

## 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 Apr 2005.

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### Chapter 1 Background 5 pages

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- 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 \$160 per calendar year. (\$320 per family where there are two eligible CGMA clients.)
- Reimbursement for authorized items will be made within 12 months of the date of payment.