

Pennsylvania Military Regulation 621-5

Personnel-General

**Pennsylvania  
National Guard  
Educational  
Assistance  
Program (EAP)  
and Military  
Family  
Education  
Program  
(MFEP)**

Commonwealth of Pennsylvania  
Department of Military and  
Veterans Affairs  
Annapolis, PA 17003-5002  
5 September 2025

**UNCLASSIFIED**

# ***SUMMARY OF CHANGE***

PMR 621-5

Pennsylvania National Guard Educational Assistance Program (EAP) and Military Family Education Program (MFEP)

This expedited revision, dated 5 September 2025:

- Updates the definition of "*Approved Program of Education*" to include refresher, remedial, or deficiency courses, as well as preparatory or special education training necessary for an individual to pursue an approved program on a full-time or part-time basis. (Paragraph 1-3)
- Adds definition "*Member in Good Standing*" for EAP eligibility requirement. (Paragraph 1-3)
- Removes glossary and places explanation of abbreviations and terms in main text to reflect PA Consolidated Statute Title 51, Chapter 32 (Paragraph 1-3)
- Updates which flagging actions will affect eligibility to receive benefits. (Paragraph 2-1a. and Table 2-1)
- Removes requirement to be in Pennsylvania National Guard on the first day of semester to be eligible for that semester. (Paragraph 2-1e.)
- Retains benefit eligibility for members separated before completing the six-year service obligation due to medical conditions, or departmental decisions. (Paragraph 2-2)
- Permits successive service obligations for members who extend beyond six years to earn additional benefits. (Paragraph 2-3)
- Allows partial benefit use for those who complete some but not all of their obligated service. (Paragraph 6-1)
- Enables proportional repayment rather than full recoupment when obligations are unmet for approved reasons. (Paragraph 6-1b.)
- Removes Disbursement Schedule Table and incorporates explanation into main text (Paragraph 7-5)
- Removes limitation for full-time students once bachelor's degree is obtained as defined by PA Consolidated Statute Title 51, Chapter 32 revisions.
- Updates the definition of "*Approved Program of Education*" to include refresher, remedial, or deficiency courses, as well as preparatory or special education training necessary for an individual to pursue an approved program on a full-time or part-time basis. (Paragraph 10-3)
- Adds definition "*Initial Service Obligation*" for MFEP eligibility requirement. (Paragraph 10-3)

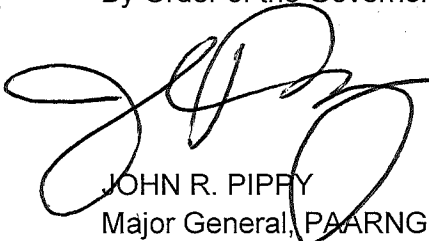
- Adds definition "*Member in Good Standing*" for MFEP eligibility requirement. (Paragraph 10-3)
- Removes glossary and places explanation of abbreviations and terms in main text to reflect PA Consolidated Statute Title 51, Chapter 32 (Paragraph 10-3)
- Updates which flagging actions will affect eligibility to receive benefits. (Paragraph 11-1a. and Table 11-1)
- Removes requirement to be in PANG on the first day of semester to be eligible for that semester. (Paragraph 11-1c.)
- Permits proportional benefit retention when Servicemember cannot fulfill all service years. (Paragraph 11-2)
- Retains eligibility if the Servicemember is separated before completing the six-year service obligation due to medical conditions, or departmental decisions. (Paragraph 11-2)
- Permits successive service obligations for members who extend beyond six years to earn additional benefits (Paragraph 11-4)
- Enables proportional repayment rather than full recoupment when obligations are unmet for approved reasons. (Paragraph 15-1)
- Removes Validation of Members in Good Standing Table and incorporates explanation into main text (Para 16-5)
- Removes Disbursement Schedule Table and incorporates explanation into main text (Paragraph 16-6)
- Removes Initial Service Obligation Table to meet MFEP eligibility requirements based on PA Consolidated Statute Title 51, Chapter 32 revisions

Effective 5 September 2025

**Personnel-General**  
**Pennsylvania National Guard**  
**Educational Assistance Program (EAP) and Military Family Education Program (MFEP)**

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By Order of the Governor:



JOHN R. PIPPY  
Major General, PAARNG  
The Adjutant General

Official:

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COL, GS, PAARNG  
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**History.** This publication supersedes Pennsylvania Military Regulation 621-5, dated 4 August 2022 (RAR, 20 January 2023 and RAR, 15 January 2025). This publication is based on Pennsylvania Consolidated Statutes Title 51, Military Affairs Part II, Pennsylvania National Guard and Militia Subpart C, Pay, Allowances, Benefits and Medals Chapter 32.

**Summary.** This regulation establishes procedures for the application and administration of the Pennsylvania National Guard Educational Assistance Program and Military Family Education Program.

**Applicability.** This regulation applies to all Pennsylvania National Guard members.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, Personnel (G1). The Adjutant General (TAGPA) is the exception authority for this regulation.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval of the proponent.

**Interim Changes.** Interim changes are not official unless approved by TAG. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

**Suggested improvements.** Users are encouraged to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publication and Blank Forms) DMVA, ATTN: ESO, Bldg 9-54, Fort Indiantown Gap, Annville, PA 17003-5002.

**Distribution.** This regulation is available in electronic media and hardcopy and is intended for all command levels of the Pennsylvania National Guard.

**Contents** (Listed by paragraph and page number)

**Chapter 1**

**Overview of the Educational Assistance Program (EAP)**

Purpose · 1-1, *page 1*

References · 1-2, *page 1*

Explanation of acronyms, abbreviations and terms · 1-3, *page 1*

**Chapter 2**

**EAP Eligibility**

General Rule · 2-1, *page 2*

Retention of Benefit · 2-2, *page 3*

Successive Certificates · 2-3, *page 3*

**Chapter 3**

**EAP Certification of Eligibility**

General Rule · 3-1, *page 4*

**Chapter 4**

**EAP Grants**

General Rule · 4-1, *page 4*

Promissory Note · 4-2, *page 4*

Full-time Educational Assistance Grants · 4-3, *page 4*

Part-time Educational Assistance Grants · 4-4, *page 4*

Other Grants and Financial Aid · 4-5, *page 5*

Adjustments · 4-6, *page 5*

**Chapter 5**

**EAP Limitations and Extensions**

Time · 5-1, *page 5*

Active Duty · 5-2, *page 5*

Limit on Charges · 5-3, *page 6*

Limit on Tuition · 5-4, *page 6*

Inactive National Guard (ING) · 5-5, *page 6*

**Chapter 6**

**Recoupment of EAP Grant Payments**

General Rule · 6-1, *page 6*

Forgiveness of Recoupment · 6-2, *page 6*

**Chapter 7**

**EAP Application Process and Fund Disbursement**

Application Process · 7-1, *page 7*

Deadline for Submission of Applications · 7-2, *page 7*  
Unit Responsibilities · 7-3, *page 7*  
Processing Overview · 7-4, *page 8*  
Fund Disbursement · 7-5, *page 8*

## **Chapter 8**

### **EAP Administration**

Appropriation and Administrative Costs · 8-1, *page 8*  
Limitation · 8-2, *page 9*

## **Chapter 9**

### **EAP Fund**

Establishment · 9-1, *page 9*  
Appropriation · 9-2, *page 9*  
Administrative Action Prohibited · 9-3, *page 9*  
Use · 9-4, *page 9*

## **Chapter 10**

### **Overview of the Military Family Education Program (MFEP)**

Purpose · 10-1, *page 9*  
References · 10-2, *page 9*  
Explanation of acronyms, abbreviations and terms · 10-3, *page 9*

## **Chapter 11**

### **MFEP Eligibility**

General Rule · 11-1, *page 11*  
Retention of Benefit · 11-2, *page 12*  
Death of an Eligible Member · 11-3, *page 12*  
Successive Certificates · 11-4, *page 13*

## **Chapter 12**

### **MFEP Certification of Eligibility**

General Rule · 12-1, *page 13*

## **Chapter 13**

### **MFEP Grants**

General Rule · 13-1, *page 13*  
Promissory Note · 13-2, *page 13*  
Full-time MFEP Grants · 13-3, *page 13*  
Part-time MFEP Grants · 13-4, *page 14*  
Other Grants and Financial Aid · 13-5, *page 14*  
Adjustments · 13-6, *page 14*

