

Tuition Assistance (TA) Application Process For Education Goal Types:



A screenshot of a dropdown menu with three options. Each option consists of a 'Select' button and a text label. The options are: AA/AS/AAS - Associates Degree, BA/BS/BAS - Bachelors Degree, and MA/MS/MBA - Masters Degree.

Select	AA/AS/AAS - Associates Degree
Select	BA/BS/BAS - Bachelors Degree
Select	MA/MS/MBA - Masters Degree

The following slides provide step-by-step instructions for requesting tuition assistance, via AFVEC.

- Applying for TA
 - Before you Begin
 - During the TA Process
- Checking the Status of your TA Application
- Changing TA Application
- Demo of TA Application


Applying for TA

■ Before you Begin

- To ensure accuracy and avoid delays, you should have your student registration form while completing your TA request.
- TA applications are initiated on the Air Force Virtual Education Center (AFVEC).
- You must **FIRST** have an approved education goal, with degree plan, for your school loaded before applying. **Exception:** CCAF degrees only require a goal. **NOTE:** An evaluated degree plan must list all credits required for graduation.
- Ensure your education record is updated. Inaccurate or missing information may prevent you from applying for TA. **Contact your Base Education Center for assistance/verification.**

Applying for TA


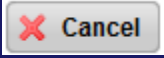
■ During the TA Process

- There are eight steps to complete the TA application.
- **Only** use the navigation buttons at the bottom of each step 
- Accuracy of course information is key to ensure your TA application is approved in a timely manner.
- Incorrect information on your TA application will result in your application being Deferred or Disapproved.
- The system calculates to ensure Mil TA does not exceed cap of \$250/SH or \$166.66/QH when tuition and fees are added together and ceiling of \$4,500 per fiscal year for pursuit of educational programs.
- Certificate/licensure has a career lifetime ceiling and limitation of one program up to \$4,500.

Status of TA

- **Checking the Status of your TA Application**
 - Your supervisor must approve or deny your request for TA. They will be notified via email, based on the information from your education record. If approved you will receive an email notification.
 - After the supervisor, your TA application will either be auto-approved or electronically sent to your Base Education Center that coincides with your servicing Military Personnel Office.
 - Your Base Education Center will either approve, defer, or disapprove your request. You will receive an email with their decision. **NOTE: Ensure your email address is accurate, in your education record, so you receive the email.**
 - If TA application is approved, log into the AFVEC and click on Enrollments to print the TA form, if needed. Academic Institutions (AI) have the ability to view and print TA forms; however, your school may require students provide a printed TA form.

Changing TA Applications

- If you need to make any changes to or cancel your TA, **BEFORE** it is approved. Log into AFVEC and click on Enrollments, then click . Then you may re-accomplish your TA request. **NOTE:** If you do not see the  button, your TA has already been approved.
- If you need to make any changes to or cancel your TA, **AFTER** it is approved, contact your **Base Education Center** immediately. **Note:** If your course has already started, you may be responsible for any government costs (TA funds).

Demo of TA Application



Mandatory updates will appear on your **AFVEC** homepage.

My Education Record Status


Current FY TA Remaining:	\$4,500.00
Lifetime Certification TA Remaining:	\$4,500.00
Undergraduate GPA:	N/A
Graduate GPA:	N/A

Your education record has the following issue(s) that need to be addressed:

Need to be addressed:

-  You have not received your initial counseling briefing. According to AFI 36-2306 Para 7.7, you must receive initial Tuition Assistance counseling prior to applying for TA. Please contact your education center.
-  Verify DOS in your personal data. You must contact your education center if your DOS needs to be updated.
-  You have not provided information on your supervisor.

Recommended issues to address:

-  You have not completed your Annual Military TA Benefits Training. To take your training please navigate to the "Annual TA Benefits Training" link on the "My Education Record" Menu.

[View My Education Record](#)

Click **View My Education Record** to access your education record. **Note:** Some information must be updated by your Base Education Center.

You will not be able to apply for TA until they are cleared.

To apply for tuition assistance, click the **Apply for TA** link located on your AFVEC homepage.

The screenshot displays the AFVEC homepage interface. On the left, there is a section titled "In the Spotlight" with a dark header. Below the header, three news articles are listed, each with a flame icon, a title, a date, and a truncated description. The first article is "TA Changes (AF News Article)" dated 10/02/2014. The second is "Tuition Assistance and the DoD MOU" dated 07/11/2014. The third is "NAIMES STUDENT SPOTLIGHT AWARD" dated 06/17/2014. A "More News" link is positioned at the bottom right of this section. On the right side of the page, there is a "Self Service" section with a dark header. Below the header, a list of self-service options is provided: "Apply for Tuition Assistance" (circled in red), "* CCAF View Progress Report", "CCAF Request Transcript", "* CCAF Course Conversion", "Print Education Record", and "Rate My School". A note at the bottom of this section states "* Requires restricted .MIL network access".

