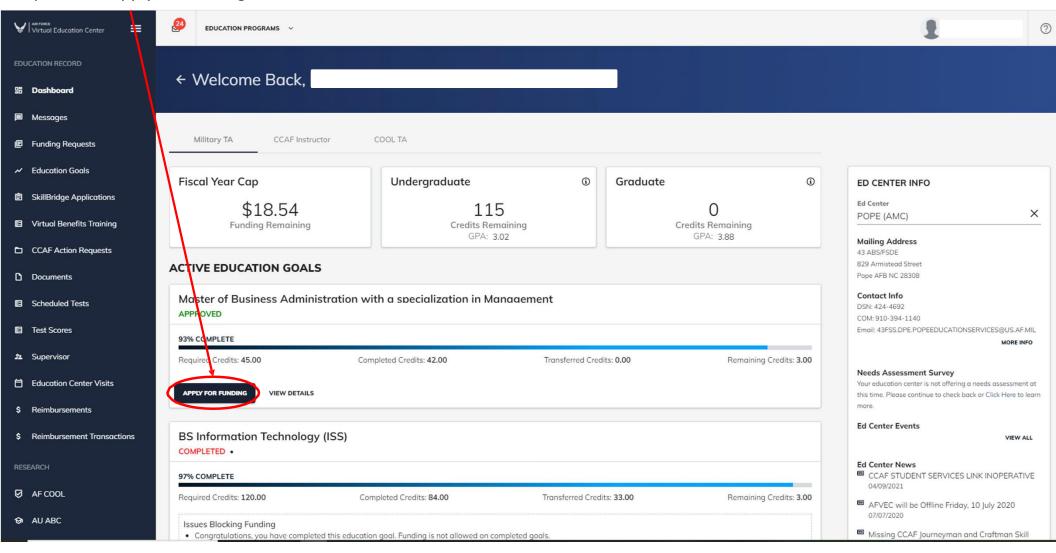
How to Apply for Air Force FTA

- Before an Airman can apply for Federal Tuition Assistance (FTA) from the Air Force, the Airman has to ensure they have an approved degree plan submitted to and approved by the local education on Pope Field.
- <u>Additionally</u>, there is annual training that must be accomplished and the Airman must be accomplished and that training must be current to apply for FTA
 - That training is Virtual benefits training that is found on the AFVEC website
 - https://afvec.us.af.mil

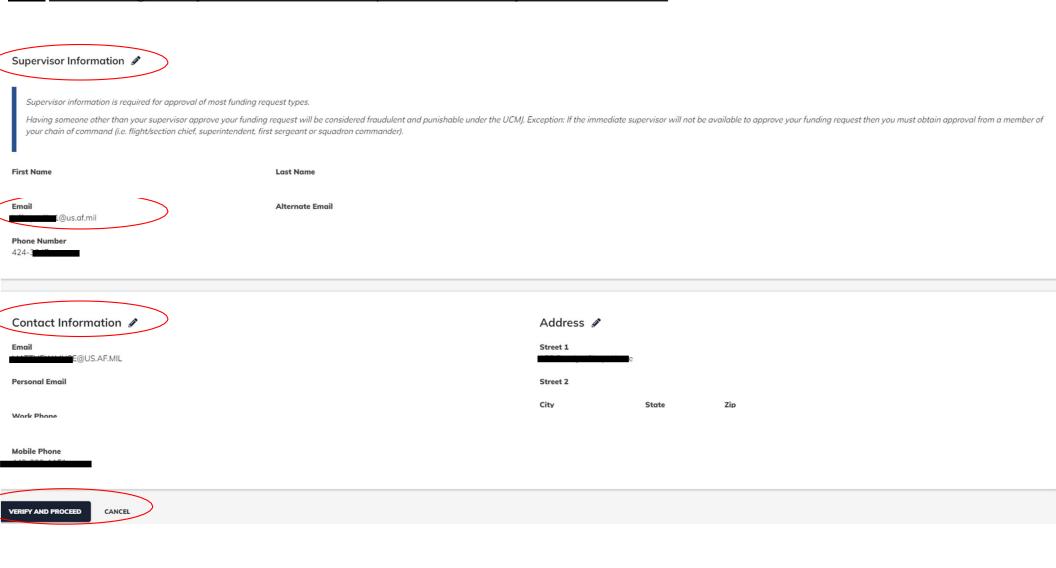
Step 1: Log on to AFVEC website at https://afvec.us.af.mil