## **Chapter 14**

### **MFEP Limitations and Extensions**

- General Rule · 14-1, *page 14*
- Assignment of MFEP Benefit · 14-2, *page 15*
- Limit on Charges · 14-3, *page 15*
- Limit on Tuition · 14-4, *page 15*
- Inactive National Guard (ING) · 14-5, *page 15*
- Divorce · 14-6, *page 15*

## **Chapter 15**

### **Recoupment of MFEP Grant Payments**

- General Rule · 15-1, *page 15*
- Forgiveness of Recoupment · 15-2, *page 15*

## **Chapter 16**

### **MFEP Application Process and Fund Disbursement**

- MFEP Servicemember Application Process · 16-1, *page 16*
- MFEP Family Member Application Process · 16-2, *page 16*
- Deadline for Submission of Family Member Applications · 16-3, *page 17*
- Unit Responsibilities · 16-4, *page 17*
- Processing Overview · 16-5, *page 17*
- Fund Disbursement · 16-6, *page 18*

## **Chapter 17**

### **MFEP Administration**

- Appropriation and Administrative Costs · 17-1, *page 18*
- Limitation · 17-2, *page 18*

## **Chapter 18**

### **MFEP Fund**

- Establishment · 18-1, *page 18*
- Appropriation · 18-2, *page 18*
- Administrative Action Prohibited · 18-3, *page 18*
- Use · 18-4, *page 19*

## **Appendixes**

- A. References, *page 20*
- B. Educational Assistance Program (EAP) and Military Family Education Program (MFEP) Form 1, *page 21*
- C. Internal Control Evaluation, *page 25*

## **Table List**

- Table 2-1. Flag Codes Eligibility, *page 3*
- Table 11-1. Flag Codes Eligibility, *page 12*

## Chapter 1 Overview of the Educational Assistance Program (EAP)

### 1-1. Purpose

Chapters 1 through 9 of this regulation establish procedures, provide guidance and explain the responsibilities for implementation and administration of the Pennsylvania National Guard Educational Assistance Program (EAP). Chapters 1 through 9 further implement the provisions of Pennsylvania Consolidated Statutes, Title 51 (Military Affairs), Chapter 32 (Military Educational Programs), Subchapter A (Educational Assistance Program).

### 1-2. References

See Appendix A.

### 1-3. Explanation of acronyms, abbreviations and terms

The following definitions apply to this regulation unless the context clearly indicates otherwise:

- a. **Agency.** The Pennsylvania Higher Education Assistance Agency (PHEAA), a commonwealth agency that administers higher education student financial aid programs.
- b. **Annual Tuition Rate.** The in-state tuition rate, including a technology tuition fee, established or approved each year by the Board of Governors of the State System of Higher Education (PASSHE).
- c. **Approved Institution of Higher Learning.** An educational institution offering a post-secondary program of education located in this Commonwealth of Pennsylvania and approved by the agency.
- d. **Approved Program of Education.** A degree-granting or certificate-granting curriculum, course of study or training program, refresher, remedial or deficiency course or preparatory or special education training course necessary to enable the individual to pursue an approved program of education on a full-time or part-time basis or its equivalent as determined by the agency, at an approved institution of higher learning.
- e. **Certificate of Eligibility.** A certificate issued by the department that certifies a member's eligibility to receive an educational assistance grant.
- f. **Costs of Attendance.** Allowable educational expenses, as determined by the agency, that are consistent with the administration of the Act of January 25, 1966 (1965 P.L.1546, NO.541), referred to as the Higher Education Scholarship Law.
- g. **Department.** The Pennsylvania's Department of Military and Veterans Affairs (DMVA), a commonwealth agency that provides services to Pennsylvania veterans and their family members and oversees the Pennsylvania National Guard (PANG).
- h. **Educational Assistance.** A benefit earned which shall be granted to an eligible member who has complied with all of the requirements provided.
- i. **Eligible Member.** A member of the Pennsylvania National Guard who accepts obligation to serve in the Pennsylvania National Guard for a period of six years, and who meets criteria specified in this regulation.
- j. **Full-Time Student.** An eligible member enrolled in an approved institution of higher learning pursuing an approved program of education equal to or greater than 12 credit hours per semester or its equivalent that is recognized by the agency as a full-time course of study.

k. **Fund.** The Educational Assistance Program Fund.

l. **Member in Good Standing.** A member of the Pennsylvania National Guard who meets all medical, training, physical and educational requirements for service and who is a satisfactory participant in all scheduled duties and training periods.

m. **Part-time Student.** An eligible member enrolled in an approved institution of higher learning pursuing an approved program of education of less than 12 credit hours per semester or its equivalent that is recognized by the agency as a part-time course of study.

n. **Program.** The Educational Assistance Program.

o. **Promissory Note.** A written contract signed by an eligible member of the Pennsylvania National Guard in which the member promises to repay the awarded grant amount.

p. **Technology Tuition Fee.** A separate tuition fee established by the Board of Governors of the State System of Higher Education (PASSHE) for rendering technology resources and services to enhance student learning experiences.

## Chapter 2

### EAP Eligibility

#### 2-1. General Rule

A member of the Pennsylvania National Guard is eligible to receive the EAP benefit if the member meets **all** the following criteria:

a. The eligible member is in good standing and has served in the Pennsylvania National Guard for a minimum service period established by The Adjutant General. *(Note: Good standing will be validated by the State Education and Incentives Division and command prior to approving benefit applications and disbursements. Members who are not in good standing prior to the start of a semester, a course of study or training program will not be eligible to receive benefits. Benefits will be suspended until the member returns to good standing and/or satisfactory participation.)* (See Table 2-1 for detailed eligibility criteria per flag code. Flag codes B, E, N, Q, and W indicate the member is not in good standing.) Flag definitions and eligibility also apply to the Air National Guard.

b. Accepts an obligation to serve in the Pennsylvania National Guard for a period of six years by signing an EAP FM1 - Statement of Understanding and has not accepted an obligation under any other state education program (i.e., MFEP) for the same six-year period.

c. Has enrolled as a student in an approved program of education at an approved institution of higher learning.

d. Is not receiving a Reserve Officer Training Corps (ROTC) Line Scholarship *(Note: Members receiving Guaranteed Reserve Forces Duty Scholarship or a Dedicated National Guard Scholarship through the ROTC program are eligible for EAP benefits.)*

e. Meets eligibility requirements for the EAP benefit prior to the completion of a semester, to receive funding for that semester.

f. If discharged from and returned to the Pennsylvania National Guard, any previous recoupment debt must be cleared prior to receiving any balance of the unused EAP benefit.

**Table 2-1. Flag Codes Eligibility**

DATA VALUES	FLAG DEFINITION	ELIGIBLE	
		YES	NO
A	ADVERSE ACTION		X
B	INVOLUNTARY SEPARATION OR DISCHARGE (FIELD INITIATED)		X
D	REFERRED OER, AER, OR RELIEF FOR CAUSE NCOER	X	
E	SECURITY VIOLATION OR LOSS OF SECURITY CLEARANCE		X
F	HQDA DELAY OF PROMOTION OR REMOVAL FROM A SELECTION LIST	X	
H	PUNISHMENT PHASE (Adverse Action)	X	
I	AMEDD ONLY- FAILURE TO ATTAIN OR MAINTAIN LICENSE OR CERTIFICATION	X	
J	PHYSICAL FITNESS TEST FAILURE	X	
K	ARMY BODY COMPOSITION PROGRAM	X	
L	COMMANDERS INVESTIGATION	X	
M	LAW ENFORCEMENT INVESTIGATION	X	
N	ARNG AND USAR ONLY- NON-COMPLIANCE WITH 10 USC SECTION 10206		X
O	JUDGE ADVOCATES, LEGAL ADMIN, PARALEGALS LACK OF LICENSING OR CERTIFICATION	X	
P	NOT RECOMMENDED FOR AUTOMATIC PROMOTION TO PV2, PFC OR SPC	X	
Q	LAUTENBERG AMENDMENT		X
R	ADMIN NON-DEPLOYABLE RETENTION POLICY FOR NON-DEPLOYABLE SLDR	X	
S	NO APPROVED FAMILY CARE PLAN	X	
T	NOT RECOMMENDED FOR AUTOMATIC PROMOTION TO 1LT/CW2	X	
U	DRUG ABUSE ADVERSE ACTN		X
V	ALCOHOL ABUSE ADVERSE ACTION		X
W	HQDA INITIATED INVOLUNTARY SEPARATION OR DISCHARGE		X

**2-2. Retention of Benefit**

A member who receives an other than dishonorable discharge before completing their six-year service obligation shall remain eligible for the earned proportional share of an EAP grant if the member meets all eligibility requirements outlined in paragraph 2-1, except for continued membership in the Pennsylvania National Guard. The member must begin a course of study within two years of discharge, the program must be scheduled to be completed no later than six years after the date of discharge, and the member must meet **one** of the following additional eligibility conditions:

- a. The member was discharged because of a medical determination that was not the result of the eligible member's misconduct; or
- b. The member was discharged at the convenience of the department or the Pennsylvania National Guard; or
- c. The Adjutant General determines that other compelling circumstances exist that warrant retention of the proportional or full benefit or additional time to complete a course of study.
- d. Members discharged because of a Medical – Line of Duty determination that was not the result of the eligible member's misconduct shall retain the full benefit.

