

How to Apply for Funding in AFVEC

Education Office
Seymour Johnson AFB
919-722-5800
4fss.fsde@us.af.mil

JAN 2023

Important information to know before you begin:

- Is my education goal approved?
- What is the name of the college or university?
- Am I within the 7-45 day window to request TA?
- What are the course start & end dates?
- Do I have all the course information? Course code, title, costs, how many semester or quarter hours is the course worth, etc?
- Is my supervisor aware I am taking this course? Is my supervisor information correct in AFVEC?



<https://afvec.us.af.mil/afvec/account/login>

1. Log in to AFVEC. <https://afvec.us.af.mil/afvec/account/login>
2. Go to “Education Goals” and click “APPLY FOR FUNDING” under the goal the class will apply towards.



The screenshot displays the AFVEC Education Programs account dashboard. The left sidebar contains navigation options: Dashboard, Messages, Funding Requests, Education Goals (highlighted with a red arrow), SkillBridge Applications, Virtual Benefits Training, CCAF Action Requests, Documents, Scheduled Tests, Test Scores, Supervisor, Education Center Visits, Reimbursements, and Reimbursement Transactions. The main content area shows a welcome message and tabs for Military TA, CCAF Instructor, and COOL TA. Three summary cards are visible: Fiscal Year Cap (\$2,750.00 Funding Remaining), Undergraduate (81 Credits Remaining, GPA: 3.23), and Graduate (42 Credits Remaining, GPA: N/A). The 'ACTIVE EDUCATION GOALS' section lists two goals:

- Human Resources Management**: APPROVED • ASHFORD UNIVERSITY • Bachelors Degree. 77% COMPLETE. Required Credits: 120.00 (circled in red), Completed Credits: 43.00, Transferred Credits: 50.00, Remaining Credits: 27.00. An 'APPLY FOR FUNDING' button is highlighted with a red arrow.
- Instructor of Technology and Military Science**: APPROVED • ASHFORD UNIVERSITY • CCAF Degree. 70% COMPLETE. Required Credits: 64.00, Completed Credits: 0.00, Transferred Credits: 45.00, Remaining Credits: 19.00. Includes 'APPLY FOR FUNDING' and 'VIEW DETAILS' buttons.

The right sidebar contains 'ED CENTER INFO' for Seymour Johnson (ACC), including mailing address, contact info, and a needs assessment survey link.

3. Verify all Supervisor and Contact Information is correct. If not, click on the pencil icon to edit. When finished click on the “VERIFY AND PROCEED” button at the bottom.

← Create Funding Request

Supervisor Information  

Supervisor information is required for approval of most funding request types.
Having someone other than your supervisor approve your funding request will be considered fraudulent and punishable under the UCMJ. Exception: If the immediate supervisor will not be available to approve your chain of command (i.e. flight/section chief, superintendent, first sergeant or squadron commander).



First Name


Last Name

Email

Alternate Email

Phone Number
919-722-

Contact Information  

Address 

Email

Personal Email

Work Phone
722-

Mobile Phone

Street 1

Street 2

City State Zip
Goldsboro 27534

VERIFY AND PROCEED CANCEL

4. Read and acknowledge the User Agreement.

← Create Funding Request: Human Resources Management

User Agreement

In order to simplify the application process, you should be aware of or have the following information:

- Access to your student registration information. This will help you identify the course information needed for your funding request. You will need the following information: course codes, course titles, number of credit hours, credit hour type (semester or quarter), and cost per credit hour.
- Exact term dates for your courses. These dates are set by your institution and is inclusive of the entire term. These dates will not fluctuate based on your individual schedule.
- Ensure your personal data is up-to-date on your education record. This is crucial in making sure your funding request flows properly.

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

ACADEMIC

- 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 65-116, 70, 21
- I authorize the release of academic information (i.e. Course grades, degree/certification completion status etc.) by the above institution to the Air Force (FL 93-568). I understand that official document of degree completion must be provided to the education center before MIL TA will be authorized for another degree for which MIL TA may pay. While most Academic Institutions (AI) load degree completions in the AI Portal, it is ultimately the Airman's responsibility to ensure the education level is updated. All policies and conditions in the AFI 36-2670 apply.

