

# How to Apply for Military Tuition Assistance

Air Force Portal - Air Force Virtual Education Center (AFVEC) - Windows Internet Explorer provided by USAF

https://www.my.af.mil/afvecprod/afvec/SelfService/ApplyTA.aspx

AF Portal

AFVEEC  
AIR FORCE VIRTUAL EDUCATION CENTER

My AFVEC My Education Record Upcoming Events AFVEC Support

Welcome CLIFTON M SMITH, to the Air Force Virtual Education Center!

### Information

- Tuition Assistance
- CCAF
- ABC Programs
- GEM Plan Search
- e-Learning
- Opportunities
- Commissioning
- Veteran's Affairs
- Peterson's OASC
- Post 9/11 GI Bill Transfer
- Officer PME
- Enlisted PME
- Study Guides
- Schools
- School Programs
- School Course Catalogs
- Education Centers
- Needs Assessment

## Application for Tuition Assistance

**Before you begin:**

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

1. 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.
2. Exact term dates for the courses you are taking.
3. A list of itemized fees by the academic institution. You should be able to find this on your registration slip or paperwork.
4. Make sure your **personal data** is up-to-date. This is crucial in making sure your application for tuition assistance goes through smoothly.
5. Please be aware that TA for courses starting in the next fiscal year is conditional until receipt of the TA funds.
6. First Time TA Users should view these slides prior to applying for TA: [TA Tutorial](#)

[Begin Tuition Assistance Application](#)

### Self Service Options

- My Personal Data
- My Enrollments
- My Scheduled Tests
- My Online Test Requests
- My Test Scores
- My Missing Grades
- My Refunds
- My GEM
- My CCAF Actions
- My Goals
- My CCAF Progress Report
- Request CCAF Transcript
- Print Education Record
- Apply for TA

\* Requires restricted .mil access

### My Account

- Profile

### Quick Links

- CCAF
- Air University
- DANTES
- FirstGov
- Google Uncle Sam
- Yahoo!
- USAF AIM Points
- Early Bird

You must be on the AFVEC with your CAC

Click Here to Begin

Application for Tuition Assistance - Step 1 of 6

Active Goal Title:  
Active Degree Plan: [View Goal Plan](#)

Tuition Assistance Type

Please specify the type of Tuition Assistance you are applying for:

Select Tuition Assistance Type



Select Active Duty from the drop down menu and then click the green arrow.

If you are not on Active Duty you cannot apply for TA. Reservist must speak to an education advisor regarding TA benefits and procedures.

### Application for Tuition Assistance - Step 1 of 6

Active Goal Title:  
Active Degree Plan: [View Goal Plan](#)

#### Tuition Assistance Type

Please specify the type of Tuition Assistance you are applying for:

Active Duty

#### Servicing Education Center

My TA Application will go to:  
KADENA (PACAF)

Select Your Base of Record

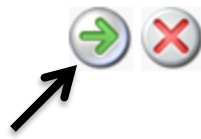
\*Your servicing Education Center location is the same as your servicing MPF location. Selecting the wrong education center may result in your TA application being delayed or disapproved.

#### Enrollment Reason

Select your Enrollment Reason

- Associate to Baccalaureate Cooperative (ABC) Degree**  
If you are enrolling for college classes to complete your ABC degree, select this option.
- CCAF Degree**  
If you are enrolling for college classes to complete your CCAF degree, select this option.
- GEM Plan**  
If you are enrolling in course work to complete your GEM Plan, select this option.
- Civilian Degree**  
If you are enrolling for college classes to complete a civilian degree program, select this option.
- Certification Program**  
If you are enrolling in course work to complete a Certification/Licensing Program, select this option.

After you have selected your tuition assistance type, servicing center, and your enrollment reason, proceed to the next step to select your school and term dates.



Click the Green Arrow to Continue

### Application for Tuition Assistance - Step 2 of 6

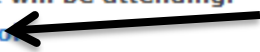
Active Goal Title:  
Active Degree Plan: [View Goal Plan](#)

#### Select Civilian Institution

Institution I will be attending:

[Select School](#)

Click the "select school" Link



Which campus of the above institution will I be attending:

School Student ID:

#### Term Dates

Select the exact term dates provided by your institution. Using the wrong dates can delay your application approval.