**2-3. Successive Certificates**

Upon completion of a six-year obligation for which an eligible member received an educational assistance grant certificate of eligibility, an eligible member may receive successive educational assistance grant certificates of eligibility for each successive six-year commitment. The eligible

member will sign an EAP or MFEP Form 1 to obtain additional certificates for education benefits for each eligible six-year obligation served in the PANG.

### **Chapter 3**

#### **EAP Certification of Eligibility**

##### **3-1. General Rule**

The department shall certify members of the Pennsylvania National Guard as eligible to participate in the program who meet the eligibility criteria and shall provide the agency with confirmation of eligibility for an eligible member.

### **Chapter 4**

#### **EAP Grants**

##### **4-1. General Rule**

From the funds appropriated for the purposes of EAP, grants shall be provided to eligible members for the purpose of pursuing approved programs of education. This grant shall be treated as a benefit earned by an eligible member for honorable service to the country and this Commonwealth.

##### **4-2. Promissory Note**

Prior to application approval of this grant, an eligible member shall sign a PHEAA promissory note obligating the eligible member to repay the required amount of the grant (plus interest and any loan fees) if the eligible member fails to satisfactorily fulfill the service obligation. The promissory note shall become payable upon noncompletion of the service obligation under paragraph 6-1 relating to recoupment of grant payments.

##### **4-3. Full-time Educational Assistance Grants**

Grants awarded, per certificate, to full-time students (equal to or greater than 12 credit hours per semester or its equivalent) shall be determined by the agency without regard to financial need and shall not exceed, for each academic year, *the lesser of*.

- a. The tuition rate of the approved institution of higher learning for the number of credit hours per semester, or its equivalent, for the approved program of education in which the student is enrolled; or
- b. The annual tuition rate charged by a State System of Higher Education Institution for the academic year.

##### **4-4. Part-time Educational Assistance Grants**

Grants awarded, per certificate, to part-time students (less than 12 credit hours per semester or their equivalent), who may or may not possess a baccalaureate degree, shall be determined by the agency without regard to financial need and shall not exceed, for each academic year or period, *the lesser of*.

- a. The tuition charged by the approved institution of higher learning for the number of credit hours per semester or its equivalent for the approved program of education in which the eligible member is enrolled; or

b. The annual tuition rate charged by a State System of Higher Education institution for the number of credit hours per semester or its equivalent in which the eligible member is enrolled for the same academic year or period.

#### **4-5. Other Grants and Financial Aid**

a. The agency shall not reduce the amount of other agency grants or aid for which the eligible member qualifies on account of the eligible member's eligibility for, or receipt of, an EAP grant.

b. Prior to making an EAP grant, the approved institution of higher learning shall first consider any Federal tuition assistance received by the eligible member and then shall award an EAP grant if the eligible member requires additional financial aid to cover the costs of attendance for the approved program of higher education. An EAP grant shall be paid or refunded to the eligible member for approved costs of attendance. Authorized EAP grants shall be reduced so that the total of all federal and state benefits, as administered by the Pennsylvania National Guard, do not exceed 100% of the costs of attendance.

c. An eligible member can use the EAP grant in conjunction with other tuition and education benefits as the other programs allow.

#### **4-6. Adjustments**

If the agency and The Adjutant General determine that the amount appropriated for the program in any year will be insufficient to provide grants in the amounts set forth in this chapter, the agency and the department may reduce the maximum amount of grants proportionately or set a limit on the number of participants to ensure that sums expended do not exceed appropriations.

### **Chapter 5**

#### **EAP Limitations and Extensions**

##### **5-1. Time**

a. No eligible member shall be eligible for full-time or part-time educational assistance grants, or a combination thereof, for a total of more than five academic years or their equivalent (120 credits) as determined by the agency.

b. An eligible member who withdraws from, or does not enroll in, a program of education due to being ordered to serve on active duty for more than 30 consecutive days, including inactive duty for training and state active duty, shall be granted an additional period of eligibility equal to the lost semester or its equivalent, whichever is longer.

c. When an eligible member withdraws from a program of education as provided for under paragraph (b.), the eligible member shall be granted an education leave of absence as provided for under Title 51 Chapter 73 Military Leave of Absence §7313 Educational leave of absence.

##### **5-2. Active Duty**

a. Except as otherwise provided in paragraph 5-1 b. or c., no grant payments shall be made under EAP except during the eligible member's term of service as a member in good standing of the Pennsylvania National Guard.

b. Eligible members who were called or ordered to active Federal service or active State duty under section 508 (relating to active State duty for emergency) after September 11, 2001, the deadline for making grant payments shall be extended for one additional month for each month or

part of month of such service after the eligible member is discharged or released under other than dishonorable conditions from the Pennsylvania National Guard.

c. The deadline for making grant payments for eligible members discharged because of a disability incurred in the line of duty, shall be six years after and must be commenced with a full-time or part-time course of study within two years of the eligible member's medical discharge, unless extended by The Adjutant General when good cause is shown to require additional time for the former member to commence or complete a course of study.

### **5-3. Limit on Charges**

Eligible members attending a State System of Higher Education Institution (PASSHE School) shall not be charged additional tuition above the annual tuition rate.

### **5-4. Limit on Tuition**

At no time may a State System of Higher Education Institution (PASSHE School) charge an eligible member more than the in-state rate.

### **5-5. Inactive National Guard (ING)**

Eligible members of the Pennsylvania National Guard who are assigned to the Inactive National Guard (ING) must extend their service obligation for the amount of time assigned in the ING in order to fulfill their six-year obligation for the benefit. If not fulfilled, a recoupment of grant payments (plus interest and any loan fees) will be initiated by The Adjutant General. Eligible members serving in the ING are not eligible for EAP.

## **Chapter 6**

### **Recoupment of EAP Grant Payments**

#### **6-1. General Rule**

a. Except as provided in paragraph (b), an eligible member who fails to meet the six-year EAP service obligation or to meet other requirements established by The Adjutant General is liable to the Commonwealth for repayment of all or part of any EAP grant payments made. The department, on behalf of The Adjutant General, shall notify the agency if an eligible member fails to complete the service obligation, and the PHEAA promissory note shall be repaid by the eligible member upon demand by the agency on a schedule as the agency may determine.

b. Notwithstanding paragraph 4-2, an eligible member who fails to meet the six-year EAP service obligation or meet other requirements established by The Adjutant General shall only be liable to the agency for a proportional share of the promissory note under paragraph 4-2. The amount owed shall be reduced based on the time-of-service obligation completed. (This proration will factor the number of months served in the Pennsylvania National Guard out of the 72 months needed to complete a six-year obligation and the number of credits used out of the total benefit of 120 credits.)

#### **6-2. Forgiveness of Recoupment**

The Adjutant General shall notify the agency, and the agency shall forgive recoupment of all or part of an eligible member's grant payments if The Adjutant General determines that the eligible member's failure to fulfill the six-year service obligation was the result of **one** of the following:

a. Death.

- b. Discharge because of a medical determination that is not due to the eligible member's misconduct.
- c. Discharge at the convenience of the department or the Pennsylvania National Guard.
- d. The existence of other compelling circumstances that warrant forgiveness.

