

Tuition Assistance (TA) Application Process For Education Goal Type:



CCAF Degree

The following slides provide step-by-step instructions for requesting tuition assistance, via AFVEC.

- Applying for TA
 - Before you Begin
 - During the TA Process
- Fee Policy
- Checking the Status of your TA Application
- Changing TA Application
- Demo of TA Application



Applying for TA

■ Before you Begin

- To ensure accuracy and avoid delays, you should have your student registration form while completing your TA request.
- TA applications are initiated on the Air Force Virtual Education Center (AFVEC).
- You must **FIRST** have an approved CCAF education goal, before applying.
- Ensure your education record is updated. Inaccurate or missing information may prevent you from applying for TA. **Contact your Base Education Center for assistance/verification.**

Applying for TA

■ During the TA Process

- There are eight steps to complete the TA application.
- The header will advise which step you are on. 
- **Only** use the navigation buttons at the bottom of each step 
- 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.
- 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 educational programs.

Fee Policy


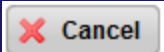
- IAW AFI 36-2306, 5.4.6

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.

Status of TA

- **Checking the Status of your TA Application**
 - Your supervisor must approve or deny your TA request. They will be notified via email, based on the information from your education record. If approved you will receive an email notification.
 - After the supervisor, your TA application will be electronically sent to your Base Education Center that coincides with your servicing Military Personnel Office.
 - Your Base Education Center will either approve, defer, or disapprove your request. You will receive an email with their decision. **NOTE: Ensure your email address is accurate, in your education record, so you receive the email.**
 - If TA application is approved, log into the AFVEC and click on Enrollments to print the TA form, if needed. Academic Institutions (AI) have the ability to view and print TA forms; however, your school may require students provide a printed TA form.

Changing TA Applications

- If you need to make any changes to or cancel your TA, **BEFORE** it is approved. Log into AFVEC and click on Enrollments, then click . Then you may re-accomplish your TA request. **NOTE:** If you do not see the  button, your TA has already been approved.
- If you need to make any changes to or cancel your TA, **AFTER** it is approved, contact your **Base Education Center** immediately. **Note:** If your course has already started, you may be responsible for any government costs (TA funds).

Demo of TA Application

To apply for tuition assistance, click the **Apply for TA** link located on your AFVEC homepage.

In the Spotlight

Memorandum of Understanding

01/13/2012

Effective 30 Mar 12, the Department of Defense (DoD) will require all academic institutions participating in the Military Tuition Assistance (TA) prog...

Peterson's Air Force Education Resource Center

01/03/2012

Peterson's and the U.S. Air Force are proud to introduce your launching point to education and career success. You have free access to comprehensive c...

Peterson's Online Academic Skills Course (OASC)

01/03/2012

Peterson's Online Academic Skills Course (OASC) is designed for individuals who want to build their math and verbal skills to excel i...

Education Goals

Annual TA Benefits Training

Supervisor

Self Service

[Apply for Tuition Assistance](#)

* CCAF View Progress Report

CCAF Request Transcript

* CCAF Course Conversion

My Support Tickets

Print Education Record

* Requires restricted .MIL network access



Mandatory updates will appear on your **AFVEC** homepage.

My Education Record Status


Current FY TA Remaining:	\$4,500.00
Lifetime Certification TA Remaining:	\$4,500.00
Undergraduate GPA:	N/A
Graduate GPA:	N/A

Your education record has the following issue(s) that need to be addressed:

Need to be addressed:

-  You have not received your initial counseling briefing. According to AFI 36-2306 Para 7.7, you must receive initial Tuition Assistance counseling prior to applying for TA. Please contact your education center.
-  Verify DOS in your personal data. You must contact your education center if your DOS needs to be updated.
-  You have not provided information on your supervisor.

Recommended issues to address:

-  You have not completed your Annual Military TA Benefits Training. To take your training please navigate to the "Annual TA Benefits Training" link on the "My Education Record" Menu.

[View My Education Record](#)

Click **View My Education Record** to access your education record. **Note:** Some information must be updated by your Base Education Center.

You will not be able to apply for TA until they are cleared.

If you do not have any mandatory updates, please read statements 1-5, before selecting TA type, then click **Start Application**.

