APPENDIX B. NGG PARTICIPATING INSTITUTIONS

Washington National Guard Postsecondary Education Grant Participating Institutions	
Public Research:	Community and Technical Colleges:
University of Washington	Bates Technical College
Washington State University	Bellevue College
Public Four-Year/Comprehensive:	Bellingham Technical College
Central Washington University	Big Bend Community College
Eastern Washington University	Cascadia College
The Evergreen State College	Centralia College
Western Washington University	Clark College
Independent/Private Four-Year:	Clover Park Technical College
Antioch University	Columbia Basin College
Bastyr University	Edmonds Community College
Brandman University	Everett Community College
City University of Seattle	Grays Harbor College
Cornish College of the Arts	Green River College
DigiPen Institute of Technology	Highline College
Gonzaga University	Lake Washington Institute of Technology
Heritage University	Lower Columbia College
Northwest University	North Seattle College
Northwest College of Art and Design	Northwest Indian College
Pacific Lutheran University	Olympic College
Saint Martin's University	Peninsula College
Seattle Film Institute	Pierce College
Seattle Pacific University	Renton Technical College
Seattle University	Seattle Central College
University of Puget Sound	Shoreline Community College
Walla Walla University	Skagit Valley College
WGU Washington	South Puget Sound Community College
Whitman College	South Seattle College
Whitworth University	Spokane Community College
Private Career Colleges:	Spokane Falls Community College
Divers Institute of Technology	Tacoma Community College
Embry-Riddle Aeronautical University	Walla Walla Community College
Evergreen Beauty College-Everett/Renton	Wenatchee Valley College
Gene Juarez Academy	Whatcom Community College
Glen Dow Academy	Yakima Valley Community College
International Air & Hospitality Academy	
Paul Mitchell - The School (Richland)	
Perry Technical Institute	
Stylemasters	

APPENDIX C. WCG CALCULATION TABLE

Maximum Washington College Grant Awards for Students Enrolled Full-Time for All Terms

2021-22 Washington College Grant Award Amounts for 3 Quarters/2 Semesters						
Institution/Sector	Median Family Income					
	0%-55% (full award)	56%-60% (70% of full award)	61%-65% (60% of full award)	66%-70% (50% of full award)	71%-75% (24.5% of full award)	76%-100% (10% of full award)
University of Washington and Private 4-Years	\$11,339	\$7,937	\$6,803	\$5,670	\$2,778	\$1,134
Washington State University	\$11,009	\$7,706	\$6,605	\$5,505	\$2,697	\$1,101
Central Washington University	\$7,343	\$5,140	\$4,406	\$3,672	\$1,799	\$734
Eastern Washington University	\$6,871	\$4,810	\$4,123	\$6,436	\$1,683	\$687
The Evergreen State College	\$7,369	\$5,158	\$4,421	\$3,685	\$1,805	\$737
Western Washington University	\$7,532	\$5,272	\$4,519	\$3,766	\$1,845	\$753
WGU Washington	\$5,619	\$3,933	\$3,371	\$2,810	\$1,377	\$562
Community & Technical Colleges	\$4,333	\$3,033	\$2,600	\$2,167	\$1,062	\$433
CTC Applied Bachelor's	\$6,944	\$4,861	\$4,166	\$3,472	\$1,701	\$694
Private Two-Year, Non-Profit	\$3,694	\$2,586	\$2,216	\$1,847	\$905	\$369
Private Two-Year, For-Profit	\$2,823	\$1,976	\$1,694	\$1,412	\$692	\$282
Northwest Indian College –Tribal College	\$3,694	\$2,586	\$2,216	\$1,847	\$905	\$369

APPENDIX D. STUDENT DIRECTIVE FOR PRIVATE INSTITUTIONS

State of Washington Student Achievement Council

STUDENT DIRECTIVE FOR DISBURSEMENT OF STATE AID

Return this form to the NAME of Institution Financial Aid Office as soon as possible.

Student Name (please print): _____ ID#: _____

You have been awarded financial aid from the State of Washington. Your designation and signature on this form will document your choice for funds to be applied directly into your student account or to be given to you in the form of a check. A state grant or scholarship recipient has the following two choices:

- Choosing to have the funds deposited to your student account permits the aid to be automatically credited toward expenses you may owe to the institution. This option allows faster processing of any refunds of financial aid proceeds that may be due you.
- Choosing to have state financial aid funds given directly to you means that state student aid will not be automatically available to pay for tuition and fees. You are responsible for using the funds to pay for educational expenses including any expense you owe to the institution.

Please choose one of these options:

_____ I choose to have state aid funds applied directly to my student account and automatically credited toward expenses I owe NAME of Institution.

OR

_____ I wish to have state aid funds given directly to me (not credited to my student account). I understand that I am responsible for all outstanding balances on my student account at NAME of Institution.

Your choice will stay in effect as long as you are enrolled at this institution. However, you may change your directive for a future term by informing your Financial Aid Office in writing.

Student Signature

Date

Make sure you check one of the options above and return this form to:

NAME of Institution

Address

Address

Address