## **Chapter 7**

### **EAP Application Process and Fund Disbursement**

#### **7-1. Application Process**

- a. An eligible member must log in as a student at [www.pheaa.org](http://www.pheaa.org) to complete the online application process. A copy of the EAP Application User Guide can be obtained by contacting the EAP Section at: [ra-mveap@pa.gov](mailto:ra-mveap@pa.gov).
- b. Eligible members must submit a new application each academic year for all semesters - Fall, Spring and Summer. This online application is available April 1 each year for the following academic year.
- c. Eligible members receiving EAP benefits for the first time will need to complete an EAP Master Promissory Note through Pennsylvania Higher Education Assistance Agency (PHEAA). This document is included in the online application process at [www.pheaa.org](http://www.pheaa.org).
- d. Changes can be made to the original application after it has been approved by the EAP Section by logging into the account and making updates (e.g., number of credits, tuition amount or changing the school's name).
- e. EAP benefits can only be disbursed to one approved institution of higher learning within the Commonwealth of Pennsylvania per semester.

#### **7-2. Deadline for Submission of Applications**

- a. Annual enrollment suspense date is 30 June for the following year's academic semesters (Fall, Spring, Summer) to ensure timely payment to approved institutions of higher learning.
- b. Applications shall be processed on a first-come, first-served basis and are subject to funding availability. Eligible members may submit applications after 30 June, prior to completion of a semester, with the understanding that approval is based on availability of funding and may cause delay in disbursement.
- c. At no time can EAP applications be processed for previously completed semesters, courses of study or training programs.

#### **7-3. Unit Responsibilities**

- a. Assist members with the completion of the online application, understanding service obligations and eligibility requirements for enrollment in the programs and use of benefits to include the supporting documentation needed for the online application process.
- b. Validate members are in good standing and are satisfactory participants for eligible members to receive benefits. Members who are not in good standing and/or are unsatisfactory participants prior to the start of a semester, a course of study or training program will not be eligible to receive benefits. Benefits will be suspended until the member returns to good standing and/or satisfactory participation.
- c. Notify the EAP Section if a member is assigned to the Inactive National Guard (ING).

#### **7-4. Processing Overview**

a. The Pennsylvania National Guard Education and Incentives EAP Section reviews all applications to verify eligibility, completeness, accuracy and benefit availability for approved grant applications and disbursements.

b. The EAP Section validates members are in good standing and satisfactory participants prior to the start of each semester. Members who are not in good standing and/or are not satisfactory participants prior to the start of a semester, a course of study or training program will not be eligible to receive education benefits. Benefits will be suspended until the member returns to good standing and/or satisfactory participation.

c. PHEAA shall generate an Award Letter, which it shall send to the member's Home of Record. Institutions of higher learning financial aid offices can access awards at <https://www.pheaa.org>.

d. PHEAA shall produce payment rosters four times per academic year, these rosters are paid via Electronic Funds Transfer (EFT).

e. Institutions of higher learning shall certify enrollment information for each member and return the signed rosters to PHEAA.

f. PHEAA shall provide the EAP Section with copies of the certified rosters.

g. PHEAA shall make required adjustments to enrollment information and, if necessary, forward corrected EAP Award Letters indicating increase/decrease and any other change to the member's award based on the data provided by the institution of higher learning on the payment rosters. These changes shall be reflected on the next roster to the institution of higher learning.

h. The EAP Section shall validate Soldier and Airmen discharges/separations and manage applicable databases.

#### **7-5. Fund Disbursement**

a. The Fall benefit payments shall be processed NLT 31 August.

b. The Spring and Winter benefit payments shall be processed NLT 31 January.

c. The Summer benefit payments are processed from 1 April through 31 July, depending on fund availability.

d. The reconciliation roster to close out the academic year will be determined after the summer rosters are generated. This is the last roster of the academic year, and it is a summary of enrollment, tuition and awards.

e. If the Commonwealth of Pennsylvania does not have an approved budget and funds cannot be disbursed as scheduled, payments to institutions of higher learning will be generated after the budget is approved.

### **Chapter 8**

#### **EAP Administration**

##### **8-1. Appropriation and Administrative Costs**

The General Assembly shall appropriate funds to pay full-time and part-time Educational Assistance Program (EAP) grants under EAP. A portion of the funds appropriated may be used to pay the costs of the administration of the Educational Assistance Program (EAP), Military Family Education Program (MFEP), and Medical Officer or Health Officer Incentive Program (MHOIP).

## **8-2. Limitation**

Administrative costs for the fiscal year shall not exceed 3.5% of the total amount of funds appropriated.

## **Chapter 9**

### **EAP Fund**

#### **9-1. Establishment**

The Educational Assistance Program Fund is established as a special nonlapsing fund in the State Treasury.

#### **9-2. Appropriation**

All money deposited into the fund and the interest the fund accrues are appropriated to the department on a continuing basis to be used for the purposes provided for under the Educational Assistance Program (EAP), Military Family Education Program (MFEP), and Medical Officer or Health Officer Incentive Program (MHOIP).

#### **9-3. Administrative Action Prohibited**

No administrative action shall prevent the deposit of money into the fund in the fiscal year in which the money is received.

#### **9-4. Use**

The fund may only be used for the purposes provided under this subchapter and no money in the fund may be transferred or diverted to any other purpose by administrative action.

## **Chapter 10**

### **Overview of the Military Family Education Program (MFEP)**

#### **10-1. Purpose**

Chapters 10 through 18 of this regulation establish procedures, provide guidance and explain the responsibilities for implementation and administration of the Pennsylvania National Guard Military Family Education Program (MFEP). Chapters 10 through 18 further implement the provisions of Pennsylvania Consolidated Statutes, Title 51 (Military Affairs), Chapter 32 (Military Educational Programs), Subchapter A.1. (Military Family Education Program).

#### **10-2. References**

See Appendix A.

#### **10-3. Explanation of acronyms, abbreviations and terms**

The following definitions apply to this regulation unless the context clearly indicates otherwise:

- a. **Agency.** The Pennsylvania Higher Education Assistance Agency (PHEAA), a commonwealth agency that administers higher education student financial aid programs.
- b. **Annual Tuition Rate.** The in-state tuition rate, including a technology tuition fee, established or approved each year by the Board of Governors of the State System of Higher Education (PASSHE).

c. **Approved Institution of Higher Learning.** An educational institution offering a post-secondary program of education located in this Commonwealth of Pennsylvania and approved by the agency.

d. **Approved Program of Education.** A degree-granting or certificate-granting curriculum, course of study or training program, refresher, remedial or deficiency course or preparatory or special education training course necessary to enable the individual to pursue an approved program of education on a full-time or part-time basis or its equivalent as determined by the agency, at an approved institution of higher learning.

e. **Benefit.** The Military Family Education Program grant which shall be given to an eligible member's assigned family member who has complied with all of the requirements provided for under this education program.

f. **Certificate of Eligibility.** A certificate issued from the department that certifies a family member's eligibility for a Military Family Education Program grant.

g. **Costs of Attendance.** Allowable educational expenses, as determined by the agency, are consistent with the administration of the Act of January 25, 1966 (1965 P.L. 1546, NO. 541), referred to as the Higher Education Scholarship Law.

h. **Department.** The Pennsylvania's Department of Military and Veterans Affairs (DMVA), a commonwealth agency that provides services to Pennsylvania veterans and their family members and oversees the Pennsylvania National Guard (PNG).

i. **Eligible Member.** A member of the Pennsylvania National Guard who has completed an initial service obligation in the Pennsylvania National Guard and is eligible to re-enlist or serve in the Pennsylvania National Guard for an additional six years.

j. **Family Member.** A dependent of an eligible member who is enrolled in the United States Department of Defense's Defense Enrollment Eligibility Reporting System or would be eligible to enroll in the Defense Enrollment Eligibility Reporting System if the eligible member had not been discharged from the Pennsylvania National Guard.

k. **Full-Time Student.** An eligible family member enrolled in an approved institution of higher learning pursuing an approved program of education equal to or greater than twelve (12) credit hours per semester or its equivalent that is recognized by the agency as a full-time course of study.

l. **Fund.** The Military Family Education Program Fund established under section 3210.10 (relating to Military Family Education Program Fund).

m. **Initial Service Obligation.** The status conferred upon a National Guard member at enlistment or commissioning in the Pennsylvania National Guard, by undertaking the federally mandated minimum service obligation. This status is recognized upon joining, provided the member remains in good standing and maintains benefits through satisfactory participation and service for the duration of that obligation.

n. **Member in Good Standing.** A member of the Pennsylvania National Guard who meets all medical, training, physical and educational requirements for service and who is a satisfactory participant in all scheduled duties and training periods.

o. **Part-time Student.** An eligible family member enrolled in an approved institution of higher learning pursuing an approved program of education of less than twelve (12) credit hours per semester or its equivalent that is recognized by the agency as a part-time course of study.

p. **Promissory Note.** A written contract signed by an eligible member of the Pennsylvania National Guard in which the member promises to repay the Military Family Education grant amount awarded.

q. **Technology Tuition Fee.** A separate tuition fee established by the Board of Governors of the State System of Higher Education (PASSHE) for rendering technology resources and services to enhance student learning experiences.