Online TA Application

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 course fees by the academic institution. You should be able to find this on your registration slip or paperwork.
4. Make sure your personal data in your education record 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.

* Select Tuition Assistance (TA) you are applying for:

Select Tuition Assistance Type ▼
Select Tuition Assistance Type
Active Duty


Start Application


Step 1 requires you to select your **base**, your TA Application will go for approval.


After you select your **Base**, identify if you are **deployed**.

Online Tuition Assistance Application: Step 1 of 8 Tuition Assistance Type

* Select Tuition Assistance (TA) you are applying for: Active Duty

* My TA application will go to: DYESS (ACC) 

 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.


* Are you applying for TA from a deployed location: Yes  No

Click  to proceed to step 2



Step 2 requires you to **Select the Goal** your course will apply toward. Only the approved goals will be listed.

Click  to proceed to Step 3

Online Tuition Assistance Application: Step 2 of 8 Education Goal

 This is a list of your current approved goals in your education record. Please select the goal that you would like to apply your courses to for this application and click "Next".

Goal Title / School	Goal Type	
Aircraft People	CCAF Degree	Select Goal
test	AA/AS/AAS - Associates Degree	Select Goal

Step 3 requires you to **Enter School and Course Data.**

The Student ID refers to your school ID, not military ID or Social.


(cont on next slide)


Online Tuition Assistance Application: Step 3 of 8 School Information

* Select School: AMERICAN MILITARY UNIVERSITY [Change School]


* Select Campus: AMERICAN MILITARY UNIVERSITY- MAIN CAMPUS ▼

School Student ID: 254986

 Providing your school student ID will help your school bill and process your grade in timely manner.

* Term Start Date: 10/3/2013 

* Term End Date: 12/7/2013 

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

Back

Next

Cancel


Use the calendar icon to select the **EXACT** term dates.


Online Tuition Assistance Application: Step 3 of 8 School Information

* Select School: AMERICAN MILITARY UNIVERSITY [Change School]

* Select Campus: AMERICAN MILITARY UNIVERSITY- MAIN CAMPUS ▾

School Student ID: 254986

 Providing your school student ID will help your school bill and process your grade in timely manner.

* Term Start Date: 10/3/2013 

* Term End Date:



A calendar for January 2012 is displayed. The calendar shows the days of the week (S, M, T, W, T, F, S) and the dates (1 through 31). The calendar is currently showing the month of January 2012.

	S	M	T	W	T	F	S
53	25	26	27	28	29	30	31
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28

by your institution. Using the
h approval.

Click  to proceed to Step 4

Step 4 requires you to **Add Course**.

This screen is a combination of your current TA document courses (if multiple courses are selected), your education goal, and associated CCAF degree plan. Note: This degree plan is not currently synced with your CCAF record.

Online Tuition Assistance Application: Step 4 of 8 Course Information

Selected Courses

Course Code - Title	Credit Type	# Credits	Credit Cost	Gov Cost	Your Cost	Total
No Courses						
						Total:

Selected Education Goal

Title: Aircraft People
Degree Plan: No Degree Plan Uploaded

General Education Electives Physical Education Technical LMMS

i The general education requirement is satisfied by applying civilian courses accepted in transfer or by testing credit. The courses listed below have been approved by CCAF to meet the General Education requirement. If you opt for not taking a GEM course, you can manually input your course information or select from the course catalog if your college has loaded one. Note: Some schools require you select from the course catalog so you may not have the option to manually input course information. If the course you are taking is not a GEM approved course, please ensure it will fulfill your CCAF degree requirements by using the Civilian Course Conversion Table (CivCCT) or checking with your Education Office.

Credit Summary: Required 15.00 Completed 7.44 Other 0.00 Remaining 7.56

Add Course

Back Next Cancel

(cont to next slide)

You will only be allowed to add courses until the Remaining Credits is more than zero (0)

Click the **degree area** the course will be applied toward.