In the Spotlight

TA Changes (AF News Article)
10/02/2014
AF updates voluntary education programs for FY15...

Tuition Assistance and the DoD MOU
07/11/2014
New DoD Guidelines for MilTA: A few weeks ago emails were sent to all airmen using MilTA in the last year to...

NAIMES STUDENT SPOTLIGHT AWARD
06/17/2014
NAIMES STUDENT SPOTLIGHT AWARD ...

[More News](#)

Self Service

- [Apply for Tuition Assistance](#)
- [* CCAF View Progress Report](#)
- [CCAF Request Transcript](#)
- [* CCAF Course Conversion](#)
- [Print Education Record](#)
- [Rate My School](#)


* Requires restricted .MIL network access

If you do not have any mandatory updates, please read statements 1-5, before selecting TA type, then click **Start Application**.

TA Application

In order to make your application process easier, you should have the following pieces of information available:

- A copy of your student registration or student handbook. This will help you identify the courses and course numbers you are taking, the number of semester hours or quarter hours, and the cost per semester or quarter hour.
- Exact term dates for the courses you are taking.
- Make sure your personal data in your education record is up-to-date. This is crucial in making sure your application for tuition assistance goes through smoothly.
- Please be aware that TA for courses starting in the next fiscal year is conditional until receipt of the TA funds.

Select Tuition Assistance (TA) you are applying for: * 

[Start Application](#)

Step 1 requires you to select your **base**, your TA Application will go for approval.

After you select your **Base**, identify if you are **deployed**.

TA Application: Tuition Assistance Type

Tuition Assistance (TA) you are applying for:
Active Duty

Your servicing Education Center location is the same as your servicing MPF location. Selecting the wrong education center may result in your TA application being delayed or disapproved.

My TA application will go to: *

Are you applying for TA from a deployed location: *
 Yes
 No

Click to proceed to step 2

Step 2 requires you to **Select the Goal** your course will apply toward. Only the approved goals will be listed.

Click  to proceed to Step 3

TA Application: Education Goal

This is a list of your current approved goals in your education record. Please select the goal that you would like to apply your courses to for this application and click "Next".

GOAL TITLE / SCHOOL	GOAL TYPE	
Avionics Systems Technology	CCAF Degree	Select Goal

TA Application: Education Goal

This is a list of your current approved goals in your education record. Please select the goal that you would like to apply your courses to for this application and click "Next".

GOAL TITLE / SCHOOL	GOAL TYPE	
Asian Studies UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE	BA/BS/BAS - Bachelor's Degree	Select Goal

[Back](#)

[Next](#)

[Cancel](#)

Step 3 requires you to **Enter School and Course Data.**

The Student ID refers to your school ID, not military ID or Social.

Choose correct Term Date

TA Application: School Information

Select School: * [Change School]

Select Campus: *

Providing your school student ID will help your school bill and process your grade in a timely manner.

School Student ID:

Select Term: *

- 10/20/2014 - 12/14/2014 - Fall 2014 Online Session 4 - All Campuses
- 10/20/2014 - 12/14/2014 - Fall 2014 On-site Session 2 - All Campuses
- Other

Back

Next

Cancel

Click  to proceed to Step 4

You will only be allowed to add courses until the Remaining Credits is more than zero (0)

You can view your **Degree Plan**, to check approved courses.


TA Application: Course Information

Courses on TA

COURSE CODE - TITLE	CREDIT TYPE	# CREDITS	CREDIT COST	GOV COST	YOUR COST	TOTAL
No Courses						
						Total:

Add Course

Goal Title:
Asian Studies

Degree Plan:
[View Degree Plan](#) 

Applied Courses

Credit Summary (SH): Required 111.00 Completed 0.00 Other 0.00 Remaining 111.00

Add Course

Back Next Cancel

Click  to proceed

You may select a course from the pre-loaded listing or **Add Course Information Manually**.

Click  to select course

Click  to see the course details (description & schedule)

TA Application: Course Information


Can't find your course? Click the button below to enter your course information manually.

