

STAP Applications are now available online!
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and click "create account"



Spouse Tuition Assistance Program (STAP)

Funded by the Air Force Aid Society in coordination with the Kadena Education Services Office

Program Overview

The STAP program is a benefit program for spouses of active duty AF personnel. The purpose of the program is to provide partial tuition assistance for post-secondary programs in the form of a grant. The focus of the program is to aid the participant in completing degree programs or certificates, which enhance future employability.

STAP is fully funded by the Air Force Aid Society (AFAS), which is funded by voluntary donations made by Air Force employees. None of the funding for STAP comes from taxes or congressional appropriated funds.

AFAS is a private, non-profit organization chartered under the laws of Virginia. It is NOT part of the United States Air Force, nor is it a government agency.

AFAS Headquarters sets the guidelines for STAP. They work closely with each MAJCOM and with Air Staff to ensure they are doing what is in the best interest of the Air Force.

STAP is available at overseas bases only. There are different programs to assist with the cost of higher education at stateside bases.

Who Can Use STAP?

- Student must be the spouse of an active duty member assigned to Kadena Air Force Base
- Student must have completed the ENTIRE STAP application and submitted it to the Education Center by the deadline.
- Student must be enrolled in an accredited program leading to the completion of a certificate or degree, which enhances employment opportunities.

How much STAP can I Receive?

- -Maximum of \$1500 per academic year, not to exceed \$300 per STAP term.
- -Award cannot exceed 50% of unmet tuition costs.
- -STAP may be used with other types of aid, except MyCAA. Financial Assistance must be used prior to using your STAP funds (with the exception of loans). STAP can be used if MyCAA is exhausted or denied.
- -STAP cannot be used to pay for the same class twice.

Example A: ENGL101, Tuition Rate for 3 hours-\$300, STAP applied- \$150 (not more than 50%)

Example B: ENGL102, Tuition Rate for 3 hours-\$300, Scholarship applied-\$250, STAP applied-\$25

Can I Use STAP at any School?

NO. STAP can only be used at schools contracted on-base. As well, STAP may only be utilized for the programs contracted by the university locally. For example, if CTC offers an online Bachelor's degree in Basket Weaving, STAP cannot be used towards this degree because they are contracted for Associates level classes only.

SCHOOL	PROGRAM OF STUDY	PHONE	WEBSITE
Central Texas College	Associate of Applied Sciences	634-0711	www.ctcd.edu
University of MD	Associate of Arts, Bachelor of Arts/Sciences	634-4383	www.asia.umuc.edu
Troy University	Master of Science	634-3930	www.pacific.troy.edu
Univ of MD/Bowie State	Master of Arts or Education	959-3940	www.asia.umuc.edu
University of Phoenix	Master of Arts, Master of Mgt	959-0123	www.uopxoverseasmil.com

How Do I Apply?

Turn in your completed application to the Education Office by the deadline stipulated in the STAP application schedule. Applications will not be accepted outside the specified time frame.

Application Schedule

STAP Session	Session Dates	1 st Date to Submit	Last Date to Submit	LES
I	24 AUG-18 OCT	1 JUNE	06 AUGUST	MOST CURRENT
II	26 OCT-20 DEC	24 AUGUST	08 OCTOBER	MOST CURRENT
III	18 JAN-14 MAR	26 OCTOBER	30 DECEMBER	MOST CURRENT
IV	22 MAR-16 MAY	18 JANUARY	03 MARCH	MOST CURRENT
V	07 JUN-01AUG	22 MARCH	19 MAY	MOST CURRENT