Online Tuition Assistance Application: Step 4 of 8 Course Information

Selected Courses

Course Code - Title	Credit Type	# Credits	Credit Cost	Gov Cost	Your Cost	Total
No Courses						
Total:						

Selected Education Goal

Title: Aircraft People
Degree Plan: No Degree Plan Uploaded

General Education | Electives | Physical Education | Technical | LMMS

i The general education requirement is satisfied by applying civilian courses accepted in transfer or by testing credit. The courses listed below have been approved by CCAF to meet the General Education requirement. If you opt for not taking a GEM course, you can manually input your course information or select from the course catalog if your college has loaded one. Note: Some schools require you select from the course catalog so you may not have the option to manually input course information. If the course you are taking is not a GEM approved course, please ensure it will fulfill your CCAF degree requirements by using the Civilian Course Conversion Table (CivCCT) or checking with your Education Office.

Credit Summary: Required 15.00 Completed 7.44 Other 0.00 Remaining 7.56

Add Course

Back Next Cancel


Click **Add Course** to proceed

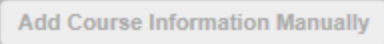
You may select a course from the pre-loaded listing or **Add Course Information Manually**.

Click  to select course

Click  to see the course details (description & schedule)

Online Tuition Assistance Application: Step 4 of 8 Course Information









 AMERICAN MILITARY UNIVERSITY requires you to select a course from their catalog. If your course is not listed below or the course information is not accurate please contact your local education center or your school. Selecting an incorrect course can delay or cause your application to be disapproved.



School:


Crs Subject:

Course Title Keyword Search:

Code - Title	Level	GEM*		
ARAB100 - Arabic I	UNDERGRADUATE	✓		
CHFD220 - Human Sexuality	UNDERGRADUATE	✓		
COMM200 - Public Speaking	UNDERGRADUATE	✓		

(cont. on next slide)

Online Tuition Assistance Application: Step 4 of 8 Course Information

 AMERICAN MILITARY UNIVERSITY requires you to select a course from their catalog. If your course is not listed below or the course information is not accurate please contact your local education center or your school. Selecting an incorrect course can delay or cause your application to be disapproved.

Add Course Information Manually







School: AMERICAN MILITARY UNIVERSITY


Crs Subject: All Subjects

Course Title Keyword Search:

Search

Cancel


Code - Title	Level	GEM*		
ARAB100 - Arabic I	UNDERGRADUATE	✓		
CHFD220 - Human Sexuality	UNDERGRADUATE	✓		
COMM200 - Public Speaking	UNDERGRADUATE	✓		

 The courses listed above with a ✓ in the General Education Mobile (GEM) have been approved by CCAF to meet the general education requirements. GEM is a partnership between CCAF & partnering regionally accredited schools to provide general education courses that meet CCAF requirements in an online format, anytime, anywhere availability. If you opt for not taking a GEM course, you can manually input your course information or select from the course catalog if your college has loaded one. Note: Some schools require you select from the course catalog so you may not have the option to manually input course information. If the course you are taking is not a GEM approved course, please ensure it will fulfill your CCAF degree requirements by using the Civilian Course Conversion Table (CivCCT) or checking with your Education Office.

(cont. on next slide)

Adding Course Information Manually

You will need to ensure **ALL** blocks are populated with accurate information.

Click  to proceed

Online Tuition Assistance Application: Step 4 of 7 Course Information

Goal Area: Electives

* Course Code:

* Course Title:

* Course Level:

* Course Location:

* Course Credit Type:

* Number of Credits:

* Cost Per Credit: \$

* Is this a Foreign Language Course: Yes No

Remember, inaccurate information may result in your TA request being deferred or disapproved

Now you will see your course information loaded. If you need to add another course, click **Add Course**.

If only one course is being applied for, click **Next** to proceed to Step 5.

Online Tuition Assistance Application: Step 4 of 8 Course Information

Selected Courses

Course Code - Title	Credit Type	# Credits	Credit Cost	Gov Cost	Your Cost	Total	
COMM200 - Public Speaking	Semester Hour	3	\$250.00	\$750.00	\$0.00	\$750.00	✘
Total:				\$750.00	\$0.00	\$750.00	

Selected Education Goal

Title: Aircraft People
Degree Plan: No Degree Plan Uploaded


General Education | Electives | Physical Education | Technical | LMMS

i The general education requirement is satisfied by applying civilian courses accepted in transfer or by testing credit. The courses listed below have been approved by CCAF to meet the General Education requirement. If you opt for not taking a GEM course, you can manually input your course information or select from the course catalog if your college has loaded one. Note: Some schools require you select from the course catalog so you may not have the option to manually input course information. If the course you are taking is not a GEM approved course, please ensure it will fulfill your CCAF degree requirements by using the Civilian Course Conversion Table (CivCCT) or checking with your Education Office.

