

Creating a Funding Request (milTA)

Log in to AFVEC (<https://afvec.us.af.mil/afvec/public/welcome>)

1.

The screenshot shows the AFVEC dashboard with the following information:

- Navigation tabs: Military TA, CCAF Instructor, COOL TA, AFIT CI AFERB, AFIT CI Med HPSP/FAP, AFIT CI Med HPERB
- Fiscal Year Cap: \$3,750.00 Funding Remaining
- Undergraduate: 121 Credits Remaining
- Graduate: 42 Credits Remaining, GPA: N/A
- ACTIVE EDUCATION GOALS: APPROVED • AMERICAN MILITARY UNIVERSITY (AMU) • Bachelors Degree • Eligible for Military TA
- 65% COMPLETE progress bar
- Required Credits: 120.00, Completed Credits: 3.00, Transferred Credits: 75.00, Remaining Credits: 42.00
- APPLY FOR FUNDING button (highlighted with a yellow arrow)
- Red box containing text: *Click Apply for Funding under your education goal.*

2.

The screenshot shows the Contact Information form with the following fields:

- Contact Information (with edit icon)
- Email: [Redacted]
- Personal Email: [Redacted]
- Work Phone: [Redacted]
- Mobile Phone: [Redacted]
- VERIFY AND PROCEED button (highlighted with a yellow arrow)

Verify your supervisor's information and your contact information are correct. Click *Verify and Proceed*.

**If your supervisor's information is incorrect and he/she states "Not Supervisor," AFVEC will delete the TA request.

**If your supervisor does not sign your TA request prior to the class start date, AFVEC will delete the TA request.

3.

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
- 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
- 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 Grades that are not updated will be withdrawn from my pay if it is determined that my failure to complete the course was not due to circumstances beyond my control.
- I authorize the release of academic information (i.e. Course grades, degree/certification completion status etc.) by the above institution to the AFMILTA system for the purpose of determining eligibility for funding. While most Academic Institutions (AI) load degree completions in the AI Portal, it is ultimately the responsibility of the AI to ensure that the information is accurate.

FINANCIAL

- I agree that no changes will be made in the above course(s) or dollar amounts without the approval of the AFMILTA system.
- I understand that my annual fiscal year CAP is \$4500. I agree to pay the remaining amount and to request a waiver if necessary.
- I understand that this application does not guarantee that funds are available and that the Unit of Origin is responsible for funding the course.
- I understand that TA for courses starting in the next fiscal year is conditional until the receipt of funding.

Review the User Agreement and check the boxes to confirm your understanding of all policies. *Click I Agree, Continue.*

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 and to ensure correct enrollment and billing information.
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 application.

PENALTY STATEMENT:

There are severe criminal and civil penalties for knowingly submitting false, fictitious, or fraudulent application and for requesting federal funds for which you are not eligible.

I AGREE, CONTINUE



1 Demographic

What is your Servicing Education Center?

4.

Your servicing Education Center location is the same as your servicing MPF location. *S*

Location *
 DOVER (AMC) ▾

Are you applying for funding from a deployed location?

- Yes No

NEXT



Verify your servicing Education Center location. Click *Yes* if you are deployed, click *No* if you are not deployed. Click *Next*.

What is your Institution?

5.

If you would like to enroll for a course(s) at an institution that is not

Institution
 AMERICAN MILITARY UNIVERSITY (AMU)

Campus *
 AMERICAN MILITARY UNIVERSITY- MAIN CAMPUS

Institution Student ID *
 [REDACTED]

BACK

NEXT



Verify/input your school's name. If the *Next* box is grayed out, make sure you have selected the *Campus*. Your Institutional Student ID is required. Click *Next*.

You can request Tuition Assistance (TA) **no earlier than 45** calendar days prior to and **no later than 7** calendar days prior to the class start date (TA window).

6.

What are the student's exact start and end dates?

Select the exact term dates provided by the institution

Different Term Dates

Start Date *

End Date *

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.

2022 Summer Session K ⓘ

Aug 1, 2022 — Nov 20, 2022

2022 Summer Session I ⓘ

Aug 1, 2022 — Sep 25, 2022

Either manually input the start and end dates or select the correct dates of the class you have registered for. **ONLY CLASSES THAT BEGIN WITHIN YOUR TA WINDOW (see above) WILL BE LISTED!!**

*Please pay attention to the start and end dates listed – your school will not accept incorrect dates on your form.

7.

You have 42.00 remaining semester hour credits to apply towards this goal.

8.

Subject Keyword

Code - Title	Level
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Undergraduate
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Undergraduate
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Undergraduate
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Undergraduate

Either manually input your course's information or click the + next to the course that you are requesting TA for.

You can narrow down your search by entering a *Keyword* or using the *Subject* dropdown menu.

Code: BUSN310 Title: Business Theory

Level: Undergraduate Location: DL/Online Number of Credits: 3 Credit Type: SH

Your school has restricted available costs, to only those listed. If your credit cost is not listed, you must update their Course C

9.

Cost Per Credit

\$285 - Civilian TA Undergraduate
This cost applies to GS employees using Civilian TA for undergraduate course work

\$250 - Military TA Undergraduate
This cost applies to Airmen using Military TA for undergraduate coursework

\$250 - MyCAA
This cost applies to spouse's of Airmen for undergraduate coursework

ADD COURSE

Select/input your correct *Cost Per Credit*. The max milTA will pay is \$250 per semester hour or \$166 per quarter hour.

Click *Add Course*. *If this button is grayed out, make sure you have selected an option from the *Location* dropdown menu.

10.

BUSN310 - Business Theory

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

ADD COURSE

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

BACK **SUBMIT**

Remaining Funding

Fiscal Year: **\$3,000.00**

Remaining Credits

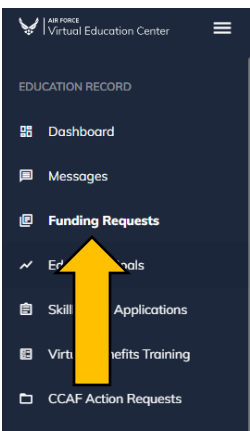
Undergraduate Credit Cap: **118**

Graduate Credit Cap: **42**

If you are taking another course that has the same start and end dates, click *Add Course*. If not, click *Submit*.

*Notice your *Remaining Funding* has decreased by the *Government Costs* amount.

To check the status of your funding request click *Funding Requests* at the AFVEC home page. Your most current TA request will be listed first. If your supervisor has approved your request in will say *Supervisor Concurs*. If they have not, it will say *Pending Supervisor Review*.



ID: [REDACTED] AMERICAN MILITARY UNIVERSITY (AMU)	ID: [REDACTED] AMERICAN MILITARY UNIVERSITY (AMU)
SUPERVISOR CONCURS / AUTO APPROVED • MILITARY TA Certified	PENDING SUPERVISOR REVIEW • MILITARY TA
[REDACTED] 05/02/2022 - 06/26/2022	[REDACTED] 07/04/2022 - 08/28/2022
VIEW DETAILS PRINT PDF	VIEW DETAILS RESEND SUPERVISOR EMAIL