[Add Course Information Manually](#)

School:









Course Subject:

Course Title Keyword Search:

All Subjects 

[Search](#)

[Cancel](#)

CODE - TITLE	LEVEL	CREDITS	CREDIT TYPE	GEM*	 
GVPT170 - American Government	Undergraduate	3	Semester Hour		 
WRTG101 - Introduction to Writing	Undergraduate	3	Semester Hour		 
PHIL110 - Practical Reasoning	Undergraduate	3	Semester Hour		 

(cont. on next slide)

Adding Course Information Manually

You will need to ensure **ALL** blocks are populated with accurate information.

Click  to proceed

TA Application: Course Information

Goal Area: General Education	General Education Sub-Category: * Social Science	Is this a Foreign Language Course? * <input type="radio"/> Yes <input checked="" type="radio"/> No
Course Code: * GVPT170	Course Title: * American Government	
Course Level: * UNDERGRADUATE	Course Location: * DL/Online	
Course Credit Type: * Semester Hour	Number of Credits: * 3	Cost Per Credit: \$ * <input type="radio"/> \$216.00 - Spring 2015 - Undergraduate Programs - Europe On-Site <i>Credit Cost does not include additional fees that could be associated with certain classes.</i> <input type="radio"/> \$216.00 - Spring 2015 - Undergraduate Programs - Europe Online <i>Credit Cost does not include additional fees that could be associated with certain classes.</i>

Remember, inaccurate information may result in your TA request being deferred or disapproved

Now you will see your course information loaded. If you need to add another course, click **Add Course**.

If only one course is being applied for, click  to proceed to Step 5.

TA Application: Course Information

Courses on TA

COURSE CODE - TITLE	CREDIT TYPE	# CREDITS	CREDIT COST	GOV COST	YOUR COST	TOTAL	
GVPT170 - American Government	Semester Hour	3	\$216.00	\$648.00	\$0.00	\$648.00	
			Total:	\$648.00	\$0.00	\$648.00	

Add Course

Goal Title:

Avionics Systems Technology

Degree Plan:

No Degree Plan Uploaded

General Education

Electives

Physical Education

Technical

LMMS

The general education requirement is satisfied by applying civilian courses accepted in transfer or by testing credit. If you opt for not taking a GEM course, you can manually input your course information or select from the course catalog if your college has loaded one. Note: Some schools require you select from the course catalog so you may not have the option to manually input course information. If the course you are taking is not a GEM approved course, please ensure it will fulfill your CCAF degree requirements by using the Civilian Course Conversion Table (CivCCT) or checking with your Education Office.

Credit Summary (SH): Required 15.00 Completed 3.00 Other 0.00 Remaining 12.00

Add Course

Back

Next

Cancel

Step 6: Supervisor Information.

Your supervisor will receive an email, notifying them of your request.
They must approve your request for TA.

Any changes you make here will also update your education file.

TA Application: Supervisor Information

Verify that your supervisor's contact information is accurate. Your tuition assistance document may be disapproved if it is incorrect.

First Name: *

Last Name: *

Email Address: *

Alternate Email Address:

Phone:

Remember,
inaccurate
information may
result in your TA
request being
deferred or
disapproved

Click to proceed to Step 7.

Step 7: Review & Verify Application.

Email is used to notify you of your TA's status.

Online Tuition Assistance Application: Step 7 of 8 Review & Verify Application

Personal Data:

First Name: [REDACTED]
Last Name: [REDACTED]
Rank: E-4
Assigned Unit: [REDACTED]
Duty Phone: [REDACTED]
DEROS:
DOS: 8/19/2014
TAFMSD:

Contact Information:

Office Symbol: MXMTC
E-mail Address: [REDACTED]
Alternative E-mail Address:
Street Line 1: [REDACTED]
Street Line 2:
City: APO
State:
Zip: [REDACTED]

Supervisor Information:

First Name: [REDACTED]
Last Name: [REDACTED]
E-mail Address: [REDACTED]
Alternative E-mail Address:
Phone: [REDACTED]

Tuition Assistance Base:

Your Tuition Assistance application is being submitted to: RANDOLPH (AETC)

School and Term Dates:

School: [REDACTED]
Campus:
School Student ID:
Term Start: 10/1/2013
Term End: 11/29/2013

Courses and Course Fees:

Course Code - Title	Credit Type	# Credits	Credit Cost	Gov Cost	Your Cost	Total
COMM200 - Public Speaking	Semester Hour	3.00	\$200.00	\$600.00	\$0.00	\$600.00
FEE: Technology - COMM200	Course Fee	1	\$50.00	\$50.00	\$0.00	\$50.00
			Totals:	\$650.00	\$0.00	\$650.00

[Back] [Next] [Cancel]

Remember, inaccurate information may result in your TA request being deferred or disapproved

(cont. on next slide)

“Top-Up” is available, when there is a student cost.