Credit Summary: Required 15.00 Completed 10.44 Other 0.00 Remaining 4.56

Add Course


Back Next Cancel

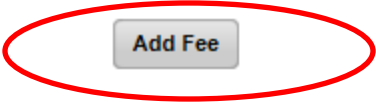
Step 5 allows you to input a fee. Only fees that comply with AFI 36-2306, Para 5.4.6 may be added. The next slide reiterates the Fee policy. If you have any questions whether your fee can be added, please contact your Base Education Center. Mil TA cap of \$250/SH are inclusive of both tuition and fees. If you are not adding a fee, click  to proceed to Step 6.




If you need to add a fee, click **Add Fee**. (cont. on next slide)

Online Tuition Assistance Application: Step 5 of 8 Course Fee Information

Fee	Gov Cost	Your Cost	Total
No records to display.			
Totals:			

 Total Tuition for Courses and Course Fees: \$750.00 Total Air Force Payment: \$750.00 Your Payment to School: \$0.00



Reminder of Fee Policy

- 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.

Select the course you want to apply the fee to. Next, select the **Fee Category** from the dropdown and the **Fee Amount**. Finally, input the **Fee Description** from your school. **DO NOT** use the "category" word in the fee description.

Then click **Add Fee**.

Online Tuition Assistance Application: Step 5 of 8 Course Fee Information



TA will only pay for fees that are course specific and for course instruction. Fees must be refundable after term start. (AFI 36-2306, para 5.4.6)



Reference documentation from your school for the amount and description of this fee. If your school has not provided a description for this fee, describe the reason for the fee to the best of your knowledge.

* Which Course will you be applying a Fee to: COMM200 Public Speaking

* Fee Category: Technology

* Fee Amount: 50

* Fee Description: Fee added to all online/DL courses

Add Fee

Cancel

Remember, inaccurate information may result in your TA request being deferred or disapproved

Back

You will now see your fee listed.

Click **Add Fee** to add another fee.

Click  to proceed to Step 6.

Online Tuition Assistance Application: Step 5 of 8 Course Fee Information

Fee	Gov Cost	Your Cost	Total	
FEE: Technology - COMM200	\$0.00	\$50.00	\$50.00	
Totals:		\$0.00	\$50.00	\$50.00

 Total Tuition for Courses and Course Fees: \$800.00 Total Air Force Payment: \$750.00 Your Payment to School: \$50.00




  

Step 6: Supervisor Information.

Your supervisor will receive an email, notifying them of your request.
They must approve your request for TA.

Any changes you make here will also update your education file.

Online Tuition Assistance Application: Step 6 of 8 Supervisor Information

 Verify that your supervisor's contact information is accurate. Your tuition assistance document may be disapproved if it is incorrect.

* First Name:

* Last Name:

* Email Address:

Alternate Email Address:

Phone:

Remember, inaccurate information may result in your TA request being deferred or disapproved

Click to proceed to Step 7.

Step 7: Review & Verify Application.

Email is used to notify you of your TA's status.

Online Tuition Assistance Application: Step 7 of 8 Review & Verify Application

Personal Data:

First Name: [REDACTED]
Last Name: [REDACTED]
Rank: E-4
Assigned Unit: [REDACTED]
Duty Phone: [REDACTED]
DEROS:
DOS: 8/19/2014
TAFMSD:

Contact Information:

Office Symbol: MXMTC
E-mail Address: [REDACTED]
Alternative E-mail Address:
Street Line 1: [REDACTED]
Street Line 2:
City: APO
State:
Zip: [REDACTED]

Supervisor Information:

First Name: [REDACTED]
Last Name: [REDACTED]
E-mail Address: [REDACTED]
Alternative E-mail Address:
Phone: [REDACTED]

Tuition Assistance Base:

Your Tuition Assistance application is being submitted to: RANDOLPH (AETC)

School and Term Dates:

School: AMERICAN MILITARY UNIVERSITY
Campus: AMERICAN MILITARY UNIVERSITY- MAIN CAMPUS
School Student ID:
Term Start: 10/1/2013
Term End: 11/29/2013

