

STATESIDE SPOUSE EDUCATION ASSISTANCE PROGRAM 2007-2008 INSTRUCTIONS

The AER Stateside Spouse Education Assistance Program (SEAP) is for spouses of active duty and retired Army Soldiers, and widow(ers) of Army Soldiers who died either on active duty or in a retired status, and are residing in the United States. "Active Duty" military personnel are not eligible.

The Stateside Spouse Education Assistance Program scholarship funds are limited; therefore, scholarships are based on financial need. Accordingly, it is essential and in your best interest that you comply with the following instructions to ensure your application and supporting documentation are properly completed and mailed to Headquarters, Army Emergency Relief by the established deadlines. Failure to provide the required information or providing incomplete information will preclude your application from being considered. Scholarships are **not** an entitlement, nor does receiving one guarantee its continuation for subsequent years.

The SEAP scholarships for **stateside** students are awarded annually for up to four academic years to attend post secondary school **full time** as **undergraduate** level students. All students must complete an application and mail all supporting documentation each year.

DISCLAIMER: HQ, AER assumes no responsibility for applications or supporting documentation not received by this office or not received in a timely manner. We do not assume responsibility for items mailed to this address with insufficient postage and subsequently returned to the applicant by the postal service. All correspondence to the student will be sent to the address listed on the application until a change is received in writing. We do not assume responsibility for letters from HQ, AER not delivered to the applicant. All changes to information furnished to HQ, AER must be submitted in writing. E-Mail messages without a subject line will be deleted without reading.

1. **ELIGIBILITY CRITERIA:** The Army Soldier and Spouse **must** be registered in the Defense Eligibility Enrollment System (DEERS). If you have any questions, call the Defense Manpower Data Center Support Office at 1-800-538-9552. Applicants must be residing within the United States and be the spouse of:

- a. **Army Soldiers** (active, retired or deceased) include those who meet one of the following:
 - (1) Regular Army Soldiers on active duty.
 - (2) Army National Guard (ARNG) or US Army Reserve (USAR) Soldiers who will be on continuous active duty serving under Title 10, US Code, for longer than 30 days (AD period must be shown in Orders and Enlistment Contract).
 - (3) Army Retirees on the Army retired list because of length of service on active duty.
 - (4) Army Soldiers who died while on active duty or in retired status.
- b. Students must attend undergraduate level studies at a college, community college or vocational school on a **full time status** as established by the school accepting the scholarship funds. The school must be approved for Title IV funds under the U.S. Higher Education Act and accredited as determined by the U.S. Department of Education.
- c. Second undergraduate or graduate level courses are not included in this program.
- d. Current college students must have a cumulative GPA of not less than a 2.0 on a 4.0 grading scale for disbursement of funds.
- e. Spouses who receive free tuition as a result of their employment will not receive tuition assistance from AER. However, they may apply for assistance for fees, supplies or books (no duplicates) for classes in which they are enrolled.
- f. Courses such as ESL, CLEP, GED and DANTES are not eligible.

2. **PRIVACY STATEMENT AND SIGNATURES:** The Privacy Statement (Part 7 of the AER Form 6) must be signed and dated by both the Spouse and Soldier (as applicable). If special circumstances preclude the Soldier's signature, inform us in detail so those circumstances can be considered. IF the Spouse is **signing for the Soldier**, the Spouse must **sign the Soldier's name, by POA**, and include a copy of a **General** Power of Attorney. Without the signatures, the application is not complete.

3. **ORDERS:** Send copies of the documents, not the originals.

- a. **ARNG AND USAR SOLDIERS** – Most recent Assignment Orders. Active Duty Orders and Enlistment Contract must include ETS and period of active duty through entire academic year.
- b. Retired from Active Duty – Army Soldier's **Retirement DD Form 214 and Retirement Orders**. If retired for disability, send **Permanent Disability Orders (PDRL)**.
- c. A copy of student Discharge Orders and/or DD214 is needed (along with Soldier's PCS Orders and Enlistment Contract) if previously in the USA, USN, USAF, USMC, RES or GRD.

4. **2007-2008 STUDENT AID REPORT (SAR): Financial Aid Analysis:** postmarked deadline no later than May 1, 2007. The SAR is the resulting analysis of the Free Application for Federal Student Aid (FAFSA) application or renewal.

- a. The hardcopy FAFSA can be obtained from your school Financial Aid Office or education advisor. Submit the FAFSA application, no later than March 1, 2007, to the processing organization, **NOT** AER. It may take as long as six weeks for the processing.
- b. The FAFSA is also available online at www.fafsa.ed.gov. If you apply on the web, you can print the SAR from the site after the data is confirmed. It must include the Estimated Family Contribution (EFC) and all family financial information provided on the FAFSA to be acceptable. You may request a SAR be mailed to you to forward to AER. If you requested the hard copy SAR, it is usually eight pages in length. The student must mail a photocopy of **the entire SAR** to AER.

