



## Coast Guard Mutual Assistance Supplemental Education Grant

The SEG program reimburses up to \$160 per eligible CGMA client per calendar year for documented educational costs specifically required by a course of study. Multiple grants may be awarded at different times during the calendar year so long as the \$160 per client limit is not exceeded. Applications must be received and processed within 12 months after the date of purchase. Each SEG applies to the current calendar year, regardless of when the costs were incurred.

When there is more than one eligible CGMA client in a family, grants of up to \$160 may be provided for each eligible CGMA client on behalf of the students within that family. However, no more than \$160 will be provided per calendar year on behalf of any one student.

SEG grants are awarded on a first-come first-serve basis, with availability limited to the funding level established each year by the CGMA Board of Control.

### **Eligibility:**

All CGMA clients<sup>1</sup> may apply for the SEG on behalf of themselves or their eligible family members<sup>2</sup>.

The student must be:

- Enrolled in an undergraduate (associate/bachelor) degree program,
- Pursuing a VoTech program approved by the Department of Veterans Affairs or Department of Education, and designed to prepare the student for entry into a career field,
- Following a degree plan authorized by the CG Institute, or
- Seeking a General Equivalency Diploma (GED).

Since this program is designed to help individuals obtain their first associate or bachelor degree, students having an associate or bachelor degree and seeking a second degree at the same level do not qualify, nor do those seeking a graduate degree. However students who have an associate degree and are seeking a bachelor degree do qualify.

Eligibility is based on the status of the CGMA client and student as of the first day of the course for which the SEG is applied.

Eligibility does not extend to CGMA members who are currently delinquent in repaying any CGMA loan or who appear on the CGMA Restricted List.

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<sup>1</sup> All CGMA clients means all active duty and retired Coast Guard military personnel, members of the Coast Guard Selected Reserve, Coast Guard civilian employees, Coast Guard Auxiliary members, U.S. Public Health Service officers serving with the Coast Guard, and un-remarried widowed spouses and dependent children of military personnel or civilian employees who were eligible for assistance in their own right at the time of their death.

<sup>2</sup> Eligible family members include the CGMA client's spouse and dependent children, that is children who are under 23 years of age, unmarried, not service-members, and who rely on the CGMA member for over half of their support.

## Supplemental Education Grant Cont'd

### Qualifying Expenses:

The SEG may reimburse the cost of normal fees, books, study guides, supplies, equipment and other documented educational costs directly related to the course of study. This may include, but is not limited to:

Registration fees	Workbooks
Enrollment fees	Art supplies
Lab fees	Audio/visual tapes
Activity fees	Graphing calculators
Graduation fees	Scientific calculators
Textbooks	Non-general purpose computer software
Lab books	Study guides (CLEP, DANTES, etc.)

### Excluded Items:

Non-reimbursable items include **tuition** and any items covered by other funding sources like Coast Guard Tuition Assistance, the Coast Guard Foundation or other similar programs, inside or outside the Coast Guard.

The following items are non-reimbursable:

Tuition	Tests/exams
Transportation	Ordinary school supplies (paper, pens, pencils, etc.)
Parking	General-purpose computer software
Food	(MS Windows, MS Word, Lotus, etc.)
Field trips	
Child care	

NOTE: Some schools charge a "multi-tech" or other flat fee that combines reimbursable and non-reimbursable items. It will be necessary, in that case, to identify the reimbursable items and the cost for those items when submitting your request. Your CGMA Representative will be able to determine whether a questionable item is reimbursable.

### To Apply:

Complete the Application for CGMA Supplemental Education Grant (SEG), CGMA Form 10.

Submit the following documents **to your nearest CGMA representative**:

- CGMA Form 10
- Original dated receipts for qualifying items
- Proof of student's enrollment (E.g., a certificate of enrollment or a letter from the school registrar) or evidence that the student is following a CG Institute approved degree plan

If mailing your application, provide a legible copy (front and back) of client's valid ID Card.

*Please keep a copy of the completed application for your records*