



SPOUSE'S TUITION ASSISTANCE PROGRAM (STAP)

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

STAP Applications are now available online:

**Go to <https://aiportal.acc.af.mil/stap>
and click "create account"**

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 timeframes.

APPLICATION SCHEDULE - ACADEMIC YEAR 2008-2009				
STAP TERM	TERM DATES	FIRST DATE TO SUBMIT APPLICATION	LAST DATE TO TURN IN APPLICATION	LES
I	24 Aug - 18 Oct	01-Jun	06-Aug	Most Current
II	26 Oct - 20 Dec	24-Aug	08-Oct	Most Current
III	18 Jan - 14 Mar	26-Oct	30-Dec	Most Current
IV	22 Mar - 16 May	18-Jan	03-Mar	Most Current
V	07 Jun - 01 Aug	22-Mar	19-May	Most Current
Applications will only be accepted during Education Center office hours: Mon - Fri 0830-1530.				
Applications WILL NOT be accepted after the above time frames for any reason.				

- Be sure to complete **ALL PORTIONS** of the application. Incomplete applications will not be considered.
- Attach 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 the following:

- Active duty military sponsor's base 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.

**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

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