- c. **2007-2008 Institutional Student Information Record (ISIR):** Alternate documentation – the 2007-2008 ISIR printed by the Financial Aid Office at the school is an acceptable alternate analysis for the SAR. It must include the same information as the SAR. The postmark deadline is May 1, 2007. This is not the institution financial aid offering. The student must mail a copy of **the entire ISIR** to AER.
 - d. Do **NOT** mail AER a copy of your FAFSA application, the FAFSA renewal forms, the computer generated printout of data on the application, the family tax forms, or the institutional financial aid offering. **The 2007-2008 analysis from the Department of Education is the required document to be mailed.**
 - e. To be acceptable, the SAR or ISIR analysis must include family information and the EFC.
5. **TRANSCRIPT(S)/GRADES:** Web reports and attendance certifications are not acceptable.
- a. If you will be a freshman and have never attended college – a transcript is not required.
 - b. If you are currently in a post secondary school or have taken undergraduate courses previously, send us the official transcript of all post secondary grades to include the most recent semester or quarter completed to HQ, AER to verify cumulative GPA.
6. **ID CARD:** Send a legible photocopy of student's Dependent Military ID Card, FRONT AND BACK.
7. **SPECIAL CIRCUMSTANCES:** If you have special circumstances you wish AER to consider, include an explanation in "REMARKS" of the AER Form 6 or send an additional letter with your application. Should special circumstances occur after the application is forwarded, provide a subsequent letter to HQ, AER.
8. **TIMETABLE: MARK YOUR CALENDAR** 
- MARCH 1, 2007:** Hardcopy scholarship applications and supporting documentation must be mailed to HQ, AER postmarked no later than March 1, 2007. Online applications must be submitted no later than March 1, 2007. Supporting documents must be mailed. All documents except the SAR or ISIR must meet the **March 1, 2007** postmark deadline or submission deadline. Official transcripts may be mailed with the application or separately but must meet the **March 1 postmark deadline**.
- MAY 1, 2007:** SAR or ISIR financial aid analysis, 2007-2008 report, may be mailed with your application or separately but must be postmarked no later than **May 1, 2007**.
- JUNE 2007:** Award letters mailed to scholarship recipients during the first full week of June.
- JULY 16, 2007:** Scholarship recipients complete and return the AER Scholarship Agreement and provide a copy of report of final Spring grades (photo copy acceptable) for the 2007-2008 Academic Year. Web reports are not acceptable.
- AUGUST 6, 2007:** HQ, AER disburses scholarship funds to schools.
- NOVEMBER 2007:** Applications for the 2008-2009 Academic Year (AY) will be available on our (AER) Web Site, www.aerhq.org; by mail from HQ, AER; or local AER Section.
9. An AER Stateside Spouse Education Assistance Application (AER Form 6) includes the following elements, all of which must be complete and legible. Any parts prepared in pencil are not acceptable. The checklist below in para 10 is designed to help ensure the application is complete.
10. **WHAT TO SEND? Prior to registering, applicants may wish to gather the following information to assist with the application process. A COMPLETE APPLICATION INCLUDES THE FOLLOWING:**
- a. A Stateside Spouse Education Assistance Program Application for AY 2007-2008, with signatures (as applicable).
 - b. A General Power of Attorney, if applicable.
 - c. ARNG and USAR Soldier's: Active Duty Orders and Enlistment Contract, serving under Title 10, US Code.
 - d. Retired Army Soldiers: Retirement DD214 and Retirement Orders.
 - e. Deceased Soldiers: Army Casualty Report.
 - f. Deceased Soldiers after Retirement: Death Certificate, Retirement DD214 and Retirement Orders.
 - g. A copy of student Discharge Orders and/or DD214 if previously in the USA, USN, USAF, USMC, RES or GRD.
 - h. A 2007-2008 Student Aid Report (SAR), Financial Aid Analysis.
 - i. Official transcripts of grades verifying cumulative GPA of 2.0 on a 4.0 grading scale.
 - j. A legible photocopy of student's Dependent Military ID Card, FRONT AND BACK.
11. Completed applications and supporting documentation must be mailed to HQ, AER. Faxed applications and documentation will not be accepted. All documentation must accompany the application. Incomplete applications WILL NOT be considered. For acknowledgement that AER has received your application or subsequent correspondence, enclose a stamped, self-addressed postcard. We will date and return it. This is the only way we can acknowledge receipt. Note, return receipt to the student of the stamped dated postcard does not necessarily mean that your application was complete.