Start Date:  End Date:

After you have selected your school and term dates, proceed to the next step to add your course(s).



A new text box will appear

### Application for Tuition Assistance - Step 2 of 6

Active Goal Title:  
Active Degree Plan: [View Goal Plan](#)

**Search For Your School**

Enter School Name or Keyword:

MARYLAND  AND  OR State:

\* Use simple phrases or parts like "maryland"

This will let you search for your school

### Application for Tuition Assistance - Step 2 of 6

Active Goal Title:  
Active Degree Plan: [View Goal Plan](#)

#### Search For Your School

Enter School Name or Keyword:

MARYLAND  AND  OR State:

\* Use simple phrases or parts like "maryland"

School
UNIVERSITY OF MARYLAND DENTAL
UNIVERSITY OF MARYLAND EASTERN SHORE
UNIVERSITY OF MARYLAND LAW SCHOOL
UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE
WESTERN MARYLAND COLLEGE

12

Select a school from the options listed.

### Application for Tuition Assistance - Step 2 of 6

Active Goal Title:  
Active Degree Plan: [View Goal Plan](#)

#### Select Civilian Institution

Institution I will be attending:  
**UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE**

Which campus of the above institution will I be attending:

School Student ID:

Be sure you have the correct campus.

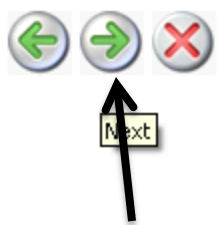
#### Term Dates

Select the exact term dates provided by your institution. Using the wrong dates can delay your application approval.

Start Date:  End Date:

After you have selected your school and term dates, proceed to the next step to add your course(s).

Enter in the Term Dates. Make sure it is the whole term or semester. Even if your class is 1 week long out of the semester, your TA must have full semester dates!



Click the Green Arrow to Continue

### Application for Tuition Assistance - Step 3 of 6

Active Goal Title:  
Active Degree Plan: [View Goal Plan](#)

#### Course Information Window

Can't find your course? Check another catalog year or click the link below to enter your course information directly onto the application.

Course Catalog Year:

Course Title Keyword Search:

[Add Course Information Manually](#)

**No Courses Found!**

This search function can take longer than entering in the course info manually. Click the Add Course link to enter classes.

Application for Tuition Assistance - Step 3 of 6

Active Goal Title:  
Active Degree Plan: [View Goal Plan](#)

**Course Information Window**

Course Code:

Title:

Level/Type:

Location:

Credit Type:

Number of Credits:

Cost per Credit: \$

Foreign Language Course:  Yes  No

Here you will be able to enter the course info. You can obtain this info from your enrollment report or school's catalog.

Application for Tuition Assistance - Step 3 of 6

Active Goal Title:  
Active Degree Plan: [View Goal Plan](#)

Course Information Window

Course Code: SPCH100

Title: FOUNDATIONS OF SPEECH

Level/Type: Undergraduate

Location: On Base

Credit Type: Sem Hrs

Number of Credits: 3

Cost per Credit: \$ 190

Foreign Language Course:  Yes  No

Add Course

Cancel

Course Code MUST be in this format!!!  
All caps, no spaces, alpha-numeric code!

This is an example of course info for a Speech class.

Application for Tuition Assistance - Step 3 of 6

Active Goal Title:

A 2<sup>nd</sup> Example of a Course

Active Degree Plan: [View Goal Plan](#)

**Course Information Window**

Course Code:

Title:

Level/Type:

Location:

Credit Type:

Number of Credits:

Cost per Credit: \$

Foreign Language Course:  Yes  No



Click here once you enter in all the info

### Application for Tuition Assistance - Step 3 of 6

Active Goal Title:  
Active Degree Plan: [View Goal Plan](#)

#### My Courses

Course	Credit Type	# Credits	Credit Cost	Course Cost	AF Cost	Your Cost	
<b>ACCT610</b> FINANCIAL ACCOUNTING	Sem Hrs	3	\$335.00	\$1,005.00	\$750.00	\$255.00	<a href="#">Delete</a>

**Total Tuition and Fees: \$1,005.00 Total AF Payment: \$750.00 Your Payment to school: \$255.00**

[Add Course](#)

After you have finished adding your courses(s), proceed to the next step to add your course fees.



