



NAVY-MARINE CORPS RELIEF SOCIETY
EDUCATION ASSISTANCE FOR UNREARRIED SPOUSES
Instructions and Application Forms for Academic Year 2009-2010

The Navy-Marine Corps Relief Society (the Society or NMCRS) provides financial assistance in the form of a grant for undergraduate college education of unremarried spouses of service members who perished as a result of the attack on the USS STARK on May 17, 1987, the Pentagon on September 11, 2001, as well as those Sailors or Marines who died while on active duty in a theater of combat operations (under hostile fire) during the Global War on Terrorism (GWOT). The Society also assists the spouse's of service members disabled due to the attack on the USS STARK and GWAT.

This package contains four forms: an Eligibility Application, Grade Point Average (GPA) Verification Form, Other Education Assistance Received Form, and an Authorization for Release of Student Information Form. These forms are needed to help us in our determination that all aspects of the student's education are covered. It is the applicant's responsibility to provide the Society with the required information.

Carefully review the following instructions for completing these forms. Be sure that all required documentation is attached.

Please address all correspondence to the

Navy-Marine Corps Relief Society
Education Programs
875 North Randolph Street Suite 225
Arlington VA 22203-1767

We look forward to receiving your completed application packet. If you have any questions or need any additional information, please contact the Society's Education Division at (703) 696-4960 or DSN 426-4960, or by email at education@nmcrs.org.

Enclosures: Instructions
Eligibility Application Form
Other Education Assistance Received Form
Authorization for Release of Student Information Form
Grade Point Average Verification Form



EDUCATION ASSISTANCE FOR UNREMARRIED SPOUSES INSTRUCTIONS FOR COMPLETION OF FORMS

DEADLINE FOR SPOUSE APPLICANT:

- Full-time attendance (an academic year is normally August through May). The application must be received no later than two months prior to the start of your studies for the full academic year.
- Part-time attendance: The application must be received by NMCRS no later than two months prior to the start of studies. If you are applying for a single term or terms, and they are not consecutive (i.e., terms 1 and 3) you must submit an application for each term.

ELIGIBILITY:

- All students must possess a current Dependent's Uniformed Services Identification and Privilege Card.
- The student must have a cumulative grade point average (GPA) of 2.0 or higher (on a scale of 4.0).
- The spouse may be the unmarried widow/widower of an active duty Sailor or Marine who died as a result of:
 - the May 17, 1987 attack on the USS STARK,
 - the September 11, 2001 attack on the Pentagon, or
 - the death of a Sailor or Marine due to hostile fire in a theater of combat operations during the Global War on Terrorism (GWOT).

The spouse may also be eligible if the service member is disabled due to a terrorist attack in one of the above categories.

- The spouse must be a high school graduate (or equivalent) and enrolled or accepted as a full- or part-time undergraduate student in a traditional classroom setting at a post-secondary, technical, or vocational institution eligible to participate in the U. S. Department of Education's Federal grant and loan programs. You may determine school eligibility by going to www.fafsa.ed.gov/fotw0809/fslookup.

TERMS:

- You must submit a new application for each school year.
- Receipt of an award in one year does not qualify a recipient for an award in subsequent years.
- All awards are made on the basis of the applicant's financial need.
- Assistance is available for a maximum of four years of undergraduate study.
- Awards **can be used only in a traditional classroom setting** for: tuition, fees, books, supplies, room and board (on campus), and curriculum-required computers.
- Awards **cannot be used for** correspondence courses, degree at a distance, Internet, or external degree programs, **unless authorized by the Society's Education Programs Director.**
- Early disbursements are not authorized.
- Disbursements are made to the educational institution, payable to the student and school.
- All items on the forms enclosed must be completed in full, or the application cannot be processed.