Step 2: Click Apply for funding



Step 3: Verify info of Supervisor and then student info

This is important to have right because the supervisor email is where the FTA form will go to get approved. *** FTA forms from AFVEC will go into junkmail folder. Tell supervisor to check junkmail folder!***



Step 4: Read and check everybox. Then click the "I Agree, Continue button"

← Create Funding Request: Master of Business Administration with a specialization in 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 hours, credit hours, the course information needed for your funding request.
- 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 (PL 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 (Al) 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 QH.
- I understand that my annual fiscal year CAP is \$4500. I agree to pay the remaining amount and any other costs. IAW 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. 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 AGREE, CONTINUE

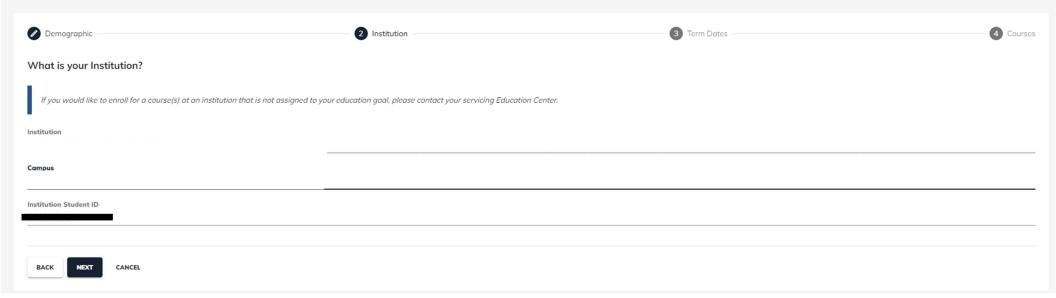
CANCEL

Step 5: Select the correct location of the education office that will approve this FTA funding request Then only click the "YES" button under the question in the <u>red circle</u> if you are deployed on orders somewhere. If you are permanently stationed at the location, i.e. Turkey, Qatar, Korea for a year, you will delay this application while you have to fix this.

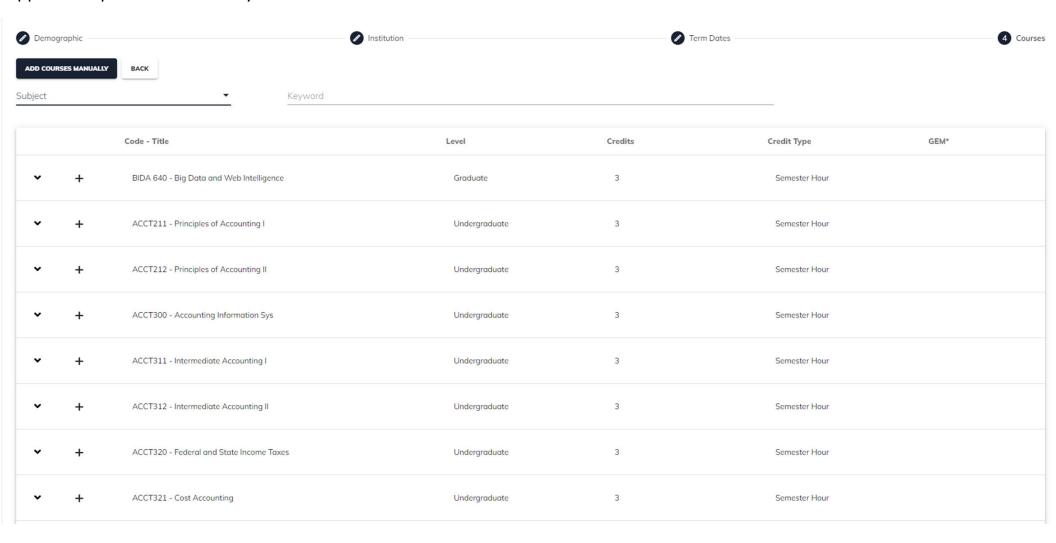
Create Funding Request: Master of Business Administration with a specialization in Management Demographic Institution I