If you have a 2<sup>nd</sup> course with the same dates you can add course to the same document. Click "Add Course"

If they have different dates, you must use a separate application.

Once you finish adding courses to this TA, click the green arrow.

## Application for Tuition Assistance - Step 4 of 6

Active Goal Title:

Active Degree Plan: [View Goal Plan](#)

### Instructional Fees

Total Tuition and Fees: \$1,005.00 Total AF Payment: \$750.00 Your Payment to school: \$255.00

After you have finished adding your fee(s) to your courses, proceed to the next step. If you have no course fees to add, proceed to the next step to review your application.



TA only covers fees that are directly related to the class and are refundable if the course is dropped. If you have one click "Add Fee", if not click the green arrow to continue.

Example: Chemistry Lab Fee

Application for Tuition Assistance - Step 5 of 6

Active Goal Title:  
Active Degree Plan: [View Goal Plan](#)

Verify Application

Servicing Education Center KADENA (PACAF)  
\* This is where your TA application will be sent!

Personnal Information

SSAN:

First Name: DOE      Last Name: JOHN      Rank: E-7

Assioned Unit:      Office: A1MPC

Duty Phone: 3156345940      DEROS: 01-Jan-2011      DOS: 01-Jan-2012

Email Address: John.doe@kadena.af.mil  
Make sure that this is the correct email address!

Street Line 1: PSC 80 BOX 13599

Street Line 2:

City: APO      State: Armed Forces(AP)      Zipcode: 96367

Enrollment Reason

- Associate to Baccalaureate Cooperative (ABC) Degree
- CCAF Degree
- GEM Plan
- Civilian Degree
- Certification Program

School and Term Dates

School: UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE  
Term Start Date: 16-Jan-2011    Term End Date: 13-Mar-2011

Courses and Fees

Course	Credit Type	# Credits	Credit Cost	Course Cost	AF Cost	Your Cost
ACCT610 FINANCIAL ACCOUNTING	Sem Hrs	3	\$335.00	\$1,005.00	\$750.00	\$255.00

Total Tuition: \$1,005.00    Total AF Payment: \$750.00    Your Payment to School: \$255.00

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.

I will be using my MGIB to supplement any cost not covered by tuition assistance.

This sections lets you review your TA application before you submit it.

If you see an error you can go back and correct it or cancel the TA application.

Verify Application

Servicing Education Center KADENA (PACAF)  
\* This is where your TA application will be sent!

Personnal Information

SSAN 123-45-6789

First Name: John J. Last Name: Doe Rank: E-7

Assigned Unit: 18 GSS KADENA Office: A1MPC

Duty Phone: 3156345940 DEROS: 01-Jan-2011 DOS: 01-Jan-2012

Email Address: John.doe99@kadena.af.mil  
Make sure that this is the correct email address!

Street Line 1: PSC 80 BOX 12345

Street Line 2:

City: APO State: Armed Forces(AP) Zipcode: 96367

Enrollment Reason

- Associate to Baccalaureate Cooperative (ABC) Degree
- CCAF Degree
- GEM Plan

Click this box if you are using VA Top UP  
Click the green arrow to continue.

ND UNIVERSITY COLLEGE  
Term End Date: 13-Mar-2011

Credit Type	# Credits	Credit Cost	Course Cost	AF Cost	Your Cost
ACCT610 FINANCIAL ACCOUNTING	Sem Hrs 3	\$335.00	\$1,005.00	\$750.00	\$255.00

Total Tuition: \$1,005.00 Total AF Payment: \$750.00 Your Payment to School: \$255.00  
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.

I will be using my MGIB to supplement any cost not covered by tuition assistance.

