

List of Effective Pages

The following is a list of the effective pages of the CGMA Manual released in March 2004. This Manual was last updated in January 2009.

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Preface 1 page

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Form #	Revised	Form #	Revised	Form #	Revised
CGMA 5	02/08 _____	CGMA 17	02/08 _____	CGMA 42	02/08 _____
CGMA 6	02/08 _____	CGMA 20	09/06 _____	CGMA 43	02/08 _____
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CGMA 15	02/08 _____	CGMA 22b	04/08 _____	CGMA 52	01/00 _____
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Form #	Revised	Form #	Revised
DD 2558	09/02 _____	00-35-2653NSBW	06/08 _____
HUD-1	03/86 _____		

Excluded Items: NON-reimbursable items include:

- Tuition
- Food
- The cost of tests or exams
- Normal school supplies (paper, pencils, and notebooks)
- General purpose computer software (such as MS Windows, Word, Lotus)
- Transportation
- Field trips
- Parking
- Child-care

Also not reimbursable are any items covered by other funding sources such as Coast Guard Tuition Assistance (CGTA), Coast Guard Foundation programs, or other similar programs inside or outside of the Coast Guard; or any item where reimbursement is not made within 1 year from the date of payment.

Note: Some schools charge a "multi-tech" or other flat fee that could include both reimbursable and non-reimbursable items (see above). Documentation provided by the client must identify the reimbursable items and the costs for those items. Contact the CGMA-HQ Administrative Assistant or the Director of Administration for additional information. (See paragraph 2-D-2 for CGMA-HQ contact information.)

Grant Amount: The Board of Control determines the number and the dollar value of the grants each fiscal year. Determining factors include the amount of contributions received, the return on investments, and the trend of overall CGMA assistance provided each year.

Clients and Representatives should verify the availability of these grants prior to applying for a grant. Information concerning grants available each year under this program will be announced in Board of Control Minutes. Information is also available on the CGMA-HQ website (www.cgmahq.org) or by contacting the CGMA-HQ Administrative Assistant or the Director of Administration. (See paragraph 2-D-2 for CGMA-HQ contact information.)

- Up to \$250 in SEG grants may be issued per CGMA client, per calendar year. In a family where there are two eligible CGMA clients, grants of up to \$250 may be provided to each CGMA client on behalf of the students within that family, so long as not more than \$250 per calendar year is provided on behalf of any one student.
- Multiple grants may be given to an individual at different times during the calendar year, with the aggregate amount of these grants not to exceed \$250 per individual, per calendar year.
- All SEG grants will be applied to the current calendar year, regardless of when costs were incurred.

- Caution must be taken to ensure that no individual or family receives SEG grants exceeding authorized limits. Any individual or family receiving SEG grants exceeding the grant limits in a calendar year, regardless if the client or CGMA causes the error will be expected to repay the excess amount.
- SEG availability is subject to annual funding level changes; grants will be awarded on a first come, first serve basis.

Application Procedures: Requests for a Supplemental Education Grant must be received and processed within 12 months from the date of payment for a qualified item.

To request a Supplemental Education Grant, the CGMA client must:

- Complete all sections of the Application for CGMA Supplemental Education Grant (SEG), (CGMA Form 10).
- Attach a copy of the student's proof of enrollment, such as a copy of the Command Approved Off-Duty Tuition Assistance Form (CG-4147), a certificate of enrollment with current courses listed, a letter from the Registrar's Office, or evidence that the student is following a Coast Guard Institute (CGI) approved plan.
- Attach a legible copy (front and back) of the client's valid Coast Guard ID card. (Needed when the application is being mailed to the Representative.)
- Attach the student's original dated receipts for each item of reimbursement. Reproduced copies of receipts are not acceptable. A carbon copy or multi-part form copy presented by the applicant is acceptable if it was the only receipt given to the student by the school, bookstore or other vendor source.

Approval and Processing: Upon receipt of a properly completed application, CGMA Representatives may approve SEG grant requests for qualified expenses, **provided:**

- All requirements of the program have been met.
- The total amount of SEG grants received by the client or client's family does not exceed \$250 per calendar year. (\$500 per family where there are two eligible CGMA clients.)
- Reimbursement for authorized items will be made within 12 months of the date of payment.