

# **Procedures for Requesting Air Force Tuition Assistance**

**18 March 2009**

## 1. Time Frame to do TA:

- a. You must request tuition assistance during the 45-day period ending on the course start date or school term start date whichever occurs first (term start date applies to schools with representatives in Bldg D, and the course is not an accelerated program with Bellevue U.).
- b. Example: Your Metropolitan Community College course starts on 10 Jun 08 and ends on 13 Aug 08, but the term starts on 6 Jun and ends on 15 Aug 08. The last day to do TA is 6 Jun 08, and the dates you input for the course are 6 June 08 to 15 Aug 08.
- c. After the course/term start date (whichever occurs first), it is too late to use tuition assistance to pay for your course.

## 2. Turning in a degree plan does not constitute submitting your TA requests. The student must do individual requests for all terms/courses when within the 45-day window.

## 3. All courses on the TA form must have the same start date and stop date, and they must have the same cost per semester/quarter hour. If not, please do separate TA requests for the courses.

## 4. To input your TA request:

- a. Sign onto the Air Force Portal home page: <https://www.my.af.mil>
- b. Click on: "Air Force Virtual Education Center (AFVEC)" located in the pop down titled "Force Development Links"
- c. Go to "Self Service Options" (upper right of screen) and click on "Apply for TA" and follow the screens from there.
  - (1) Click on "Offutt AFB" in the pop down screen so the request comes to 55FSS/FSDE.
  - (2) Click on the appropriate reason for TA: "AU ABC Degree Program", "CCAF", "CCAF and Civilian Degree", "Civilian Degree Program", etc. (If other than CCAF degree, we will need your degree plan if you have not already provided it.)
  - (3) Click on the appropriate location: "On Base", "Off Base", or "Distance Learning" (for online courses).
  - (4) Please double check all information concerning the course even if it is already in the pop down. You may have to change or load the information—especially, if the course is with a distance learning school.
    - (a) The course number should have no spaces, dashes, or slashes in it and be all CAPS (example: BUSC330).
    - (b) The course title must be all CAPS, and you may abbreviate it as characters are limited.
    - (c) Please ensure the correct credit hour type is marked: Quarter Hour or Semester Hour.
    - (d) Please verify the number of credit hours and the level "Undergraduate" or "Graduate".
    - (e) You will need to ensure the tuition rate is correct—it should reflect tuition only—no fees.
    - (f) Fees should be input on the next screen after the course screen using the pop down. If in doubt concerning which fees are payable by AF Tuition Assistance, please call 294-9967.
    - (g) If you are using VA Top Up, please mark the box at the bottom of the screen when it comes up.

## 4. Once you submit your request, it comes to Education Services (Check status under Self-Service Options: "My Enrollments").

- a. If we approve it, the system sends you an email, and your TA form is finalized, and you can print a copy off under "My Enrollments".
- b. If we disapprove it, the system sends you an email telling you why. Education Services follows-up with another email.
- c. If we change anything on the form, you will receive an email telling you what was changed and asking you to re-sign the TA form.
  - (1) To re-sign a TA form, go to "My Enrollments" and click on "Sign TA".
  - (2) Once you re-sign the form, it will be finalized. After the form is finalized (digitally signed by you and Education Services), you should print a copy for the school and the Veterans Administration (if you are using VA Top Up).

## 5. Contact Tom Kroft at 294-9967 if you have questions.