After you have finished verifying the information on your application, proceed to the next step to view the conditions and certifications and to submit your application.



### Application for Tuition Assistance - Step 6 of 6

Active Goal Title:  
Active Degree Plan: [View Goal Plan](#)

#### Sign and Submit Tuition Assistance Application

You must agree to all conditions in order to submit this application.

#### CONDITIONS

I agree that no changes will be made to course(s) and/or fee(s) or dollar amount issued by education center staff; otherwise, I will pay the difference to the Air Force. I understand that the Air Force will pay 100% of my tuition and fees up to \$250 per semester. I understand that my annual fiscal year CAP is \$4500. I agree to pay the remainder of my tuition and fees.

I agree that I will reimburse (Per IAW AFI 36-2306), the Total Government Cost of my education, including withdrawals, or unsatisfactory grades due to reasons within my control. I hereby authorize the amount to be withdrawn from my pay if it is determined that my failure to complete my education under circumstances beyond my control. I authorize the release of academic information (status) by the above institution to the Air Force (PL 93-568).

I agree to notify the education services office of degree completion or course completion and credit increments (or quarter hour equivalent) according to AFI 36-2305 for update of my record.

I agree (officers only) to remain on active duty for at least 2 years following the completion of a course that offers to repay Tuition Assistance after completing a course will not remove my obligation to the Air Force or his designee may excuse my obligation to serve on active duty for the period specified on this agreement. 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 by the Education Services Officer. You will receive confirmation when this application has been approved within 48 hours (2 business days) by the Education Services Officer. I understand that TA for courses starting in the next fiscal year is conditional until 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.*

Enter your AF Portal Username here:

Click the certificate to submit your application after you have read and accepted the Conditions.

Check all the boxes that the form will allow and enter in your AF Portal Username. Be sure you understand the conditions of AF TA.  
  
If you do not know your username you can find under your profile info off of the AF Portal.



Application for Tuition Assistance - Step 6 of 6

Active Goal Title:  
Active Degree Plan: [View Goal Plan](#)

Sign and Submit Tuition Assistance Application

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

CONDITIONS

- I agree that no changes will be made to course(s) and/or fee(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 and fees 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 and fees.
- I agree that I will reimburse (Per IAW AFI 36-2306), the Total Government Cost for non-completions, withdrawals, or unsatisfactory grades due to reasons within my control. 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. I authorize the release of academic information (course grades, completion status) by the above institution to the Air Force (PL 93-568).
- I agree to notify the education services office of degree completion or course completion of 15 semester hour increments (or quarter hour equivalent) according to AFI 36-2305 for update of my military record.
- I agree (officers only) to remain on active duty for at least 2 years following the end of the course. I understand that offers to repay Tuition Assistance after completing a course will not remove the ADSC. Only the Secretary of the Air Force or his designee may excuse my obligation to serve on active duty for the period specified on this agreement. 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 by the Education Services Officer. You will receive confirmation when this application has been approved within 48 hours of the Education Services Officer. I understand that TA for courses starting in the next 48 hours will require 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 and to make positive identification of the individual and records.  
**ROUTINE USES:** Records may be disclosed to civilian schools for the purposes of billing information.  
**DISCLOSURE IS VOLUNTARY:** Disclosure of SSN is voluntary; however, failure to disclose 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.*

Enter your AF Portal Username here:

Click the certificate to submit your application after you have read and accepted the Conditions.



Once all the boxes are checked and your username is entered click the middle certificate button to submit your TA application.

# Thank You!

**Your application for Tuition Assistance has been submitted! Please allow 24 to 48 hours for processing. You will get an email message confirming approval or disapproval of tuition assistance. This email message will also include instructions on how to print your tuition assistance document to take to your school. Make sure you view "My Enrollments" to check the status of your application periodically.**

**If you do not get any information within 2 business days, please contact your servicing education center for assistance.**

