How to Apply for Air Force TA

- **<u>Before an Airman can apply</u>** for Tuition Assistance (TA) from the Air Force, the Airman has to ensure they have an approved degree plan submitted to and approved by the local education on Pope Field.

- **<u>Additionally,</u>** there is annual training that must be accomplished and the Airman must be accomplished and that training must be current to apply for TA
  - That training is Virtual benefits training that is found on the AFVEC website
  - https://afvec.us.af.mil

Step 1: Log on to AFVEC website at https://afvec.us.af.mil

Step 2: Click Apply for funding

Step 3: Verify info of Supervisor and then student info
This is important to have right because the supervisor email is where the TA form will go to get approved. *** <u>TA forms from AFVEC will go into junkmail folder. Tell supervisor to check junkmail folder!***</u>

Supervisor Information ✏️

Supervisor information is required for approval of most funding request types.

Having someone other than your supervisor approve your funding request will be considered fraudulent and punishable under the UCMJ. Exception: If the immediate supervisor will not be available to approve your funding request then you must obtain approval from a member of your chain of command (i.e. flight/section chief, superintendent, first sergeant or squadron commander).

First Name
Jeffrey

Last Name
Wills

Email
████████@us.af.mil

Alternate Email

Phone Number
424-3█████████

Contact Information ✏️

Email
████████E@US.AF.MIL

Personal Email
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Work Phone
4243648

Mobile Phone
████████

Address ✏️

Street 1
████████e

Street 2

City
Cameron

State

Zip
28326

VERIFY AND PROCEED   CANCEL

Step 4: Read and check everybox. Then click the "I Agree, Continue button"

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User Agreement

In order to simplify the application process, you should be aware of or have the following information:

- Access to your student registration information. This will help you identify the course information needed for your funding request. You will need the following information: course codes, course titles, number of credit hours, credit hour type (semester or quarter), and cost per credit hour.
- Exact term dates for your courses. These dates are set by your institution and is inclusive of the entire term. These dates will not fluctuate based on your individual schedule.
- Ensure your personal data is up-to-date on your education record. This is crucial in making sure your funding request flows properly.

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

ACADEMIC

☑ 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 DoDFMR, Vol 7A, Chapter 50 and AFMAN 65-116, 70.21

☑ I authorize the release of academic information (i.e. Course grades, degree/certification completion status etc.) by the above institution to the Air Force (PL 93-568). I understand that official document of degree completion must be provided to the education center before Mil TA will be authorized for another degree for which Mil TA may pay. While most Academic Institutions (AI) load degree completions in the AI Portal, it is ultimately the Airman's responsibility to ensure the education level is updated. All policies and conditions in the AFI 36-2670 apply.

FINANCIAL

☑ 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 36-2670, I will reimburse the Total Government Cost above for non-completions, withdrawals, or unsatisfactory grades due to reasons within my control.

☑ 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 staff.

☑ 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 AGREE, CONTINUE   CANCEL

Step 5: Select the correct location of the education office that will approve this TA funding request

Then only click the "YES" button under the question in the <u>red circle</u> if you are deployed on orders somewhere. If you are permanently stationed at the location, i.e. Turkey, Qatar, Korea for a year, you will delay this application while you have to fix this.

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① Demographic   ② Institution   ③ Term Dates   ④ Courses

What is your Servicing Education Center?

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

Location
POPE (AMC) ▾

Are you applying for funding from a deployed location?
◉ Yes   ○ No

NEXT   CANCEL

Step 6: The Institution part will always stay the same. The campus section you can choose. Online students should choose Main campus. The Institution ID will auto populate

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Demographic ——————— ② Institution ——————— ③ Term Dates ——————— ④ Courses

What is your Institution?

> If you would like to enroll for a course(s) at an institution that is not assigned to your education goal, please contact your servicing Education Center.

Institution
FAYETTEVILLE STATE UNIVERSITY

Campus
FAYETTEVILLE STATE UNIVERSITY- MAIN CAMPUS

Institution Student ID
████████████████

BACK   NEXT   CANCEL

Step 7: Select your Course. You can filter by subject and that is easiest. After this you will then have to enter the course dates. Some course have the dates pre-loaded, other do not. Please have the course dates handy. It will make the application process easier for you.

✏️ Demographic ————————————— ✏️ Institution ————————————— ✏️ Term Dates ————————————— ④ Courses

ADD COURSES MANUALLY   **BACK**

Subject ▼   Keyword

		Code - Title	Level	Credits	Credit Type	GEM*
⌄	+	BIDA 640 - Big Data and Web Intelligence	Graduate	3	Semester Hour	
⌄	+	ACCT211 - Principles of Accounting I	Undergraduate	3	Semester Hour	
⌄	+	ACCT212 - Principles of Accounting II	Undergraduate	3	Semester Hour	
⌄	+	ACCT300 - Accounting Information Sys	Undergraduate	3	Semester Hour	
⌄	+	ACCT311 - Intermediate Accounting I	Undergraduate	3	Semester Hour	
⌄	+	ACCT312 - Intermediate Accounting II	Undergraduate	3	Semester Hour	
⌄	+	ACCT320 - Federal and State Income Taxes	Undergraduate	3	Semester Hour	
⌄	+	ACCT321 - Cost Accounting	Undergraduate	3	Semester Hour	

Step 8: In this step you will have to select the LEVEL, Location, Number of Credits, and Credit Type. Sometimes this auto populates. On electives this does not. Then you will need to select ADD COURSE.

NOTE select the correct payment schedule for your program

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| ✎ Demographic | ✎ Institution | ✎ Term Dates | ④ Courses |

Code
BIDA 640

Title
Big Data and Web Intelligence

Level
Graduate ▼

Location
DL/Online ▼

Number of Credits
3

Credit Type
SH ▼

Cost Per Credit

○ **$168.63 - Graduate Tuition Distance Education 2020-2021**
Online Fees $ 16.40 per credit hour plus $ 3.75 security fee, $ .12 SGA fee, and $20 Proctor fee per course

◉ **$197.65 - MBA Online - Instate 2020-2021**
Online Fees $ 16.40 per credit hour plus $ 3.75 security fee, $ .12 SGA fee, proctor fee $20.00

☐ Different Cost?

ADD COURSE   **BACK**

Step 9: This is the page where you review the application and the submit.

Step 10: Once the funding request is approved select Funding Requests

Step 11: click PRINT PDF and email the TA Form to XXXXXX@uncfsu.edu