Step 6: The Institution part will always stay the same. The campus section you can choose. Online students should choose Main campus. The Institution ID will auto populate

← Create Funding Request: Master of Business Administration with a specialization in Management

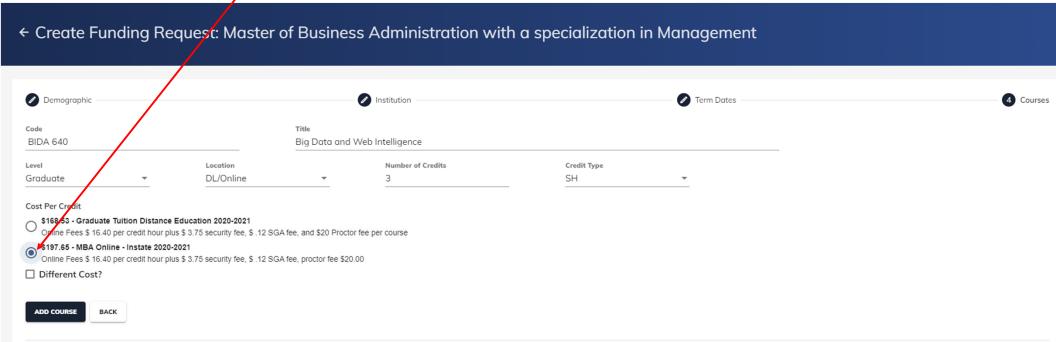


Step 7: Select your Course. You can filter by subject and that is easiest. After this you will then have to enter the course dates. Some course have the dates pre-loaded, other do not. Please have the course dates handy. It will make the application process easier for you.



Step 8: In this step you will have to select the LEVEL, Location, Number of Credits, and Credit Type. Sometimes this auto populates. On electives this does not. Then you will need to select ADD COURSE.

NOTE select the correct payment schedule for your program



Step 9: This is the page where you review the application and the submit.

Ø AF COOL

O AU ABC

Required Credits: 120.00

Issues Blocking Funding

Step 10: Once the funding request is approved select Funding Requests Am FORCE
Virtual Education Center EDUCATION PROGRAMS ~ ← Welcome Back, Military TA CCAF Instructor COOL TA Funding Requests **Education Goals** Fiscal Year Cap Undergraduate (i) Graduate **(i) ED CENTER INFO** SkillBridge Applications Ed Center 115 × POPE (AMC) Virtual Benefits Training **Funding Remaining** Credits Remaining Credits Remaining GPA: 3.02 GPA: 3.88 Mailing Address CCAF Action Requests 43 ABS/FSDE 829 Armistead Street **ACTIVE EDUCATION GOALS** Pope AFB NC 28308 Documents Contact Info Master of Business Administration with a specialization in Management Scheduled Tests DSN: 424-4692 **APPROVED** COM: 910-394-1140 Test Scores Email: 43FSS.DPE.POPEEDUCATIONSERVICES@US.AF.MIL 93% COMPLETE MORE INFO Required Credits: 45.00 Completed Credits: 42.00 Transferred Credits: 0.00 Remaining Credits: 3.00 **Needs Assessment Survey** Education Center Visits Your education center is not offering a needs assessment at APPLY FOR FUNDING VIEW DETAILS this time. Please continue to check back or Click Here to learn Reimbursements **Ed Center Events** BS Information Technology (ISS) \$ Reimbursement Transactions VIEW ALL COMPLETED **Ed Center News** RESEARCH CCAF STUDENT SERVICES LINK INOPERATIVE 97% COMPLETE 04/09/2021

Transferred Credits: 33.00

Remaining Credits: 3.00

■ AFVEC will be Offline Friday, 10 July 2020

Missing CCAE Journeyman and Craftman Skill

Completed Credits: 84.00

Step 11: click PRINT and verify your request was received by Business Services