## **Chapter 11**

### **MFEP Eligibility**

#### **11-1. General Rule**

A family member is eligible to receive an MFEP grant under this program if *all* the following eligibility criteria are met:

a. The eligible member from the Pennsylvania National Guard is in good standing and has served in the Pennsylvania National Guard for a minimum service period established by The Adjutant General, or the former eligible member received an other than dishonorable discharge. *(Note: Until the benefit obligation period has been completed by the eligible member, good standing in the Pennsylvania National Guard will be validated by the State Education and Incentives Division and command prior to approving benefit applications and disbursements. Members who are not in good standing prior to the start of a semester, course of study or training program will cause their MFEP beneficiaries to be ineligible to receive benefits until the member returns to good standing.)* (See Table 11-1. for detailed eligibility criteria per flag code. Flag codes B, E, N, Q, and W indicate the member is not in good standing.) Flag definitions and eligibility also apply to the Air National Guard.

b. The eligible member accepted an obligation to serve in the Pennsylvania National Guard for a period of six years by signing an MFEP FM1 – Statement of Understanding and has not accepted an obligation under any other state education program (i.e., EAP) for the same six-year period.

c. The eligible member meets eligibility requirements for the MFEP benefit prior to the completion of a semester, to receive funding for that semester.

d. The eligible member has assigned the benefit to the family member.

e. The family member has enrolled as a student in an approved program of education at an approved institution of higher learning.

f. If the family member is a spouse of an eligible member or former eligible member, then the spouse shall enroll in an approved program of education not more than six years after the eligible member or former eligible member's date of separation, medical discharge or death and the obligation stated under paragraph a. has been fulfilled. The Adjutant General may for good cause extend the six-year deadline in cases of extenuating circumstances.

g. When an eligible member is ordered to serve on active duty for more than 30 consecutive days, including active duty for training, a family member who is the spouse may withdraw from a program of education and shall be granted an educational leave of absence as provided for under Title 51 Chapter 73 Military Leave of Absence §7313 Educational leave of absence.

**Table 11-1. Flag Codes Eligibility**

DATA VALUES	FLAG DEFINITION	ELIGIBLE	
		YES	NO
A	ADVERSE ACTION		X
B	INVOLUNTARY SEPARATION OR DISCHARGE (FIELD INITIATED)		X
D	REFERRED OER, AER, OR RELIEF FOR CAUSE NCOER	X	
E	SECURITY VIOLATION OR LOSS OF SECURITY CLEARANCE		X
F	HQDA DELAY OF PROMOTION OR REMOVAL FROM A SELECTION LIST	X	
H	PUNISHMENT PHASE (Adverse Action)	X	
I	AMEDD ONLY- FAILURE TO ATTAIN OR MAINTAIN LICENSE OR CERTIFICATION	X	
J	PHYSICAL FITNESS TEST FAILURE	X	
K	ARMY BODY COMPOSITION PROGRAM	X	
L	COMMANDERS INVESTIGATION	X	
M	LAW ENFORCEMENT INVESTIGATION	X	
N	ARNG AND USAR ONLY- NON-COMPLIANCE WITH 10 USC SECTION 10206		X
O	JUDGE ADVOCATES, LEGAL ADMIN, PARALEGALS LACK OF LICENSING OR CERTIFICATION	X	
P	NOT RECOMMENDED FOR AUTOMATIC PROMOTION TO PV2, PFC OR SPC	X	
Q	LAUTENBERG AMENDMENT		X
R	ADMIN NON-DEPLOYABLE RETENTION POLICY FOR NON-DEPLOYABLE SLDR	X	
S	NO APPROVED FAMILY CARE PLAN	X	
T	NOT RECOMMENDED FOR AUTOMATIC PROMOTION TO 1LT/CW2	X	
U	DRUG ABUSE ADVERSE ACTN		X
V	ALCOHOL ABUSE ADVERSE ACTION		X
W	HQDA INITIATED INVOLUNTARY SEPARATION OR DISCHARGE		X

### 11-2. Retention of Benefit

A family member of an eligible member who received an other than dishonorable discharge prior to completing the six-year obligation shall remain eligible to receive the earned proportional share of an MFEP grant under this program if the former eligible member meets **one** of the following criteria:

- a. The member was discharged because of a medical determination that was not the result of the eligible member's misconduct; or
- b. The member was discharged at the convenience of the department or the Pennsylvania National Guard; or
- c. The Adjutant General determines other compelling circumstances exist that warrant retention of the proportional or full benefit.
- d. Members discharged because of a Medical – Line of Duty determination that was not the result of the eligible member's misconduct shall retain the full benefit.

### 11-3. Death of an Eligible Member

A family member of an eligible member who died while serving the obligation required in paragraph 11-1 shall remain eligible to receive an MFEP grant under this program if the deceased eligible member met the following eligibility criteria at the time of death:

- a. The deceased eligible member was eligible for an other than dishonorable discharge.

b. The deceased eligible member had accepted an obligation to serve in the Pennsylvania National Guard and was qualified to fulfill the service obligation but for the eligible member's death.

c. Upon an eligible member's death, if the eligible member has not assigned the family member or family members to receive the Military Family Education Program grant as provided for under this program, the surviving spouse or the administrator or executor of the estate shall designate the family member or family members to receive the MFEP grant.

#### **11-4. Successive Certificates**

Upon completion of a six-year obligation for which an eligible member received an educational assistance grant certificate of eligibility, an eligible member may receive successive educational assistance grant certificates of eligibility for each successive six-year commitment. The eligible member will sign an EAP or MFEP Form 1 to obtain additional certificates for education benefits for each eligible six-year obligation served in the PANG.

### **Chapter 12**

#### **MFEP Certification of Eligibility**

##### **12-1. General Rule**

The department shall provide the agency with confirmation of eligibility for each eligible family member that applies for a Military Family Education Grant.

### **Chapter 13**

#### **MFEP Grants**

##### **13-1. General Rule**

From the funds appropriated for the purposes of MFEP, grants shall be provided to eligible family members for the purpose of pursuing approved programs of education. An MFEP grant shall be treated as a benefit earned by an eligible member for honorable service to the country and this Commonwealth.

##### **13-2. Promissory Note**

Prior to entry into the MFEP, the eligible member shall sign a PHEAA promissory note obligating the eligible member to repay the required amount of the family member's MFEP grant (plus interest and any loan fees) if the eligible member fails to satisfactorily fulfill the eligible member's service obligation. The promissory note shall become payable upon noncompletion of the service obligation under paragraph 15-1 (relating to recoupment of MFEP grant payments).

##### **13-3. Full-time MFEP Grants**

Military Family Education Program grants awarded, per certificate, under this program to full-time students (equal to or greater than twelve [12] credit hours per semester or its equivalent) shall be determined by the agency without regard to financial need and shall not exceed, for each academic year, *the lesser of*.

- a. The tuition rate of the approved institution of higher learning for the number of credit hours per semester, or its equivalent, for the approved program of education in which the student is enrolled; or
- b. The annual tuition rate charged by a State System of Higher Education Institution for the academic year.

#### **13-4. Part-time MFEP Grants**

Military Family Education Program grants awarded, per certificate, to part-time students (less than twelve [12] credit hours per semester or their equivalent), who may or may not possess a baccalaureate degree, shall be determined by the agency without regard to financial need and shall not exceed, for each academic year or period, *the lesser of*.