HOW TO APPLY

The application package consists of four forms: an Eligibility Application, Grade Point Average (GPA) Verification Form, Other Education Assistance Received Form, and an Authorization for Release of Student Information Form. All forms are required components of your application for this Program. It is the student's responsibility to provide the Society with the required information. Incomplete forms cannot be processed, and may result in delays and possibly result in the loss of award eligibility.

Carefully review and follow the instructions for completing these forms.

STEP 1. COMPLETE THE ELIGIBILITY APPLICATION FORM. Complete the form, sign, and attach **readable** copies of the following forms:

- Copy of the front and back of the student's Uniformed Services Identification and Privilege Card.
- A copy of the DD 1300 (Report of Casualty) for service members who died while on active duty.

STEP 2. GRADE POINT AVERAGE (GPA) VERIFICATION FORM: Verification of your GPA is a required component of your application for this Program. It is the student's responsibility to provide the Society with the requested GPA information. Please refer directly to the form for instructions.

STEP 3. OTHER EDUCATION ASSISTANCE RECEIVED FORM: This form asks for information concerning any other scholarships you may be receiving, such as VA Monthly Benefit, and any awards you may receive from other organizations. You must provide the full name of the scholarship, email address, amount of the award offered, amount of award you will receive, and the period covered by the award (8 months, per semester, etc.). Please enter the total of all awards received, and sign and date the form. **If you are receiving no other awards, please so indicate on the form, sign and date, and return with the other four forms to NMCRS.**

STEP 4. AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION: By completing this form, you give your college/university permission to release any and all information concerning your attendance, and cost of attendance, for the upcoming academic year. The form also authorizes said college/university to release all information concerning any other scholarship awards that you will receive for the same year.

Please complete items 1-6, sign and date the form at item 7, and return it with the other four forms directly to the Society's Education Division **to the address provided below.**

Once the Society receives the above form and verifies the contents, a copy of your signed Authorization for Release of Student Information Form will be maintained in your file and the original will be forwarded to your college/university along with a Society form requesting all information mentioned above.

STEP 5. ASSEMBLING THE COMPLETED PACKAGE FOR MAILING: Be sure that all required documentation is attached. Review the forms to determine that all items have been answered correctly. Make copies of all completed forms and the attached documentation for your records as follows:

- Eligibility Application – attach copies of the student's military ID card (must be readable), and DD 1300 (Report of Casualty) for the deceased active duty service member.
- GPA Form – If your school fills out section B, then no additional documentation is required. Otherwise, a legible photocopy of the original transcript is acceptable.
- Other Education Assistance Received Form – make sure all blanks are complete.
- Authorization for Release of Student Information Form – make sure all blanks are complete.

Prior to mailing the above forms and required documentation, photocopy all materials for your records and keep a copy of these instructions as well!

Mail the original four forms with required documentation to:

NMCRS, Education Division
875 North Randolph Street Suite 225
Arlington VA 22203-1767.

NOTIFICATION OF AWARDS

Notify NMCRS Headquarters Education Division immediately of any change of address!

Award letters will be mailed to the student as soon as possible after receipt of the application forms.

If the student will be attending a different school than the one listed in the award notification letter, please inform the Director, Education Division as soon as applicable. Upon receipt of the notification, NMCRS will recalculate **your award** based on expenses at the "new" school. For that reason, a change of schools can result in the loss of eligibility for a scholarship, and a second award letter will be issued.

DISBURSEMENT OF AWARDS

NMCRS disburses awards directly to the school's financial aid office. Scholarship checks are made co-payable to both the student and the school, and will be divided equally between the fall and spring semesters. The first half will be mailed as soon as possible after receipt of the application forms; the second half will be mailed in late November.

If the student will not be attending school during the spring semester, he or she should contact the school to ensure that any remaining balance is promptly returned to NMCRS. The student should also inform the Society directly in writing (or by e-mail) that he or she will no longer be in attendance.