**HQ, ARMY EMERGENCY RELIEF
STATESIDE SPOUSE EDUCATION ASSISTANCE PROGRAM
200 STOVALL STREET
ALEXANDRIA, VA 22332-0600**

**HEADQUARTERS, ARMY EMERGENCY RELIEF (HQ, AER)
STATESIDE SPOUSE EDUCATION ASSISTANCE PROGRAM
APPLICATION FOR 2007-2008 ACADEMIC YEAR**

TYPE OR PRINT IN INK ONLY

1. PERSONAL DATA OF APPLICANT

Student Name: _____
Last First MI Jr., Etc Gender

Social Security Number: _____ Former Last Name(s) if any: _____

Student Mailing Address: _____
Number and Street

_____ *City or Town State Country Zip*

Home Phone: _____ Cell Phone: _____ E-Mail Address: _____

2. PERSONAL DATA OF SOLDIER

Soldier Name: _____
Last First MI Jr., Etc Gender

Social Security Number: _____ Pay Grade (on LES): _____ Soldier's Status (circle one): ACTIVE AGR RETIRED DECEASED

Soldier's Military Organization Address: _____
Number and Street

_____ *City or Town State Country Zip Code*

Total Years Service for Pay: _____ ETS Date (on LES): _____ E-Mail Address: _____

3. LIST ALL DEPENDENT CHILDREN and school status (use additional sheets as needed)

Name: _____ Age: _____ Grade: _____ Name of School (elementary, high school, college)

A. _____

B. _____

C. _____

D. _____

4. REMARKS (Include all information deemed pertinent for evaluation of this application. Use additional sheets as necessary)

5. EDUCATIONAL DATA

Are you applying as a (check one): Freshman Sophomore Junior Senior

6. FINANCIAL STATEMENT (2006 GROSS (before taxes) ANNUAL INCOME)

Active Duty Pay (include all allowances): \$ _____

Soldier's Civilian Job Pay: \$ _____

Spouse/Widow(ers) Income: \$ _____

Retirement Income: \$ _____

VA Disability Compensation: \$ _____

Other Income: \$ _____

7. PRIVACY STATEMENT AND SIGNATURES NOTICE TO APPLICANTS:

Since Army Emergency Relief (AER) is a private non-profit corporation, the Privacy Act of 1974 (5 U.S.C. 552c) is not applicable. However, AER wants participants to be fully aware and acknowledge the need for and use of information provided.

The applicant and Soldier voluntarily provide required confidential information with this application based upon the recognized necessity of the data to allow proper evaluation of eligibility for AER Stateside Spouse Education Assistance Program. To this end, we fully understand that:

- a. Participation in the AER Stateside Spouse Education Assistance Program administered by AER is voluntary.
- b. The requested information is needed for participation.
- c. The principal purposes of the requested information are to:
 - 1. Verify the identity of the applicant.
 - 2. Determine eligibility for program benefits.
 - 3. Permit administrative processing and evaluation for education assistance.
 - 4. Allow required servicing and administrative management of approved education assistance.
 - 5. Publicize assistance recipients in various publications.

We understand fully the foregoing and hereby authorize AER to disclose information relating to this application for education assistance whenever the disclosure is necessary for processing, servicing, granting or publicizing. We understand that, as a result of this consent, AER will not keep an accounting of disclosures of information regarding this application for education assistance since this notice informs us of the uses which may be made of the information.

We understand further that:

- AER education assistance funds are provided to spouses of active duty and retired Army Soldier's and therefore, will notify AER immediately if the applicant status should change.
- Awards are granted without regard to race, color, creed, religion, gender, disability or national origin.
- Active Duty military personnel are not eligible.
- Spouses receiving scholarship funds must enroll fulltime at the school accepting the funds.
- Courses such as ESL, CLEP, GED and DANTES are not eligible.
- Requested financial assistance is awarded for undergraduate studies only.
- Second undergraduate and graduate level courses are not included.
- Students must maintain a cumulative GPA of 2.0 on a 4.0 grading scale for funds to be disbursed.
- HQ, AER assumes no responsibility for applications or supporting documentation not received by this headquarters or not received in a timely manner.
- HQ, AER assumes no responsibility for items mailed to this headquarters address with insufficient postage and subsequently returned to the applicant by the postal service.
- All correspondence to the student will be sent to the address listed on the application until a change is received in writing.
- HQ, AER does not assume responsibility for letters from HQ, AER not delivered to the applicant. All changes to information furnished to HQ, AER must be submitted in writing.
- For continued educational assistance, a current year application and supporting documents including complete transcript must be submitted to HQ, AER for consideration for each academic year.
- All E-mail messages must have a subject line and the message must include the student's full name.

We have read carefully the completed application and it is accurate and complete to the best of our knowledge. We authorize the Director, Army Emergency Relief or a representative, as may be required, to verify any information herein by contacting an appropriate office or official. We agree to provide any requested documentation necessary for consideration of this application.

(Print) _____, is my bona fide dependent.
STUDENT NAME (printed)

(Student Sign) _____ DATE
SIGNATURE OF STUDENT

(Soldier Sign) _____ DATE
SIGNATURE OF SOLDIER (as applicable) (If signing for Soldier, sign Soldier's name - by POA and send a General POA with application and other supporting documents)