



DEPARTMENT OF THE ARMY
 EDUCATION SERVICES OFFICE
 NORTH CAROLINA ARMY NATIONAL GUARD
 1636 GOLD STAR DRIVE
 RALEIGH, NORTH CAROLINA 27828-1383

NC NG EDUCATION SERVICE OFFICE

DATE

APPEAL FORM FOR RECORD

APPEAL INSTRUCTIONS

If your NCTAP request was denied due to late submission, you may appeal that decision in writing **up to 5 days** after the application deadline. The written request must include the reason you feel your NCTAP application should be accepted along with any additional documentation to support your reasoning.

****If your appeal is accepted, it does NOT mean an automatic approval of NCTAP funds***

To file an appeal for acceptance of a late application, you must meet all NCTAP qualifications and submit the following to ng.nc.ncarnng.mbx.nctap@army.mil

1. This completed appeal form and any supporting documents to prove extenuating circumstances
2. Your completed NCTAP application
3. Class schedule from school
4. Itemized invoice showing breakdown of tuition and fees
5. Final grades from previous semester (only if you have applied for NCTAP before)

Name:

School:

Reason for appeal:

IST to NCNG

Extending Contract

Medical Circumstance

Death

Other _____

For NCTAP Coordinators **ONLY**

Appeal Decision: APPROVED DENIED _____