**Your Application Control Number is: 2689811**

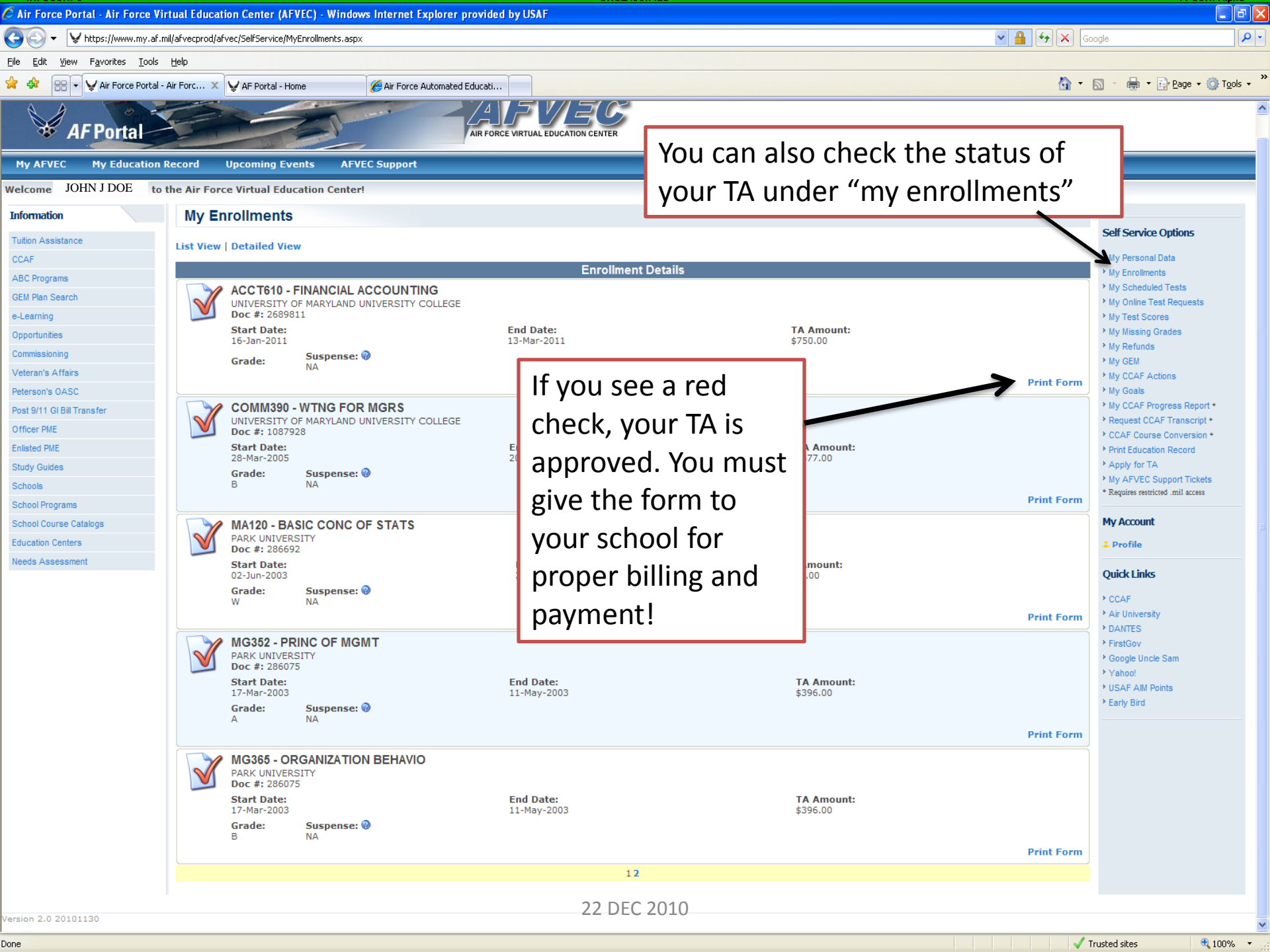
If you do not see this screen, your TA did not get submitted and you will have to resubmit the application. This is your confirmation that your application was submitted. Please save this!