If the student will be attending a different school during either the fall or spring semesters, he or she must contact NMCRS to arrange for a new calculation of need at the new school. The prior school must return the unused portion of the award to the Society before funds can be released to the new school. Recalculation of financial need may result in loss of eligibility.

Full-time attendance: If the award is, say, \$2,000, the Society will disburse \$1,000 for the Fall Semester, and \$1,000 for the Winter Semester. If the student does not attend for the full academic year, the unused portion should be returned to the Society

Part-time attendance: As above, the funds will be mailed directly to the school, payable to you and the school for the semesters/terms in which you are enrolled. If you request funding for only one semester/term, the full amount will be forwarded to the school. Any unused portion should be returned to the Society.

OTHER EDUCATION SOURCES

A list of other web sources is available on the Society's web site (www.nmcrcs.org/education).

CONTACT INFORMATION

If we can be of assistance, contact the NMCRS Education Division at:

Address: NMCRS Education Programs
875 North Randolph Street Suite 225
Arlington VA 22203-1767

Questions? Phone: (703) 696-4960 or DSN 426-4960
Email: education@nmcrcs.org
Web site: www.nmcrcs.org/education

Hours: 8:00 AM – 4:00 PM, Eastern Time



EDUCATION ASSISTANCE FOR UNREARRIED SPOUSES
Eligibility Application Form for Academic Year August 2009 through May 2010
DEADLINE: Two months prior to the start of classes

Please read the instructions before completing this form. Print legibly, using black ink.

A. STUDENT: Please read the instructions before completing this form. Complete items 1-20, then sign and date at item 21.

1. Eligibility: a) I am the unremarried spouse of a Navy/Marine Corps service member who
- died on active duty aboard the USS STARK (as a result of the May 17, 1987 incident)
 - died on active duty in the terrorist attack on the Pentagon (September 11, 2001)
 - died on active duty under hostile fire in a theater of combat operations during the Global War on Terrorism (GWOT) (DD 1300 is required).
 - I am the spouse of a retired, disabled service member, due to the attack on the USS STARK.
 - I am the spouse of a retired disabled service member, due to the Global War on Terrorism.
- b) I will be attending college as a full-time part-time student.
2. SSN: _____ 3. Name: _____
(last, first, middle initial)
4. Street Address: _____
 City, State, ZIP Code: _____
Notify NMCRS of any change of address
5. Home Phone: _____ - _____ - _____ 6. Work Phone: _____ - _____ - _____ 7. Cell Phone: _____ - _____ - _____
8. Date of Birth (MM/DD/YYYY): _____ 9. E-mail Address: _____
10. Name of school I will be attending: _____
11. Date you report to school: _____
12. Undergraduate grade level beginning in August: Freshman Sophomore Junior Senior
13. Major course of study (Enter "undecided" if unknown at this time): _____
14. Estimated college graduation date: _____ (enter Month and Year)

B. SERVICE MEMBER DATA: Please correct any entry made below to ensure our records are current.

15. SSN: _____ 16. Name: _____
(last, first, middle initial)
17. Branch of Service: Navy Marine 18. Rank: _____ 19. Pay Grade: _____ 20. Date of Retirement: _____

C. STUDENT CERTIFICATION

21. By my signature below, I certify that the above information is complete and correct to the best of my knowledge.
 I have attached a copy of the front/back of my military dependents ID card, and that of my retired spouse, as well as his final DD214. My spouse is deceased, and I have attached a copy of the DD1300.
 If asked, I agree to provide proof of information, which may include a copy of my Federal or state income tax form(s).
 I understand that providing false or misleading information may result in the revocation of any award.
 I am also aware that the Society's assistance is need-based, and that there is no guarantee of an award.

Signature: _____ Print Name: _____ Date: _____



EDUCATION ASSISTANCE FOR UNREARRIED SPOUSES Grade Point Average Verification Form

INSTRUCTIONS:

Fill out Section A. Have your school fill out Section B, and return the form to you.

What school should fill out Section B?