- a. The tuition charged by the approved institution of higher learning for the number of credit hours per semester, or its equivalent, for the approved program of education in which the eligible member is enrolled; or
- b. The annual tuition rate charged by a State System of Higher Education institution for the number of credit hours per semester, or its equivalent, in which the eligible member is enrolled for the same academic year or period.

#### **13-5. Other Grants and Financial Aid**

- a. The agency shall not reduce the amount of other agency grants or aid for which the eligible member qualifies on account of the eligible member's eligibility for or receipt of an MFEP grant.
- b. Prior to making an MFEP grant, the approved institution of higher learning shall first consider any Federal tuition assistance received by the eligible family member and then shall award an MFEP grant if the eligible family member requires additional financial aid to cover the costs of attendance for the approved program of higher education. An MFEP grant shall be paid or refunded to the eligible family member for approved costs of attendance. Authorized MFEP grants shall be reduced so that the total of all federal and state benefits, as administered by the Pennsylvania National Guard, do not exceed 100% of the costs of attendance.
- c. An eligible family member can use the MFEP grant in conjunction with other tuition and education benefits as the other programs allow.

#### **13-6. Adjustments**

If the agency and The Adjutant General determine that the amount appropriated for the MFEP in any year will be insufficient to provide MFEP grants in the amounts set forth in this chapter to all family eligible members, the agency and the department may reduce the maximum amount of MFEP grants proportionately or set a limit on the number of participants to ensure that sums expended do not exceed appropriations.

### **Chapter 14**

#### **MFEP Limitations and Extensions**

##### **14-1. General Rule**

No eligible member shall be permitted to assign more than five (5) academic years or their equivalent (120 credits), as determined by the agency, per six-year commitment.

#### **14-2. Assignment of MFEP Benefit**

An eligible member may assign a portion of the entire benefit or the entire benefit by the number of credit hours per semester or its equivalent, as determined by the agency, to one or more eligible family members, as the case may be.

#### **14-3. Limit on Charges**

Family members attending a State System of Higher Education Institution (PASSHE School) shall not be charged additional tuition above the annual tuition rate.

#### **14-4. Limit on Tuition**

At no time may a State System of Higher Education Institution (PASSHE School) charge an eligible family member more than the in-state rate.

#### **14-5. Inactive National Guard (ING)**

Eligible members of the Pennsylvania National Guard who are assigned to the Inactive National Guard (ING) must extend their service obligation for the amount of time assigned in the ING in order to fulfill their six-year obligation for the benefit. If not fulfilled, a recoupment of grant payments (plus interest and any loan fees) will be initiated by The Adjutant General. Eligible members serving in the ING are not eligible for MFEP benefits for family members.

#### **14-6. Divorce**

An eligible member's MFEP benefit could be considered marital property under 23 Pa.C.S.A. § 3501(a) if acquired during the marriage.

### **Chapter 15**

#### **Recoupment of MFEP Grant Payments**

##### **15-1. General Rule**

a. Except as provided in paragraph (b), an eligible member who fails to meet the six-year service obligation of this MFEP or to meet other requirements established by The Adjutant General is liable to the Commonwealth for repayment of all or part of any MFEP grant payments made. The department on behalf of The Adjutant General shall notify the agency if an eligible member fails to complete the service obligation, and this MFEP PHEAA promissory note shall be repaid by the eligible member upon demand by the agency on a schedule as the agency may determine.

b. Notwithstanding paragraph 13-2, an eligible member who fails to meet the six-year MFEP service obligation or meet other requirements established by The Adjutant General shall only be liable to the agency for a proportional share of the promissory note under paragraph 13-2. The amount owed shall be reduced based on the time-of-service obligation completed. (This proration will factor number of months served in the Pennsylvania National Guard out of 72 months needed to complete six-year obligation and number of credits used out of total benefit of 120 credits.)

##### **15-2. Forgiveness of Recoupment**

Upon notification by The Adjutant General, the agency shall forgive recoupment of all or part of an eligible family member's grant payments if The Adjutant General determines that the eligible member's failure to fulfill the six-year service obligation was the result of **one** of the following:

- a. The eligible member's death. If all provisions in paragraph 11-1 (relating to eligibility) are not met, the MFEP grant shall be repaid by the family member or family members who used the benefit upon demand of the agency on a schedule as the agency may determine.
- b. The eligible member's discharge because of disability.
- c. The eligible member's discharge because of a medical determination that is not due to the eligible member's misconduct.
- d. The eligible members' discharge at the convenience of the department or the Pennsylvania National Guard.
- e. The existence of other compelling circumstances that warrant forgiveness.

## **Chapter 16**

### **MFEP Application Process and Fund Disbursement**

#### **16-1. MFEP Servicemember Application Process**

- a. Eligible members must complete and digitally sign an MFEP FM1 Statement of Understanding to commence their six-year obligation. The signature date can be prior to the MFEP eligible obligation start date; however, the member's six-year service obligation start date will not be dated prior to the signature date on the MFEP FM1, unless otherwise approved by The Adjutant General.
- b. An eligible member must log in as a student at [www.pheaa.org](http://www.pheaa.org) to complete the online application process. A copy of the MFEP Application User Guide can be obtained by contacting the MFEP Section at: [ra-mvmefp@pa.gov](mailto:ra-mvmefp@pa.gov).
- c. Approved applications will generate an MFEP FM5A - Certificate of Approval. The MFEP FM5A will be uploaded into iPERMS for Pennsylvania Army Guard members and forwarded to Pennsylvania Air National Guard for their approved members.
- d. Completion of the six-year obligation will generate an MFEP FM5B - Certificate of Eligibility. The MFEP FM5B will be uploaded into iPERMS for Pennsylvania Army Guard members and forwarded to Pennsylvania Air National Guard for their approved members.
- e. Eligible members can add beneficiaries even after being discharged from the Pennsylvania National Guard. Eligible members may designate or change the assignment of MFEP benefits to any approved family members at any time by logging into the PHEAA application portal.

#### **16-2. MFEP Family Member Application Process**

- a. Eligible family members must log in as students at [www.pheaa.org](http://www.pheaa.org) to complete the online application process. A copy of the MFEP Application User Guide can be obtained by contacting the MFEP Section at: [ra-mvmfep@pa.gov](mailto:ra-mvmfep@pa.gov).
- b. Eligible family members must submit a new application each academic year for all semesters - Fall, Spring and Summer. This online application is available April 1 each year for the following academic year.
- c. Eligible family members, receiving MFEP benefits for the first time, will need to complete an MFEP Master Promissory Note through Pennsylvania Higher Education Assistance Agency (PHEAA). This document is included in the online application process at [www.pheaa.org](http://www.pheaa.org).
- d. Changes can be made any time to the original application, after it has been approved by the MFEP Section, by logging into family member's account and making updates (e.g., number of credits, tuition amount or changing the school's name).

e. MFEP benefits can only be disbursed to one approved institution of higher learning within the Commonwealth of Pennsylvania per semester.

### **16-3. Deadline for Submission of Family Member Applications**

a. Annual enrollment suspense date is 30 June for the following year's academic semesters (Fall, Spring, Summer) to ensure timely payment to approved institutions of higher learning.

b. Applications shall be processed on a first-come, first-served basis and are subject to funding availability. Eligible family members may submit applications after 30 June, prior to the completion of the semester, with the understanding that approval is based on availability of funding and may cause delay in disbursement.

c. At no time can MFEP applications be processed for previously completed semesters, courses of study or training programs.

### **16-4. Unit Responsibilities**

a. Assist service members with the completion of the online application, understanding service obligations and eligibility requirements for enrollment in the programs and use of benefits; to include the supporting documentation needed for the online application process.

b. Validate the member is in good standing and is a satisfactory participant for eligible members to receive benefits. Members who are not in good standing and/or are unsatisfactory participants prior to the start of a semester, a course of study or training program will not be eligible to receive benefits. Benefits will be suspended until the member returns to good standing and/or satisfactory participation.