Once TA is reviewed you will receive a notice by e-mail on the status of your application

# Approval Email

- -----Original Message-----  
From: afvec.support@pentagon.af.mil [mailto:afvec.support@pentagon.af.mil]  
Sent: Tuesday, December 07, 2010 2:10 PM  
To: Doe, John J Civ USAF PACAF 18 GSS/GSDE  
Subject: AF Tuition Assistance Approved!
- 
- \*\*\* ATTENTION: DO NOT REPLY TO THIS EMAIL. CONTACT INFORMATION IS PROVIDED BELOW. \*\*\*
- 
- Hello,
- Your application for Tuition Assistance has been approved! Please login into AFVEC (<https://www.my.af.mil/afvecprod>), view your enrollments, and print your approved TA Document. You may also be required to digitally sign your TA Document before printing if you have not already done so. A printer icon will be active for two weeks. Take a printed copy of the TA Document to your school. If the school does not receive a copy of this document, then payment of tuition may be delayed or canceled.
- 
- If you need to make changes to this TA Document, you must report it to the education center. Make sure you notify the education center of any ADD or DROPPED courses during the school's ADD/DROP period. You may be responsible for any additional fees or reimbursement to the Air Force if you do not notify your education center.
- 
- If you applied for VA Top Up, you will need to supply the proper documentation to the VA for payment. The Air Force does not submit this information to the VA. Visit <https://www.gibill.va.gov/pamphlets/tatu.htm> for more information and instructions on submitting your Top Up application.
- 
- TA Document Summary:
- Tuition Assistance Application Request Details
- Application ID: 2689811
- Application Date: 12/7/2010
- School: UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE
- Courses:
- Course: ACCT610
- Title: FINANCIAL ACCOUNTING
- Term Date: 1/16/2011 - 3/13/2011
- 
- 
- 
- \_\_\_\_\_
- Contact: John Doe <mailto:john.doe99@kadena.af.mil>
- DSN Phone: 639-9999
- Commercial Phone: 012345678900000
- 
- 
- \_\_\_\_\_

22 DEC 2010



You can also check the status of your TA under "my enrollments"

If you see a red check, your TA is approved. You must give the form to your school for proper billing and payment!

### My Enrollments

List View | Detailed View

#### Enrollment Details

	<b>ACCT610 - FINANCIAL ACCOUNTING</b> UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE Doc #: 2689811 Start Date: 16-Jan-2011 End Date: 13-Mar-2011 Grade: Suspense: NA TA Amount: \$750.00	<a href="#">Print Form</a>
	<b>COMM390 - WTNG FOR MGRS</b> UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE Doc #: 1087928 Start Date: 28-Mar-2005 End Date: 20-Mar-2005 Grade: B Suspense: NA TA Amount: \$77.00	<a href="#">Print Form</a>
	<b>MA120 - BASIC CONC OF STATS</b> PARK UNIVERSITY Doc #: 286692 Start Date: 02-Jun-2003 End Date: 02-Jun-2003 Grade: W Suspense: NA TA Amount: \$0.00	<a href="#">Print Form</a>
	<b>MG352 - PRINC OF MGMT</b> PARK UNIVERSITY Doc #: 286075 Start Date: 17-Mar-2003 End Date: 11-May-2003 Grade: A Suspense: NA TA Amount: \$396.00	<a href="#">Print Form</a>
	<b>MG365 - ORGANIZATION BEHAVIO</b> PARK UNIVERSITY Doc #: 286075 Start Date: 17-Mar-2003 End Date: 11-May-2003 Grade: B Suspense: NA TA Amount: \$396.00	<a href="#">Print Form</a>

#### Self Service Options

- My Personal Data
- My Enrollments
- My Scheduled Tests
- My Online Test Requests
- My Test Scores
- My Missing Grades
- My Refunds
- My GEM
- My CCAF Actions
- My Goals
- My CCAF Progress Report
- Request CCAF Transcript
- CCAF Course Conversion
- Print Education Record
- Apply for TA
- My AFVEEC Support Tickets
- Requires restricted .mil access

#### My Account

Profile

#### Quick Links

- CCAF
- Air University
- DANTES
- FirstGov
- Google Uncle Sam
- Yahoo!
- USAF AIM Points
- Early Bird