Tuition Assistance (TA) Application Process for Airmen

AFAEMS Development Team – effective 1 November 2010
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Applying for TA

**Before you Begin**

- To ensure accuracy and avoid delays with your TA request, you should have your student registration form while completing your TA request.
- All TA applications are initiated on the Air Force Virtual Education Center (AFVEC).
- You must have a degree plan from your school loaded in order to apply for TA unless you are pursuing your CCAF degree. The degree plan must list all the courses required to fulfill your degree requirements.
- Mandatory updates prevent you from applying for TA. Contact your education center if you do have mandatory updates.
Applying for TA

During the TA Process

- There are six steps to complete the online TA application.
- The header will advise which step you are on.
- The bottom of each step displays previous, next, and cancel buttons. Step one will not have a previous button.
- Accuracy of course information is key to ensure your TA application is approved in a timely manner.
- Incorrect information on your TA application will result in your application being Deferred or Disapproved.
- Courses you request TA for must be listed on your degree plan.
- The system calculates to ensure Mil TA does not exceed cap of $250/SH or $166.66/QH when tuition and fees are added together and ceiling of $4,500 per fiscal year for pursuit of degree programs. Certificate/Licensure has a career lifetime ceiling and limitation of one program up to $4,500.
IAW AFI 36-2306, 5.4.6

Direct (course-related), mandatory, reimbursable/refundable (after term start date) fees for instruction such as laboratory, technology, and shop fees, up to semester or quarter hour limits for the combination of tuition and fees. Fees not covered include, but are not limited to, matriculation fees, graduation fees, parking fees, credit evaluations, medical/health fees, application fees, registration fees, and student activity fees. Fees must be listed separately from tuition rates at the time of the original Mil TA request.
Checking the Status of your TA Application

- Your TA application is electronically sent to your Education Center that coincides with your servicing Military Personnel Office.

- Your Education Center will either approve, defer, or disapprove your request. You will receive an email with their determination. NOTE: Ensure your email address is up to date in your personal data so you receive the email.

- If TA application is approved, log into the AFVEC and click on My Enrollments to print out TA form. Academic Institutions (AI) have the ability to print TA forms, however, your school may require the TA form from you as a hard copy.
Changing TA Applications

- If you decide not to take the course prior to the Education Center approving your TA form, you can cancel your request by clicking on My Enrollments from the AFVEC; then click Cancel TA. If you do not see the Cancel TA link, your TA has already been approved.

- If your TA has already been approved and you decide not to take the course, contact your Education Center immediately. You will also need to contact your school to withdrawal. If your course has already started, you may be responsible for reimbursement of the course.