

How to Create Funding Requests In AFVEC

Select the Specific Funding Request Type

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<i>(CCAF, AA / BA / MA, and Foreign Language Goal Types)</i>	2
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MILTA Requests

(CCAF, AA / BA / MA, and Foreign Language Goal Types)

The majority of the funding requests for military tuition assistance are similar in nature. This tutorial will point out the specific differences, while showing the basic process. Any specific questions can always be forwarded to your base education office.

From the AFVEC homepage, click "Start Funding Request"

The screenshot shows the AFVEC homepage for user JOHN DOE. The page layout includes a header with the Air Force logo and navigation links. The main content area is organized into columns. The left column displays the Andrews Education Center logo and contact details. The middle column provides a summary of the user's education record, including financial caps and GPA. The right column offers a menu of services, with 'Start a Funding Request' highlighted in yellow. A 'Memorandum of Understanding' is featured in the 'In the Spotlight' section.

Funding Request Application

Funding request type you are applying for: * **The funding types are based on your individual qualifications**

In order to make your application process easier, you should have the following pieces of information available:

- A copy of your student registration or student handbook. This will help you identify the courses and course numbers you are taking, the number of semester hours or quarter hours, and the cost per semester or quarter hour.
- Exact term dates for the courses you are taking.
- Make sure your personal data in your education record is up-to-date. This is crucial in making sure your application for tuition assistance goes through smoothly.
- Please be aware that funding for courses starting in the next fiscal year is conditional until receipt of the funds.

[Start Application](#)



Important!!!

The information listed here is specific to the funding type selected. Pay close attention, valuable information

Funding Request Application: Base Information

Funding request (FR) you are applying for:

Active Duty

Your servicing Education Center location is the same as your servicing MPE location. Selecting the wrong education center may result in your funding request application being delayed or disapproved.

My Servicing Education Center:

ANDREWS (11th WING) ▼

Are you applying for funding from a deployed location: *

Yes

No

Ensure your servicing base education office is listed; otherwise, your FR could be negatively effected

Next

Cancel

Funding Request Application: Education Goal

This is a list of your current approved goals in your education record. Please select the goal that you would like to apply your courses to for this application and click "Next".

GOAL TITLE / SCHOOL	GOAL TYPE	
Adult Educator DEMO SCHOOL OF LEARNING	BA/BS/BAS - Bachelor's Degree	Select Goal
hrm	CCAF Degree	Select Goal

The goal selected will determine the rules, requirements, and specific process for the funding request.

Back

Next

Cancel

Funding Request Application: School Information

Select School: * [\[Change School\]](#)

Ability to change or add school only for CCAF goal type

DEMO SCHOOL OF LEARNING

Select Campus: *

DEMO SCHOOL OF LEARNING - MAIN CAMPUS



Providing your school student ID will help your school bill and process your grade in a timely manner.

School Student ID:

Student ID is provided by your school, not your social

Select Term: *

4/1/2016 - 4/30/2016 - Spring 3

Only school provided courses dates that are within the 45-7-day request window will show. Otherwise requestor will manually load dates.

Back

Next

Cancel



Important!!!

Using incorrect dates can void your TA document, resulting in the course being 100% student funded.

Funding Request Application: Course Information

Courses on Funding Request

COURSE CODE - TITLE	CREDIT TYPE	# CREDITS	CREDIT COST	GOV COST	YOUR COST	TOTAL
No Courses						Total:

Add Course

Goal Title:
hrm

Degree Plan:
No Degree Plan Uploaded

CCAF Goal Type

- General Education
 - Electives
 - Physical Education
 - Technical
 - LMMS
- 5 tabs/areas each with own credit count**

The general education requirement is satisfied by applying civilian courses accepted in transfer or by testing credit. If you opt for not taking a GEM course, you can manually input your course information or select from the course catalog if your college has loaded one. Note: Some schools require you select from the course catalog so you may not have the option to manually input course information. If the course you are taking is not a GEM approved course, please ensure it will fulfill your CCAF degree requirements by using the Civilian Course Conversion Table (CivCCT) or checking with your Education Office.

Credit Summary (SH): Required 15.00 Completed 0.00 Other 0.00 Remaining 15.00

Add Course

- Back
- Next
- Cancel

 **Important!!!**

You must have available remaining credits, for the area you are taking courses towards.

Funding Request Application: Course Information

Courses on Funding Request

COURSE CODE - TITLE	CREDIT TYPE	# CREDITS	CREDIT COST	GOV COST	YOUR COST	TOTAL
No Courses						Total:

Add Course

Goal Title:
Adult Educator

Non-CCAF Goal Type

Degree Plan:
[View Degree Plan](#)

You may view the degree plan

- Applied Courses
- Only 1 area showing all degree credits**

Credit Summary (SH): Required 124.00 Completed 3.00 Other 45.00 Remaining 76.00

Add Course

- Back
- Next
- Cancel

Choice will only be "active" if school allows manual entry.

Funding Request Application: Course Information

DEMO SCHOOL OF LEARNING requires you to select a course from their catalog. If your course is not listed below or the course information is not accurate please contact your local education center or your school. Selecting an incorrect course can delay or cause your application to be disapproved.