### **16-5. Processing Overview**

a. The Pennsylvania National Guard Education and Incentives MFEP Section reviews all applications to verify eligibility, completeness, accuracy and benefit availability for approved grant applications and disbursements.

b. MFEP Section validates members are in good standing and satisfactory participants prior to the start of each semester. Members who are not in good standing and/or are unsatisfactory participants prior to the start of a semester, a course of study or training program will suspend their family members eligibility for benefits until the member returns to good standing and/or satisfactory participation.

c. PHEAA shall generate an Award Letter, which it shall send to the family member's Home of Record. Institutions of higher learning financial aid offices can access awards at <https://www.pheaa.org>.

d. PHEAA shall produce payment rosters four times per academic year, these rosters are paid via Electronic Funds Transfer (EFT).

e. Institutions of higher learning shall certify enrollment information for each member and return the signed rosters to PHEAA.

f. PHEAA shall provide the MFEP Section with copies of the certified rosters.

g. PHEAA shall make required adjustments to enrollment information and, if necessary, forward corrected MFEP Award Letters indicating increase/decrease and any other change to the member's award based on the data provided by the institution of higher learning on the payment rosters. These changes shall be reflected on the next roster to the institution of higher learning.

h. MFEP Section shall validate Soldier and Airmen discharges/separations and manage applicable databases.

#### **16-6. Fund Disbursement**

- a. The Fall benefit payments shall be processed NLT 31 August.
- b. The Spring and Winter benefit payments shall be processed NLT 31 January.
- c. The Summer benefit payments are processed from 1 April through 31 July, depending on fund availability.
- d. The reconciliation roster to close out the academic year will be determined after the summer rosters are generated. This is the last roster of the academic year, and it is a summary of enrollment, tuition and awards.
- e. If the Commonwealth of Pennsylvania does not have an approved budget and funds cannot be disbursed as scheduled, payments to institutions of higher learning will be generated after the budget is approved.

### **Chapter 17**

#### **MFEP Administration**

##### **17-1. Appropriation and Administrative Costs**

The General Assembly shall appropriate funds to pay full-time and part-time MFEP grants. A portion of the funds appropriated may be used to pay the costs of the administration of the Educational Assistance Program (EAP), Military Family Education Program (MFEP), and Medical Officer or Health Officer Incentive Program (MHOIP).

##### **17-2. Limitation**

Administrative costs for the fiscal year shall not exceed 3.5% of the total amount of funds appropriated.

### **Chapter 18**

#### **MFEP Fund**

##### **18-1. Establishment**

The MFEP Fund is established as a special nonlapsing fund in the State Treasury.

##### **18-2. Appropriation**

All money deposited into the fund and the interest the fund accrues are appropriated to the department on a continuing basis to be used for the purposes provided for under the Educational Assistance Program (EAP), Military Family Education Program (MFEP), and Medical Officer or Health Officer Incentive Program (MHOIP).

##### **18-3. Administrative Action Prohibited**

No administrative action shall prevent the deposit of money into the fund in the fiscal year in which the money is received.

**18-4. Use**

The fund may only be used for the purposes provided under this subchapter and no money in the fund may be transferred or diverted to any other purpose by administrative action.

## **Appendix A References**

A related publication is a source of additional information. The user does not have to read it to understand this publication.

Pennsylvania Consolidated Statutes Title 51, Military Affairs Part II, Pennsylvania National Guard and Militia Subpart C, Pay, Allowances, Benefits and Medals Chapter 32.

Pennsylvania Consolidated Statutes Title 51 Chapter 73 Military Leave of Absence §7313  
Educational leave of absence

Act of January 25, 1966 (1965 P.L.1546, NO.541), referred to as the Higher Education  
Scholarship Law

Act 1996-56 (S.B. 698), § 2, approved June 19, 1996, effective July 1, 1996.

Act 2000-11 (S.B. 1184), § 1, approved May 10, 2000, effective July 1, 2000 (Residency  
requirement amended).

Act 2004-12 (S.B. 981), § 2, approved Nov. 30, 2004, effective in 60 days. (EAP account was  
established as a special non-lapsing fund in the State Treasury).

Act 2005-82 (S.B. 358), § 2, approved Nov. 22, 2005, effective in 60 days (Extended EAP benefits  
for mobilized members).

Act 2006-44 (S.B. 1081), § 2, approved May 11, 2006, effective immediately (members  
discharged because of a disability incurred in the line of duty who are eligible under section  
3202(c), deadline extension for making grant payments).

Act 2019-32 (H.B. 1324) § 2, approved July 1, 2019, effective immediately (Expands EAP benefits  
for 2019-2020 academic years and authorizes MFEP benefits for dependents of eligible PAANG  
members for 2020-2021 academic years).

**Educational Assistance Program (EAP) and Military Family Education Program (MFEP)  
Form 1**

**NAME:** \_\_\_\_\_ **DODID:** \_\_\_\_\_ **EAP or MFEP:** \_\_\_\_\_  
Last Name, First Name, MI

**PENNSYLVANIA NATIONAL GUARD – EDUCATIONAL ASSISTANCE PROGRAM (EAP) or  
MILITARY FAMILY EDUCATION PROGRAM (MFEP)  
STATEMENT OF UNDERSTANDING (SOU)**

For use of this form, see applicable guidance in below authorities

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DATA REQUIRED BY THE PRIVACY ACT OF 1974

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**AUTHORITY:** 51 PA Consolidated Statute, Chapter 32; Pennsylvania Military Regulation 621-5

**PRINCIPAL PURPOSE:** To apply for state tuition assistance benefit as provided by the Educational Assistance Program (EAP) or Military Family Education Program (MFEP)

**ROUTINE USED:** Confirmation of obligation, participation, requirements and benefit under the Educational Assistance Program (EAP) or Military Family Education Program (MFEP) and as a basis for recoupment if member fails to fulfill service obligation

**DISCLOSURE:** Disclosure is voluntary; however, if not provided, you will not be eligible for Military Family Education Program

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**SECTION I – APPLICABILITY**

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This addendum will be completed by all members who accept an obligation to serve in the Pennsylvania National Guard for six (6) years to receive the MFEP benefit; and have not accepted an obligation under the Educational Assistance Program (EAP) for the same six (6) year period.

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**SECTION II – INSTRUCTIONS**

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Members are responsible for reading all the requirements outlined on this form.

**DO NOT SIGN THIS FORM UNTIL ALL OF YOUR QUESTIONS HAVE BEEN ANSWERED AND  
YOU FULLY UNDERSTAND THE REQUIREMENTS OF THIS SOU.**

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**SECTION III – ACKNOWLEDGEMENT**

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I hereby acknowledge and understand the following EAP and/or MFEP eligibility criteria:

a. I accept an obligation to serve in the Pennsylvania National Guard for a period of six (6) years from this date by signing this FM1 – Statement of Understanding and have not accepted an obligation under any other Pennsylvania State Education Benefits or Incentives for the same six (6) year period.

b. I must be a member in the Pennsylvania National Guard as a satisfactory participant in the Pennsylvania National Guard activities or be a former eligible member that has received an other than dishonorable discharge. *(Note: Until the benefit obligation period has been completed by the eligible member, good standing in the Pennsylvania National Guard will be validated by the State Education and Incentives Division and command prior to approving benefit applications and disbursements. Members not in good standing and/or unsatisfactory participants prior to the start of a semester, course of study, or training program will cause the eligible member (EAP) or the eligible member's MFEP beneficiaries (MFEP) to be ineligible to receive benefits until the member returns to good standing.)*

c. Eligible member must meet eligibility requirements for EAP or MFEP prior to the completion of a semester to receive funding for that semester.

d. **EAP ONLY:** I cannot receive EAP benefits while receiving an ROTC Line Scholarship. Members receiving a Guaranteed Reserve Forces Duty Scholarship or a Dedicated National Guard Scholarship through ROTC may be eligible.

