

The Tuition Assistance (TA) Process

STEP 1: GETTING STARTED

- a) Go to the **Air Force Virtual Education Center (AFVEC)** <https://afvec.us.af.mil/afvec/account/login> to create an account, add, update, complete:
 - Contact information to include phone numbers, official AF email and alternate email address
 - Supervisor information (*select from menu on the left*)
 - Virtual MilTA Benefits Training under *Virtual Benefits Training* (*select from menu on the left*)
- b) Complete MilTA briefing; initial or follow-up as needed. Email 4fss.fsde@us.af.mil to request briefing.
- c) Complete an interest inventory (IAW DAFI 36-3670); required for first time MILTA users or if changing your goal. Use the **Career Path Decide** link in AFVEC. Once you finish the assessment and input your email address, it will generate an email with a return link to your plan. Copy/paste the URL in AFVEC under *Career Path Decide Plans*.
- d) Email to the Education Office (4fss.fsde@us.af.mil) in PDF format:
 - completed TA signature page from the MilTA brief in Step #2
 - previous college transcripts (if applicable); unofficial transcripts accepted; CCAF transcripts not required

STEP 2: COLLEGE SEARCH & ADMISSIONS

- a) Search for a college. Consider accreditation, costs, term length, course format (online/in-person), credit transfer policy. AFVEC under *Search Programs*: <https://afvec.us.af.mil/afvec/>
DoD TA Decide: <https://www.dodmou.com/TADECIDE>
College Navigator: <https://nces.ed.gov/collegenavigator/>
- b) Contact college representative to:
 - complete admissions (application/fee, placement tests, official test scores & transcripts)
 - apply for financial aid (grants and scholarships); optional

STEP 3: CREATE YOUR EDUCATION GOAL IN AFVEC

- a) Create your *Education Goal* and upload your degree plan (provided by the college); unofficial plan accepted for first two classes; official evaluated plan required thereafter (see Part 6). Check your *Messages* in AFVEC for the status of goal approval; allow 48-72 hours.

STEP 4: APPLY FOR FUNDING & REGISTER FOR COURSE

- a) Meet with your college advisor to select course(s) for the upcoming term.
- b) In AFVEC, *Apply for Funding* (submit a TA request) for your course(s). Check your *Messages* in AFVEC for the status of your TA request; allow 48-72 hours. TA requests can be submitted 45 days prior but no later than seven (7) days prior to the term start date.
- c) Register for course(s) with college after TA is approved. If you choose to register for a course without an approved funding request, you are responsible for paying the college if you do not request TA on time or at all – late TA will not be created or approved.
- d) Submit the approved TA voucher from AFVEC *Funding Requests* to the college, if required. Select “Print PDF” below the course(s).

STEP 5: AFTER COURSE COMPLETION

- a) Request college submit final grade in AFVEC within 60 days of end date to avoid TA repayment.
- b) Repeat **PART 4 & 5** each term you wish to use TA.



STEP 6: OBTAIN & SUBMIT AN OFFICIAL EVALUATED DEGREE PLAN

An official evaluated degree plan is required to continue receiving TA after your first two classes.

- a) Send official transcripts to your current college from all previously attended colleges, CCAF, CLEP/DSST, and AP exams as applicable.
- b) Request an official evaluated degree plan towards your chosen program. The official evaluated degree plan must include:
 - Name of the college
 - Your name & student ID #
 - Total # of credits required for degree completion
 - # of credits transferred in
 - List of all remaining classes to be completed
- c) Submit your official evaluated degree plan to the Education Office in PDF format via AFVEC message or email.

Need help creating an AFVEC account, education goal or TA funding request?

AFVEC Tutorials are available on our website with

step-by-step instructions to help you.

<https://www.sjfss.com/education-training>