

**HOW TO APPLY FOR TA**  
**Air Force Tuition Assistance (TA)**  
**AFI 36-2649**

**AUTHORITY**

The Air Force provides Military TA (MilTA) for the cost of tuition at accredited institutions not to exceed \$250 per semester hour (SH) credit and \$166.67 per quarter hour (QH) credit and an annual MilTA cap of \$4,500. Additional fees of any kind are not covered. TA is authorized for part-time enrollment. Airmen must maintain a cumulative GPA of 2.0 or higher with completion of 15 SH or equivalent for undergraduate studies or a GPA of 3.0 or higher for graduate studies, on a 4.0 grading scale. Failure to maintain the required GPA will result in denial of TA, forcing student to pay for courses until GPA at the required levels. AFI 26-2306, 5.1.6.

MilTA is authorized for **one degree per level (AA/AS, BA/BS, and MA/MS), up to 124 SH (186 QH) for undergraduate credits and 42 SH (70 QH) for graduate credits.** Airmen must have a specific education goal identified by level, title and plan listing all courses required for program completion. Airmen must load and request their education goal(s) through the **AFVEC (Air Force Virtual Education Center)** site. Instructions and tutorials for adding an education goals and applying for TA are available on AFVEC.

For all courses funded with MilTA, **supervisor approval is required by the start date of the course.** Supervisor is defined as the person who signs the Airman's EPR/OPR. Supervisor's POC information must be loaded on AFVEC prior to application. Once education goal is loaded and approved by the Education Office staff, Airmen will submit TA requests through AFVEC, which will then be sent to supervisor for approval. Tutorials on supervisor responsibilities are available on AFVEC.

**ELIGIBILITY**

Enlisted Airmen on active duty with retainability extending beyond term end date, or eligible to reenlist and show written intent to reenlist from the Military Personnel Section (MPS).

Enlisted members electronically signing AF Form 1227, *Authority for Tuition Assistance-Education Services Program*, indicates the Airmen's understanding and acceptance of the terms of using Mil TA.

Officers on active duty with a date of separation (DOS) or deactivation date that is 2 years or more after the end date of the term. Officers on active duty unable to incur a two-year ADSC are not authorized Mil TA.

Officers electronically signing AF Form 1227, *Authority for Tuition Assistance-Education Services Program*, indicates the officer's eligibility, complete understanding, and acceptance of the 2-year ADSC.

**APPLYING**

1. TA requests must be submitted within 7-45 days prior to the start date of the course. **Late TA requests will no longer be approved for any reason.** If you do not submit your TA on time, you will not be issued TA for that course.
2. Using your CAC, log on to the AF Portal
3. Under the subheading **CAREER & TRAINING** tab, find and click the link **AFVEC (Air Force Virtual Education Center).**
4. To submit a TA request, select **"Start a Funding Request"** under the Self Service box. **Several tutorials have been loaded under "AFVEC Resources"**. These will provide you with step-by-step instructions for the TA application, creating education goals (CCAF and non-CCAF), and instructions for your supervisor. **Please refer to these before contacting the Education Office staff.**
5. Once your TA application has been reviewed, you will receive an email. **It is your responsibility to make sure that your correct email address(s) has been loaded to your AFVEC record.** If your TA was deferred, follow instructions in the e-mail and resubmit. Counselor POC information is at the bottom of the TA document for questions.
6. If your TA was approved, print approved TA document and submit to school:
  - a. Log into the AF Portal & go to AFVEC
  - b. Select "Enrollments" (right hand side under My Education Record)
7. **You are signing an official document agreeing to pass the course(s). Unsatisfactory grades (D, F, W for undergraduate; C, D, F, W for graduate) will require reimbursement for the total tuition and fees!**
8. The schools usually turn in grades, but it is ultimately the student's responsibility to report grades. Grades must be submitted within 60 days of the end date of the course.