



**DISTRICT OF COLUMBIA NATIONAL GUARD**

OFFICE OF THE COMMANDING GENERAL

2001 EAST CAPITOL STREET

WASHINGTON, DC 20003-1719

Encl 2

**Major General David F. Wherley, Jr. Retention and College Assistance Program (DCTA)**

**STATEMENT OF UNDERSTANDING**

By signing below, I certify that I have read, understand, and agree to comply with the current policy for District of Columbia Tuition Assistance (DCTA):

I understand I must have at least a one year service obligation from my course end date for which DCTA was received. Failure to complete this final year of service will result in recoupment of DCTA funds.

I understand that my complete application must be submitted at least 30 days prior to my course start. Failure to do so may result in the rejection of my application.

I understand that if my school is not registered with the DC Government Vendor Services Portal for invoicing and payment (see Encl. 3 of DCTA policy), I am not guaranteed any funding.

I understand I must inform the DCTA Program Manager if there are any changes to my applications regarding adding, dropping, or changing courses. Failure to report any changes within 5 days will result in non-payment and/or recoupment of DCTA funds. I am responsible for any added fees for such adjustments.

I understand that I am responsible for ensuring that my school has completed the payment process with the DC Government within 30 days of my course end date. Failure to do so will result in non-payment of DCTA.

I agree to comply with all requirements and policies of the District of Columbia National Guard Retention and College Access Program Joint Policy

Service Member Signature