

DISTANCE LEARNING SPECIAL ENROLLMENT PROCEDURES FORM

Enrollment/Grade Reporting Procedures for Distance Learning Courses from Regionally or Nationally Accredited Schools NOT affiliated with DANTES (Defense Activity for Non-Traditional Education Support).

INSTRUCTIONS FOR STUDENT:

Complete the following blanks and attach this sheet to the DANTES Distance Learning Enrollment Form (1562/31) and the Up Front TA Authorization Form, when applicable. Mail the forms to: Mass. Army National Guard, Education Services Office, 50 Maple Street, Milford, MA 01757-3604

Your name: _____ SSN: _____ - _____ - _____
(Last, First, MI) (Rank)

School Name: _____

School Address: _____

Course Number and Title: _____

Your Signature: _____

Whether reimbursed or funded on an Up front basis by DANTES, you MUST ensure that the school provides a grade report to DANTES upon course completion.

INSTRUCTIONS FOR SCHOOL:

This Army National Guard member is authorized to receive (circle one) REIMBURSED / UP FRONT Federal tuition assistance upon (circle one) COMPLETION / REGISTRATION of / for this distance learning course. For the Army National Guard member to receive this Federal tuition assistance, you must:

1. Mail or fax one copy of the attached DANTES Distance Learning Enrollment Form (1562/31) and Up Front TA Authorization Form, when applicable, to the Department of Defense address below as soon as possible:

**DANTES
CODE 20J
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5243**

**POC: Mrs. Trish Stronko
Phone: (850) 452-1085 Fax: 452-1161
Email: tstronko@voled.doded.mil
Homepage:
<http://www.voled.doded.mil/dantes/dl/index.htm>**

2. Mail or fax course grades or confirmation of successful completions, withdrawals, terminations, and other non-completions to DANTES at the above address within 30 days of the end of the course.

3. If you have a large number of military distance learning students, contact DANTES to discuss listing your school in one of the DANTES Distance Learning Catalogs available to military members worldwide.

4. You may report these grades to DANTES using several methods:

- A postage pre-paid, TERMINAL ACTION STATEMENT CARD available free from DANTES;
- School transcripts or course grade reports;
- Individual letters or memos; or
- Typed lists of grade information. Reports other than on the Terminal Action Statement Card must display school letterhead/seal and be signed and dated by a school official.