Online Tuition Assistance Application: Step 7 of 8 Review & Verify Application

Personal Data:

First Name: [REDACTED]
Last Name: [REDACTED]
Rank: E-6
Assigned Unit: [REDACTED]
Duty Phone: [REDACTED]
DEROS:
DOS: 12/26/2013
TAFMSD: 12/13/1989

Contact Information:

Office Symbol: [REDACTED]
E-mail Address: [REDACTED]
Alternative E-mail Address:
Street Line 1: [REDACTED]
Street Line 2:
City: [REDACTED]
State:
Zip: [REDACTED]

Tuition Assistance Base:

Your Tuition Assistance application is being submitted to: MAXWELL (AETC)

School and Term Dates:

School: [REDACTED]
Campus: [REDACTED]
School Student ID: [REDACTED]
Term Start: 1/27/2012
Term End: 3/2/2012

Courses and Course Fees:

Course Code - Title	Credit Type	# Credits	Credit Cost	Gov Cost	Your Cost	Total
ARTT205 - Art Appreciation	Semester Hour	3	\$200.00	\$600.00	\$0.00	\$600.00
FEE: Technology - ARTT205	Course Fee	1	\$25.00	\$25.00	\$0.00	\$25.00
Totals:				\$625.00	\$0.00	\$625.00

VA TOP UP

Some or all tuition assistance will be paid by you. If you are enrolled in MGIB, you can elect the VA Top Up Option to cover the additional cost not covered by TA. Please visit the VA Top Up page to check your eligibility.

Yes Use VA TOP UP.

Back **Next** **Cancel**

Remember, using Top-Up reduces your GI Bill benefits later.

Click **Next** to proceed to Step 8.

Step 8 requires you agree to all conditions. Read each condition carefully and then click in the boxes to the left. (Cont. on next slide)

TA Application: Submit Your Information

You must agree to all conditions in order to submit this application for approval:

- I agree that no changes will be made in the above course(s) or dollar amounts without the approval of the issuing education center staff; otherwise, I will pay the difference to the Air Force and/or the school. I understand that the Air Force will pay 100% of my tuition up to \$250 per SH and \$166.66 per QH.
- I understand that my annual fiscal year CAP is \$4500. I agree to pay the remaining amount and any other costs. IAW AFI 36-2649, I will reimburse the Total Government Cost above for non-completions, withdrawals, or unsatisfactory grades due to reasons within my control.
- I understand that it is my responsibility to ensure my grades are updated in the AF official system of record (AFAEMS/AFVEC). Grades that are 60 days past term end date are considered overdue and will prevent me from applying for TA and will result in reimbursement of TA. I hereby voluntarily authorize the amount to be withdrawn from my pay if it is determined that my failure to complete the course was not due to circumstances beyond my control. Collection of this debt will be in accordance with DoDFMF, Vol 7A, Chapter 50 and AFMAN 65-116, 70.21
- I authorize the release of academic information (course grades, degree/certification completion status etc.) by the above Institution to the Air Force (PL 93-568). I agree to notify the education services office of degree completion or completion of 15 semester hour increments (or quarter hour equivalent) according to AFI 36-2305 for update of my military record. All policies and conditions in AFI 36-2306 apply. I understand that this application does not guarantee that funds are available and that the United States Air Force has no obligation to fund this application until it has been approved (within 5 business days) by the Education Services Officer.
- I understand that TA for courses starting in the next fiscal year is conditional until the receipt of the TA funds.

PRIVACY ACT STATEMENT:

AUTHORITY: 10 U.S.C. 8013 and EO 9397.

PRINCIPAL PURPOSE: To process an individual's request for Air Force tuition assistance. Use of SSN is necessary to make positive identification of the individual and records.

ROUTINE USES: Records may be disclosed to civilian schools for the purposes of ensuring correct enrollment and billing information.

DISCLOSURE IS VOLUNTARY: Disclosure of SSN is voluntary; however, failure to provide the information required may result in disapproval of the individual's request for tuition assistance.

PENALTY STATEMENT:

There are severe criminal and civil penalties for knowingly submitting false, fictitious, or fraudulent application and for requesting federal funding that duplicates course costs funded elsewhere.

I certify that the information on this application that I have provided is correct to the best of my knowledge.

SIGN DOCUMENT:

Sign as: *

Back

Submit

Cancel

← Click Submit when ready

**If you have any questions,
please contact your Base
Education Center.**