Printed Last Name, First Name, MI

e. **EAP ONLY:** Eligible members who were called or ordered to active Federal service or active State duty under section 508 (relating to active State duty for emergency) after September 11, 2001, the deadline for making grant payments shall be extended for one additional month for each month or part of month of such service after the eligible member is discharged or released under other than dishonorable conditions from the Pennsylvania National Guard.

f. **EAP ONLY:** The deadline for making grant payments for eligible members discharged because of a disability incurred in the line of duty, shall be six (6) years after and must be commenced with a full-time or part-time course of study within two (2) years of the eligible member's medical discharge, unless extended by The Adjutant General when good cause is shown to require additional time for the former member to commence or complete a course of study.

g. **MFEP ONLY:** I must assign the benefit to my eligible family members. *(Note: A family member is defined as a dependent of an eligible member who is enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) or would be eligible to enroll in the DEERS if the eligible member had not been discharged from the Pennsylvania National Guard. An eligible member without a family member is eligible to participate in the program and can change family member(s) assigned to receive the benefit while serving as a member of the Pennsylvania National Guard, as well as after discharge within the guidelines of the program. All assignments remain subject to the original benefit certificate time and credit limitations.)*

h. Eligible member or eligible family member must be enrolled in a degree-granting or certificate-granting curriculum, course of study or training program, refresher, remedial or deficiency course or preparatory or special education training course necessary to enable the individual to pursue an approved program of education on a full-time or part-time basis or its equivalent as determined by the agency, at an approved institution of higher learning.

i. The annual enrollment suspense date is 30 June for the following year's academic semesters (Fall, Spring, Summer) to ensure timely payment to approved institutions of higher learning. Applications shall be processed on a first-come, first-served basis and are subject to funding availability. Eligible members and/or beneficiaries may submit applications after 30 June prior to completion of semester with the understanding that approval is based on availability of funding and may cause delay in disbursement. At no time can benefit applications be processed for previously completed semesters, courses of study or training programs.

j. I understand that education benefits are contingent upon availability of funding and annual approval of the state budget. If the amount appropriated is insufficient in any given year, the grant amount may be reduced or limits set on the number of participants to ensure the sums expended do not exceed the appropriation.

k. I must extend my service obligation if assigned to the ING (Inactive National Guard) for the amount of time assigned to the ING in order to fulfill my six (6) year service obligation in the Pennsylvania National Guard to receive EAP or MFEP benefits; and I am not eligible for EAP or MFEP benefits while serving in the ING.

l. Any verbal representations by any personnel that differ from those contained in this addendum are unauthorized and unenforceable.

**SECTION IV – BENEFIT**

If my application is approved, my benefit will be as follows:

1. EAP or MFEP grant can be used for a degree-granting or certificate-granting curriculum, course of study or training program, refresher, remedial or deficiency course or preparatory or special education training course necessary to enable the individual to pursue an approved program of education on a full-time or part-time basis or its equivalent as determined by the agency, at an approved institution of higher learning.
2. **MFEP ONLY:** An eligible member or former member may assign a portion of the entire benefit or the entire benefit by the number of credit hours per semester or its equivalent, as determined by the agency, to one or more eligible family members.
3. The benefit includes payment of in-state tuition rate, including technology fee, established annually by the Board of Governors of the State System of Higher Education (PASSHE).
4. At no time may a State System of Higher Education Institution (PASSHE School) charge an eligible member more than the in-state rate. Eligible members attending a State System of Higher Education Institution (PASSHE School) shall not be charged additional tuition above the annual tuition rate.
5. Full-Time Grant. Grants awarded to full-time students (equal to or greater than twelve [12] credit hours per semester or its equivalent) shall be determined by the agency without regard to financial need and shall not exceed for each academic year **the lesser of:**
  - a. The tuition rate of the approved institution of higher learning for the number of credit hours per semester or its equivalent for the approved program of education in which the student is enrolled; or
  - b. The annual tuition rate charged by a State System of Higher Education Institution for the academic year.
6. Part-Time Grant. Grants awarded to part-time students (less than twelve [12] credit hours per semester or their equivalent), who may or may not possess a baccalaureate degree, shall be determined by the agency without regard to financial need and shall not exceed for each academic year or period **the lesser of:**
  - a. The tuition charged by the approved institution of higher learning for the number of credit hours per semester or its equivalent for the approved program of education in which the eligible member is enrolled; or
  - b. The annual tuition rate charged by a State System of Higher Education institution for the number of credit hours per semester or its equivalent in which the eligible member is enrolled for the same academic year or period.
7. The agency shall not reduce the amount of other agency grants or aid for which the eligible member qualifies on account of the eligible member's eligibility for or receipt of an EAP or MFEP grant. An eligible member or beneficiary can use the grant in conjunction with other tuition and education benefits as the other programs allow.
8. No eligible member or beneficiary shall be eligible for full-time or part-time educational assistance grants, or a combination thereof, for a total of more than five (5) academic years or their equivalent (120 credits) as determined by the agency, per each earned education benefits certificate.
9. At no time will EAP or MFEP benefits fund previously completed semesters.
10. **MFEP ONLY:** An eligible member's MFEP benefit could be considered marital property under Pa.C.S.A. § 3501(a) if acquired during the marriage.

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**SECTION V – OBLIGATION**

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I will be a member in good standing and a satisfactory participant in order to be eligible to receive the EAP or MFEP benefit during my obligated term of service in the Pennsylvania National Guard, as prescribed by Pennsylvania National Guard Military Regulation 621-5 as amended by Act 32 of 2025 (HB 865). I understand that I am required to repay all or part of any education grants, plus interest, collection costs and legal/attorney's fees, in the event I fail to fulfill my six (6) year service obligation in the Pennsylvania National Guard.

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**SECTION VI – SUSPENSION AND TERMINATION OF BENEFITS**

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I have read and understand that my benefit will be suspended or terminated under any of the following conditions IAW PMR 621-5:

**SUSPENSION.**

1. EAP or MFEP benefits will be suspended if the member is not in good standing or is an unsatisfactory participant during this certificate's six (6) year obligation. *(Note: An eligible grant recipient may receive the benefit if the eligible member completes their six (6) year service obligation and subsequently becomes not in good standing or an unsatisfactory participant or in regard to MFEP if the member is later discharged.)*
2. I am not eligible for EAP or MFEP benefits while serving in the ING (Inactive National Guard) during this certificate's six (6) year obligation.

**TERMINATION.**

If I am discharged, separated or transferred from the Pennsylvania National Guard and fail to complete this certificate's six (6) year obligation, my education benefits will be terminated. *(Note: An eligible grant recipient may receive the benefit if the eligible member served honorably during the six (6) year obligation for this benefit certificate and the eligible member was later discharged with an Other Than Honorable characterization for separation.)*

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**SECTION VII – RECOUPMENT**

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If I fail to complete the six (6) year EAP or MFEP service obligation or to meet other requirements established by The Adjutant General, I will be liable to the Commonwealth for repayment of all or part of any EAP or MFEP grant payments made. Forgiveness of recoupment of all or part of grant may be authorized if the failure to fulfill the six (6) year obligation was a result of one of the following: death, discharge because of a medical determination that is not due to the eligible member's misconduct, discharge at the convenience of the department or the Pennsylvania National Guard or the existence of other compelling circumstances that warrant forgiveness.

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**SECTION VIII – UNDERSTANDING**

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**I have read and understand each of the sections above and have had my questions answered satisfactorily. I understand the statements above are intended to constitute all promises and agreements, whatsoever, concerning either the EAP or MFEP benefit.**

**STATE EDUCATION BENEFIT CHOICE: EAP or MFEP**

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Printed Last Name, First Name, MI

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Rank

---

Member Social Security Number

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Member Signature (with CAC)

**Save signed document: (LAST NAME\_ FIRST NAME "EAP" or "MFEP" FM1) e-mail file to:**

**EAP: ra-mveap@pa.gov OR MFEP: ra-mvmfep@pa.gov.**

## **Appendix C. Internal Control Evaluation**

### **C-1. Function**

The function covered by this evaluation is the administration of the Pennsylvania State Tuition Assistance Programs.

### **C-2. Purpose**

The purpose of this internal control evaluation is to assist assessable unit managers (AUMs) and internal control administrators (ICA) in evaluating the key internal controls listed. It is not intended to cover all controls.

### **C-3. Instructions**

These internal controls must be evaluated at least once every 5 years. Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

### **C-4. Test questions**

- a. Is there a marketing or outreach plan containing defined lines of effort to ensure proper training and program updates to internal and external stakeholders?
- b. Is there a defined standard operating procedure to capture processing of State Tuition Assistance programs to include control measures?
- c. Is there a program or system that captures all eligible members of state programs and who is currently utilizing these programs to include MFEP, EAP, MCAP and MHOIP? Provide documents or data.

### **C-5. Supersession**

This evaluation replaces the management control evaluation checklist published in AR 621-5, dated 11 July 2006.

### **G-6. Comments**

Help to make this a better tool for evaluation internal controls. Submit comments to PANG Education Division Chief, G-1, Bldg 9-54, Fort Indiantown Gap, Annville, PA 17003-5002.

**UNCLASSIFIED**