

## STEPS FOR APPLYING FOR ONLINE USAF TA

Before applying for any tuition assistance request; please check with your education office to ensure your education goal is updated in your record. If you are working on CCAF requirements only, nothing is required on your part. If you are working on a civilian degree or certification, please supply the education office with a degree plan from that school. The degree plan is a complete list of all the classes you required to take with that school in order to obtain your degree or certification.

Log on to the portal using portal username and password or CAC card (you will need to remember your password and username in case the CAC card doesn't work). Plus you will need your username on the last step of applying for TA. (User name is usually first name dot middle initial dot last name.)

Look for link called AIR FORCE VIRTUAL EDUCATION CENTER (AFVEC) located below featured links under TOP VIEWED: CAREER.

Once on the AFVEC home page, see SELF SERVICE OPTIONS on far right side.

Click on MY PERSONAL DATA and ensure all your information is correct to include your e-mail address. If you make any changes, ensure you click UPDATE at the bottom of the record. Any changes you cannot make, please call the education office for assistance.

Under SELF SERVICE OPTIONS click on APPLY FOR TA.

This will bring up a message stating everything you will need to apply for TA. Once you have read this, click on the blue words below that state BEGIN TUITION ASSISTANCE APPLICATION.

Step 1: Select Tuition Assistance Type (Active Duty). Select Servicing Education Center (Pope AFB). Choose appropriate enrollment reason (i.e. CCAF, Civilian Degree, etc.) then click green arrow at bottom to proceed to next step.

Step 2: Under Select Civilian Institution, click on select school. Type in name of school, click on the find box and any school associated with what you typed in will come up. Ensure you select the proper school from the list. Enter your term dates of classes using the calendar boxes. You cannot put a start date that has already passed. For local schools use the term dates, not your particular start date. Upon prior approval from the Education Office, you can put in the current date for a class that has already started (i.e. drop/add period). Click the green arrow at the bottom to proceed to next step.

Step 3: Under MY COURSES, click on ADD COURSE. Select courses from course listing (they will be in alphabetical order by course number). If the course code you are looking for is not on there, you can add a course manually by clicking on Add Course Information above course titles. If you enter them manually, please do not put any spaces, dashes, or slashes for course numbers (i.e. Eng 101 or Eng/101). Eng101 is the correct way. Where it states cost per hour, that is semester hour cost, NOT total course cost. Ensure you also select proper location (Online is Distance Learning, On Base is Pope, and Off Base is Ft. Bragg). You must check yes or no if the course is a foreign course or not. Click Add Course. Ensure all classes are added before clicking on the green arrow to proceed to next step.

Step 4: Under other registration fees, this is where you can add appropriate fees charged by the school. Please check with education office to ensure we pay the fees you are trying to add. If you have no fees, just click the green arrow and proceed to next step.

Step 5: Verify everything you just did regarding your online TA request (i.e. personal information, enrollment reason, school, term dates, courses, etc.). Now is your chance to go back if anything is incorrect. If everything is correct, click on the green arrow and proceed to next step.

Step 6: Under Sign and Submit Tuition Assistance Application, please read and check off all boxes (one box will be for Officers only). Once all boxes are checked, enter full portal name below. After this, click below on certificate between green check mark and red X mark. It will ask if you are sure you want to submit application, check YES. Once you check YES, you should see this: (Please read below)

**Thank You!**

**Your application for Tuition Assistance has been submitted! Please allow 24 to 48 hours for processing. You will get an email message confirming approval or disapproval of tuition assistance. This email message will also include instructions on how to print your tuition assistance document to take to your school. Make sure you view "My Enrollments" to check the status of your application periodically.**

**If you do not get any information within 48 hours, please contact your education center for assistance.**

**Your Application Control Number is: #####**

- Note: If you have any missing grades over 60 days old or reimbursements due back to the Air Force, or your personal data is not updated to include your educational goal, the apply for TA process may not work. Any questions regarding these instructions or online TA, please call 394-4692.

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