FINANCIAL

- I agree that no changes will be made in the above course(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 up to \$250 per SH and \$166.66 per CR.
- I understand that my annual fiscal year CAP is \$4500. I agree to pay the remaining amount and any other costs. (AW AFI 36-2670, I will reimburse the Total Government Cost above for non-completions, withdrawals, or unsatisfactory grades due to reasons within my control.
- 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 (within 5 business days) by the education services staff.
- I understand that TA for courses starting in the next fiscal year is conditional until the receipt of the TA funds.

PRIVACY ACT STATEMENT:

AUTHORITY: 10 U.S.C. 9013 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.

5. Click "I AGREE, CONTINUE"

- 6. Verify your Servicing Education Center is correct (should be the same as your servicing MPF location).
- 7. Click “YES” or “NO” to answer the deployed location question.
- 8. Click “NEXT”.

← Create Funding Request: Human Resources Management

1 Demographic 2 Institution 3 Term Dates 4 Courses

What is your Servicing Education Center?

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

Location
SEYMOUR JOHNSON (ACC)

Are you applying for funding from a deployed location?
 Yes No

BACK NEXT CANCEL

- 9. Verify your Institution is correct and select the campus which you will be attending, then click “NEXT”.

1 Demographic 2 Institution 3 Term Dates 4 Courses

What is your Institution?

If you would like to enroll for a course(s) at an institution that is not assigned to your education goal, please contact your servicing Education Center.

Institution
ASHFORD UNIVERSITY

Campus
ASHFORD UNIVERSITY- MAIN CAMPUS
DE310R0HZZ

BACK NEXT CANCEL

10. Select the exact course start and end dates. Then click “NEXT”. If your course start date is not listed, you may be too late (already within 7days of term start date) or too early (more than 45 days from start date). DO NOT SELECT DATES THAT ARE NOT CORRECT. Call the Education Office if you are unsure.

Demographic Institution

What are your exact start and end dates?

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

Start 6/15/2021 Undergraduate ⓘ
Jun 15, 2021 – Jul 19, 2021

Start 6/15/2021 Graduate ⓘ
Jun 15, 2021 – Jul 26, 2021

Start 6/22/2021 Undergraduate ⓘ
Jun 22, 2021 – Jul 26, 2021

Start 6/29/2021 Undergraduate ⓘ
Jun 29, 2021 – Aug 2, 2021

Start 6/29/2021 Graduate ⓘ
Jun 29, 2021 – Aug 9, 2021

BACK NEXT CANCEL

11. Click on the “ADD COURSE” button.

Demographic Institution

You have 27.00 remaining semester hour credits to apply towards this goal.

ADD COURSE

BACK SUBMIT CANCEL

12. Search for your course; use the “Subject” drop down menu, enter a “Keyword” or both. Then, click on the “+” button next to the correct course.

Demographic Institution Term Dates Courses

ASHFORD 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.

Subject: CSL Keyword: Ethic

Code - Title	Level	Credits	Credit Type	GEM*
CSL5280 - Ethics, Laws and Standards of Professional Practice	Graduate	3	Semester Hour	
CSL6470 - Theories and Techniques of Group Counseling and Psychotherapy	Graduate	3	Semester Hour	

13. Verify populated course information is correct.

Demographic Institution Term Dates

Code: CSL5280 Title: Ethics, Laws and Standards of Professional Practice

Level: Graduate Location: Required Number of Credits: 3 Credit Type: SH

Your school has restricted available costs, to only those listed. If your credit cost is not listed, please contact your institution. They will need to update their Course Credit Cost listing, via the AI Portal.

Cost Per Credit

ADD COURSE BACK

14. Select the correct location from the drop down menu and then, the correct Cost Per Credit.

The screenshot shows a form for adding a course. At the top, there are three tabs: "Demographic", "Institution", and "Term Dates". Below these are fields for "Code" (ABS300) and "Title" (Psychological Assessment). The "Level" is set to "Undergraduate" and "Credit Type" is "SH". The "Location" dropdown menu is currently set to "DL/Online" and has a red arrow pointing to it. Below the form, there is a message: "Your school has restricted available costs, to only those listed. If your credit cost is not listed, please contact your institution. They will need to update their Course Credit Cost listing, via the AI Portal." Under "Cost Per Credit", the option "\$250 - All Undergraduate Programs - \$250 per credit" is selected with a radio button, and a red arrow points to it. Below the form are two buttons: "ADD COURSE" and "BACK", with a red arrow pointing to the "ADD COURSE" button.