- If you have no college credit, or if you have completed less than 12 hours of college-level coursework, have your high school guidance office complete the form.
- If you have completed at least 12 hours of college-level coursework, have your college registrar's office complete the form.

IF YOU ARE NOT LOCATED NEAR YOUR SCHOOL, OR IF YOUR SCHOOL CANNOT OR WILL NOT COMPLETE THE FORM, THEN LEAVE SECTION B BLANK. IN PLACE OF SECTION B, PROVIDE ONE OR MORE OF THE FOLLOWING ITEMS TO DOCUMENT YOUR CUMULATIVE GRADE POINT AVERAGE:

- High school seniors (and students who have completed less than 12 hours of college-level coursework): Provide a high school transcript that shows your cumulative GPA through your most recent grading period.
- College students: If you have completed at least 12 hours of college-level coursework, request a college transcript that reflects your cumulative GPA through your most recent grading period.

If a transcript is not available, a copy of a grade report or a certificate of good standing from your registrar's office can be accepted in place of a transcript.

Any grade documentation submitted must show the student's name and Social Security number, and a cumulative GPA (or average percentage score or letter grade).

It is the student's responsibility to provide the Society with the required GPA information. Do not rely on the school to send it.

A. STUDENT:

1. SSN: _____ 2. Name: _____
(last, first, middle initial)

3. Student Authorization:

I authorize a representative from my current school to release information about my GPA and general academic progress.

Student Signature (required): _____ Date: _____

B. SCHOOL:

4. School Name: _____

School Address: _____

School City, State, ZIP Code: _____

5. Is the student making satisfactory progress? Yes No

5. Cumulative GPA (on a 4.0 scale): _____

6. Current year in school: Freshman Sophomore Junior Senior

7. Representative's Name: _____

8. Representative's Title: _____

10. Telephone Number: _____ Extension: _____

11. E-mail Address: _____

12. School Certification:

By signing this document, I certify that the grade information provided is accurate.

Representative's Signature (required): _____ Date: _____



**NAVY-MARINE CORPS RELIEF SOCIETY
OTHER EDUCATION ASSISTANCE RECEIVED**

Student: _____ **SSN:** _____

College/University attending: _____

In order to complete the award process, the Society requires the following information concerning other educational resources that the family has received, or expects to receive.

Please indicate below the organizations from which you are or will be receiving education assistance.

<u>Name of Award / web address</u>	<u>Amount of Award Offered</u>	<u>Amount of Award Received</u>	<u>Period Covered # Months/Semester</u>
1. _____ _____	\$ _____	\$ _____	_____
2. _____ _____	\$ _____	\$ _____	_____
3. _____ _____	\$ _____	\$ _____	_____
4. _____ _____	\$ _____	\$ _____	_____
5. _____ _____	\$ _____	\$ _____	_____
6. _____ _____	\$ _____	\$ _____	_____

Total awards other than NMCRS: \$ _____

Student Signature: _____ Print Name: _____ Date: _____



NAVY-MARINE CORPS RELIEF SOCIETY
AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION FORM

As part of your application for an award, you must complete and return this form to the Society. Immediate return is recommended. PLEASE PRINT – IN INK.

GENERAL STUDENT INFORMATION

1. Your Social Security Number: _____
2. Your Name (last, first, MI): _____
3. I will be attending _____
Be sure the name of the school entered on your Eligibility Application at Item 10, and on your GPA Form, agree.
4. Name of Contact: _____
5. Title of Contact: _____
6. Street Address: _____
City: _____ State: _____ Zip Code: _____
7. Phone number of Contact: _____
8. I authorize a representative from the college/university I am/will be attending to release all information concerning any costs (tuition, fees, books, room and board, personal expenses, etc.), for attending school for the upcoming academic year beginning in August. I also authorize the release of all information concerning any scholarship/grant awards I may receive for the same year.

Student signature (required): _____ Date: _____