**APPLICATIONS WILL ONLY BE ACCPETED DURING EDUCATION CENTER OFFICE HOURS
MONDAY – FRIDAY 0830-1530**

***APPLICATIONS WILL NOT BE ACCEPTED AFTER THE ABLE TIME FRAMES FOR ANY REASON. ***

- Be sure to complete ALL PORTIONS of the application. Incomplete applications will not be considered.
- Attached the sponsor's most recent end of the month LES.
- If the spouse is employed, attach their most recent paycheck stub as well.
- **A STAP application must be completed for each term you wish to use STAP funds.**
- Submission of a STAP application does not guarantee tuition assistance for the applicant.
- **BE SURE TO READ THE STATEMENT OF UNDERSTANDING ON THE STAP APPLICATION.** Your signature and your sponsor's signature indicate that you fully understand the terms of your STAP award and that you will comply with any and all STAP policies. If you have any questions, please get in touch with the Education Office.

How Are STAP Applications Reviewed?

STAP is primarily based on financial need. Applicants are rated on a need priority basis by adjusted income computation. Adjusted income is calculated by:

- Active duty military sponsor pay
- ½ of the monthly income earned by the spouse
- ½ of the monthly income earned by the sponsor's off-duty second job (if applicable)
- Less \$100 monthly deduction for each dependent child.

Don't be discouraged by this computation, if funding levels allow most applicants who submit completed applications will be approved. As funding levels drop, applicants will be categorized and approved based upon their need.

How Will I Know If I've Been Awarded STAP?

It will be your responsibility to determine if your STAP application has been approved. All approved STAP listings are forwarded to the respective schools. Be sure to check with your local field office to determine if you were awarded STAP for a particular term. You may also check with the base education office shortly before the beginning of each term to see if your application was approved.

Are Specific Grades Required to Maintain Eligibility?

Yes. Individuals receiving STAP must receive a grade of "C" or better ("B" for graduate level courses) for all courses funded by this program in order to maintain eligibility. STAP will not pay for auditing courses. Grades will be verified with the school each term.

What Happens If I Don't Satisfactorily Complete A Course?

If you fall into on the following categories you will be responsible for reimbursing the Air Force Aid Society for your STAP fees:

- -Received a grade lower than a "C" for undergraduate or "B" for graduate level courses
- -Withdrew from class
- -Received an Incomplete grade in the class

Once the Air Force Aid Society received notice of your status, they will forward a collection noticed to your address on file. You have 30 days in which to repay your debt or your sponsor's command will be notified. However, you do NOT have to wait to receive a notice to repay your STAP debt. If you know you have received unsatisfactory grades or withdrew from a class, you may repay your debt prior to receiving a letter.

Waivers may be granted for reimbursement in special situations only if a course could not be completed due to actions beyond the student's control (documentation required). Please get in touch with the Air Force Aid Society for clarification.

How Do I Repay STAP Debt?

You may repay your STAP debt by mailing it in or dropping it off. Please make your check or money orders payable to the AFAS National Headquarters.

In Person: At the Airmen Family Readiness Center, 634-3366

By Mail

AFAS Officer

18FSS/FSFR

Unity 5134 BOX 80

APO, AP 96368

AIR FORCE AID SOCIETY
GENERAL GEORGE S. BROWN SPOUSE TUITION ASSISTANCE PROGRAM (STAP)

Student Applicant's Data (Spouse of Active Duty Air Force Member):

1. NAME (Last, First, MI)	2. SSN	3. E-MAIL ADDRESS
4. PSC, BOX, APO MAILING ADDRESS:	5. HOME PHONE	6. WORK PHONE

Sponsor's Data (Active Duty Air Force Member):

7. NAME (Last, First, MI)	8. SSN	9. GRADE	10. DEROS (MM/DD/YY)
11. UNIT MAILING ADDRESS:	12. DUTY PHONE	13. WORK E-MAIL	

Educational Data:

