

Members applying for the Recruitment Incentive Retention Program (RIRP) through the New York State Naval Militia (NYNM) acknowledge and will abide by the following:

Last Name	First Name	MI	SSN (Last FOUR)
-----------	------------	----	-----------------

1. The RIRP for Tuition Assistance is a program funded by New York State. New York State has agreed to provide *assistance towards tuition* for current residents of New York State that are drilling reservists, have met the required qualifications as stated in the most recent version of Division of Military and Naval Affairs regulation 621-1. and have applied for and been accepted in the RIRP.
2. I understand that I will have to re-apply COMPLETELY each semester, AND RESERVE UNIT COMMANDER/ AUTHORIZED REPRESENTATIVE CAC SIGNATURE IS REQUIRED.
3. I understand that if I am approved, my college/university will deduct the monetary amount of any other applicable approved tuition specific grants from my total bill prior to submitting the bill to the NYS Division of Military and Naval Affairs for the final payment from RIRP.
4. The RIRP will be responsible for an amount up to (but not exceeding) the current State University of New York (SUNY) in-state undergraduate *tuition* rate for part-time and full-time students after subtracting any/all additional financial assistance that does not cause me a financial burden (in other words not a loan or anything I will have to repay).
5. I understand that if my tuition is above the current SUNY rate, I am responsible for any remaining tuition balance.
6. I understand that if at any point after being approved, my course load changes in any way (adding, dropping, changing classes) I will notify Naval Militia Headquarters IMMEDIATELY, as failure to do so may jeopardize my approval status.
7. The RIRP pays for the cost of *tuition for credit bearing courses only*. Non-credit bearing courses required by the college for degree completion will be considered an exception to this policy based on approval of a written request.
8. I understand that **the amount of assistance provided by RIRP will go directly to my school and will only be applied towards my tuition.** I will be responsible for payment of any/all charges above and beyond tuition (to include books, fees, room/board, meal plans, etc.).
9. Once I receive the approval email from NYNM HQ, I will contact *both* the Bursars office and my school's veteran's representative to inform both departments that I have applied for and have been accepted into the RIRP for that current semester.
10. I understand that notification of approval will be sent to my school along with a billing form the school is required to fill out and return to DMNA before the school can receive payment.
11. If my school attempts in any way to encourage me to pay for *TUITION* for a semester that I was selected to receive tuition assistance via RIRP, **I WILL NOT MAKE PAYMENT** without consulting with the New York Naval Militia Education Representative first. Failure to speak with the Education Representative may result in the forfeiture of the paid funds.
12. Per the agreement between my college/university and the Division of Military & Naval Affairs, "If the participating student meets all the academic and other criteria of this program, colleges/universities should not directly bill the participating student. All billing issues must be referred to DMNA's Education Service Officer."

By signing, I certify that I have read, understand and will abide by the above requirements with regard to the RIRP.

_____	_____	_____
Semester	Date	Signature