15. Now click "ADD COURSE".

16. Review course information, if you need to add a second course, click “ADD COURSE”.

The screenshot shows a web interface for course selection. At the top, there are four tabs: Demographic, Institution, Term Dates, and Courses (which is active). Below the tabs, a message states: "You have 24.00 remaining semester hour credits to apply towards this goal." The main content area features a course card for "ABS300 - Psychological Assessment" with a close button (x). The course details are as follows:

Credits	Credit Cost	Government Cost	Student Cost
3	\$250.00	\$750.00	\$0.00

Below the course card is a dark blue button labeled "ADD COURSE", which is highlighted by a yellow arrow. To the right of the course card are two summary boxes: "Remaining Funding" showing a Fiscal Year of \$2,000.00, and "Remaining Credits" showing Undergraduate Credit Cap of 81 and Graduate Credit Cap of 42. Below the course card is a "Costs" summary table:

Total Costs	Government Costs	Student Costs
\$750.00	\$750.00	\$0.00

At the bottom of the interface are three buttons: "BACK", "SUBMIT", and "CANCEL". The "SUBMIT" button is highlighted by a yellow arrow.

17. When all courses have been added and reviewed, click “SUBMIT”.

18. Your TA is now “PENDING SUPERVISOR REVIEW” and has a Funding Request ID#. Your supervisor must sign the TA prior to the term start date.

Filter By ▼

ID #5565019-AMERICAN MILITARY UNIVERSITY (AMU)

PENDING SUPERVISOR REVIEW / MILITARY TA

MATH120 - Introduction to Statistics 08/02/2021 - 11/21/2021 Level: Undergraduate Grade: Credits: 3 Government Cost: \$750.00 Student Cost: \$0.00 ▼

[VIEW DETAILS](#) [RESEND SUPERVISOR EMAIL](#)

19. Monitor the status of your TA. Check AFVEC messages for updates.

AF Tuition Assistance – Supervisor Concurs/Pending Approval
Category: Funding Requests

From: Administrator, System
Created: 02/19/2021

*** ATTENTION: PLEASE CONTACT YOUR EDUCATION CENTER IF YOU HAVE ANY QUESTIONS. ***

Hello,

Your application for Tuition Assistance (TA) is pending. Your supervisor has approved your request and it has been sent to the education center for final review. You will receive an email from the education center with their determination. At this point, you do not have an approved MBTA form. Therefore, be cautious in assuming any financial responsibility until you know the final decision. You will receive an email message confirming approval or disapproval of TA. This email message will also include instructions on how to print your TA document to take to your school. Make sure you view your enrollments section under your Education Record to check the status of your application periodically.

VA,
AFVEC System Administrator

Student Read: 02/22/2021
CONVERSATION READ LOG

20. You will receive an AFVEC message “AF TUITION ASSISTANCE APPROVED” once the Education Office has approved your TA request. You can also check the status under “Funding Requests” (see menu on left hand side of your dashboard).

The screenshot shows the AFVEC dashboard interface. On the left is a dark sidebar with a navigation menu. The 'Funding Requests' item is highlighted with a red arrow. The main content area displays three entries for Ashford University, each with a 'PRINT PDF' button. Red arrows point to the 'Funding Requests' menu item and the 'PRINT PDF' buttons.

ID	Course	Level	Grade	Credits	Government Cost	Student Cost
#5153120	BUS311 - Business Law I	Undergraduate		3	\$750.00	\$0.00
#4955049	ENG 122 - English Composition II	Undergraduate		3	\$750.00	\$0.00
#4902335	POL201 - American National Government	Undergraduate		3	\$750.00	\$0.00

21. Once your Funding Request is approved, you can print or download the TA form by clicking “PRINT PDF”. Your college may ask you to email an approved copy or they may access via the AI PORTAL (college’s view of AFVEC).