14. SCHOOL YOU PLAN TO ATTEND THIS TERM	15. LOCATION OF REGISTRAR/FIELD REP	16. TERM/CLASS DATES
17. DEGREE LEVEL (circle one) ESL Certificate Associate Bachelor Master	18. DEGREE PROGRAM/MAJOR	
19. HOURS REQUIRED FOR DEGREE	20. HOURS COMPLETED TOWARD DEGREE	
21. COURSES FOR THIS TERM (NO DUPLICATE CLASSES)		
Course Title & Number	Credit Hours	Tuition Cost List "DE" if Distance Education
22. TOTAL AMOUNT OF STAP REQUESTED \$	23. PREVIOUS COURSES USING STAP (Yes/No) IF YES, MOST RECENT TERM:	
24. HAS ANY GRADE BEEN LESS THAN "C" ("B" FOR GRADUATE)? (Yes/No) IF YES, HAS STAP BEEN REPAID? (Yes/No)		
25. HAVE YOU APPLIED FOR OTHER AID? (Yes/No)		
26. DID YOU QUALIFY FOR OTHER AID? (Yes/No) IF YES, HOW MUCH PER CLASS AND WHAT PROGRAM?		

Financial Data

27. SPONSOR'S MONTHLY BASE PAY (Attach copy of LES) \$	28. SPONSOR'S MONTHLY OUTSIDE GROSS INCOME (Example: Part-time job, etc.) \$	29. APPLICANT'S MONTHLY GROSS INCOME (Attach pay stub) \$	30. NUMBER OF DEPENDENT CHILDREN
31. DO YOU OWE ANY OUTSTANDING DEBTS TO AFAS (EA or STAP)? Yes/No Explain:			

Statement of Understanding

I understand that I am required to report any other aid (i.e. grants, scholarships, VA or employee benefits, etc.) I receive to the Education Center, AFAS, and school. Failure to do so may result in my disqualification from this program. I authorize the above named school to release enrollment information, to include final grades, and verify financial aid information to the STAP Administrator. If the school is unable to provide final grades, I must provide the final grades. I am aware that if I withdraw, drop a class, receive an "Incomplete" or a grade below "C" ("B" for graduate classes), I will be required to refund AFAS the full amount awarded for that class. If I receive additional award monies (i.e. Pell Grant, scholarships, etc.), I must refund any excess to keep STAP award at 50% level of unmet tuition. No duplicate/repeat classes will be allowed. If it is determined that my award exceeds either term or annual maximum, I must refund that overage. Any request for waiver must be reviewed by the STAP Committee and submitted to AFAS HQ for final approval. Failure to meet refund obligations will result in collection actions, to include direct collection from member's pay, and/or termination of eligibility. STAP FUNDS ARE NONTRANSFERABLE. I, and my sponsor, have read and understand this statement and agree to abide by these rules.

32. STUDENT'S SIGNATURE	DATE	33. SPONSOR'S SIGNATURE	DATE

Base Officials Use Only

**AIR FORCE AID SOCIETY
GENERAL GEORGE S. BROWN**

**2009-2010 Spouse Tuition Assistance Program (STAP)
Student Financial Aid and Grade Release Form**

I understand that I am required to report any other aid (i.e. Pell Grants, scholarships, Career Advancement Account (MyCAA), GI Bill, VA benefits, employee benefits, etc.) I receive to the Education Center, AFAS, and the school.

I, _____ (Name), do hereby authorize
_____ (School Name) to release financial aid information (including Pell Grant, scholarships, MyCAA, GI Bill, VA benefits, employee benefits, and any other school financial aid) and final grade(s) to the Education Services Officer and AFAS for the year and term indicated below:

Year: _____ STAP Term: (please circle one) I II III IV V

STAP TERMS	COLLEGE TERM START DATE
I	Aug/Sep 2010
II	Oct/Nov/Dec 2010
III	Jan/Feb/Mar 2011
IV	Apr/May/Jun 2011
V	Jul 2011

I understand that if I receive any additional award monies, I must refund any excess to AFAS to keep the STAP award at the 50% level of unmet tuition. I also understand that failure to report any other aid may result in my disqualification from this program.

Student's Signature

Date

Student's Printed Name

Student's Student Number