Courses and Course Fees:

Course Code - Title	Credit Type	# Credits	Credit Cost	Gov Cost	Your Cost	Total
COMM200 - Public Speaking	Semester Hour	3.00	\$200.00	\$600.00	\$0.00	\$600.00
FEE: Technology - COMM200	Course Fee	1	\$50.00	\$50.00	\$0.00	\$50.00
			Totals:	\$650.00	\$0.00	\$650.00

[Back] [Next] [Cancel]

Remember, inaccurate information may result in your TA request being deferred or disapproved

(cont. on next slide)

“Top-Up” is available, when there is a student cost.

Online Tuition Assistance Application: Step 7 of 8 Review & Verify Application

Personal Data:

First Name: [REDACTED]
Last Name: [REDACTED]
Rank: E-6
Assigned Unit: [REDACTED]
Duty Phone: [REDACTED]
DEROS:
DOS: 12/26/2013
TAFMSD: 12/13/1989

Contact Information:

Office Symbol: [REDACTED]
E-mail Address: [REDACTED]
Alternative E-mail Address:
Street Line 1: [REDACTED]
Street Line 2:
City: [REDACTED]
State:
Zip: [REDACTED]

Tuition Assistance Base:

Your Tuition Assistance application is being submitted to: MAXWELL (AETC)

School and Term Dates:

School: UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE
Campus: UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE- MAIN CAMPUS
School Student ID: 154268
Term Start: 1/27/2012
Term End: 3/2/2012

Courses and Course Fees:

Course Code - Title	Credit Type	# Credits	Credit Cost	Gov Cost	Your Cost	Total
ARTT205 - Art Appreciation	Semester Hour	3	\$200.00	\$600.00	\$0.00	\$600.00
FEE: Technology - ARTT205	Course Fee	1	\$25.00	\$25.00	\$0.00	\$25.00
Totals:				\$625.00	\$0.00	\$625.00

VA TOP UP

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.

Yes Use VA TOP UP.

Back Next Cancel

Remember, using Top-Up reduces your GI Bill benefits later.

Click **Next** to proceed to Step 8.

Step 8 requires you agree to all conditions. Read each condition carefully and then click in the boxes to the left. (Cont. on next slide)

Online Tuition Assistance Application: Step 8 of 8 Submit Your Information

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

- I agree that no changes will be made in the above 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.
- IAW AFI 36-2306, I will reimburse the Total Government Cost above for non-completions, withdrawals, or unsatisfactory grades due to reasons within my control. I understand that it is my responsibility to ensure my grades are updated in the AF official system of record (AFAEMS/AFVEC). Grades that are 60 days past term end date are considered overdue and will prevent me from applying for TA and will result in reimbursement of TA. 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. Collection of this debt will be in accordance with DoDFMR, Vol 7A, Chapter 50 and AFMAN 54-116, Vol 1, Chapter 69.
- 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 completion of 15 semester hour increments (or quarter hour equivalent) according to AFI 36-2305 for update of my military record.
- 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. 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.

SIGN DOCUMENT:

* Enter your AF Portal Username here:

Back

Submit

Cancel

You must enter your **AF Portal Username** exactly as it appears under your **AF Portal Profile** .



Click to send your request for approval.

Online Tuition Assistance Application: Step 8 of 8 Submit Your Information

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

- I agree that no changes will be made in the above 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.
- IAW AFI 36-2306, I will reimburse the Total Government Cost above for non-completions, withdrawals, or unsatisfactory grades due to reasons within my control. I understand that it is my responsibility to ensure my grades are updated in the AF official system of record (AFAEMS/AFVEC). Grades that are 60 days past term end date are considered overdue and will prevent me from applying for TA and will result in reimbursement of TA. 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. Collection of this debt will be in accordance with DoDFMR, Vol 7A, Chapter 50 and AFMAN 54-116, Vol 1, Chapter 69.
- 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 completion of 15 semester hour increments (or quarter hour equivalent) according to AFI 36-2305 for update of my military record.
- 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. 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.

SIGN DOCUMENT:

* Enter your AF Portal Username here:

**If you have any questions,
please contact your Base
Education Center.**