Add Course Information Manually

School:
DEMO SCHOOL OF LEARNING

Course Subject:

All Subjects

Course Title Keyword Search:

Search

Cancel

Used to "filter" course listing, as needed.

CODE - TITLE	LEVEL	CREDITS	CREDIT TYPE	GEM*
ENG101 - Freshman Composition	Undergraduate	3	Semester Hour	 
MTH202 - College Algebra	Undergraduate	3	Semester Hour	✓  
SOC101 - Intro to Sociology	Undergraduate	3	Semester Hour	 
GRM101 - German	Undergraduate	3	Semester Hour	 
HIST101 - History	Undergraduate	3	Semester Hour	✓  
SPH101 - Speech	Undergraduate	3	Semester Hour	✓  
ENG532 - Managerial Communication	Undergraduate	3	Semester Hour	 
HRM445 - Managerial Practices	Undergraduate	3	Semester Hour	 
ALG656 - Algorithms	Graduate	3	Semester Hour	 
GRM103 - German II	Undergraduate	3	Semester Hour	 
HIST202 - Asian History	Undergraduate	3	Semester Hour	 
ART101 - ART	Undergraduate	3	Semester Hour	 

GEM only pertains to CCAF goal type courses.

The courses listed above with a ✓ in the General Education Mobile (GEM) have been approved by CCAF to meet the general education requirements. GEM is a partnership between CCAF & partnering regionally accredited schools to provide general education courses that meet CCAF requirements in an online format, anytime, anywhere availability. If you opt for not taking a GEM course, you can manually input your course information or select from the course catalog if your college has loaded one. Note: Some schools require you select from the course catalog so you may not have the option to manually input course information. If the course you are taking is not a GEM approved course, please ensure it will fulfill your CCAF degree requirements by using the Civilian Course Conversion Table (CivCCT) or checking with your Education Office.

Click to view course information

Click to add course to TA

Funding Request Application: Course Information

Goal Area:
General Education

General Education Sub-Category: *
Select Category **Only visible for CCAF gen ed courses**

Is this a Foreign Language Course: *
 Yes
 No

Course Code: *
ENG101

Course Title: *
Freshman Composition

Course Level: *
UNDERGRADUATE

Course Location: *
Select Course Location

Course Credit Type: *
Semester Hour

Number of Credits: *
3

Credit costs may be pre-loaded, by school

Cost Per Credit: \$ *
 \$277.00 - Undergraduate Tuition
Otherwise manual entry

Ensure all asterisk areas are filled

Add Course Cancel

Funding Request Application: Course Information

Courses on Funding Request

COURSE CODE - TITLE	CREDIT TYPE	# CREDITS	CREDIT COST	GOV COST	YOUR COST	TOTAL
GRM103 - German II	Semester Hour	3	\$277.00	\$750.00	\$81.00	\$831.00
Course now added to TA			Total:	\$750.00	\$81.00	\$831.00

Click to delete course

Add Course

Goal Title: hrm Degree Plan: No Degree Plan Uploaded

General Education Electives Physical Education Technical LMMS

The general education requirement is satisfied by applying civilian courses accepted in transfer or by testing credit. If you opt for not taking a GEM course, you can manually input your course information or select from the course catalog if your college has loaded one. Note: Some schools require you select from the course catalog so you may not have the option to manually input course information. If the course you are taking is not a GEM approved course, please ensure it will fulfill your CCAF degree requirements by using the Civilian Course Conversion Table (CivCCT) or checking with your Education Office.

Credit Summary (SH): Required 15.00 Completed 3.00 Other 0.00 Remaining 12.00 **Notice Completed and Required has changed**

Add Course **May add more courses or click Next**

Back Next Cancel



Important!!!

Using someone other than your supervisor or your chain of command could result in UCMJ punishment.

Funding Request Application: Supervisor Information

Verify that your supervisor's contact information is accurate. Your funding request document may be disapproved if it is incorrect.

Effective 31 Jan 2015, it is your responsibility to ensure that your supervisor has reviewed your funding request prior to the term start date. If your supervisor does not concur prior to the term start date, your funding request will be automatically disapproved. To verify the status of your funding request, please log into AFVEC and click on "Enrollments". If the status shows, "Pending Supervisor Review", you will need to coordinate with your supervisor to concur. If you need to resend the concurrence email to your supervisor, please click "Resend Supervisor Email".

Having someone other than your supervisor approve your funding request will be considered fraudulent and punishable under the UCMJ. Exception: If the immediate supervisor will not be available to approve your funding request then you must obtain approval from a member of your chain of command (i.e. flight/section chief, superintendent, first sergeant or squadron commander or higher officer).

First Name: *

Last Name: *

Email Address: *

Alternate Email Address:

Phone:

Back

Next

Cancel



FYI!!!

Any system generated supervisor notifications will be sent to each email address provided.

Any changes made here will also change the information stored in AFVEC and AFAEMS supervisor information.

Funding Request Application: Review & Verify Application

Personal Data:

First Name: JOHN **Last Name:** DOE
Rank: E-5 **Assigned Unit:** 9001 AIR RES PERS CE SQ **Duty Phone:** 701-703-7789
DEROS: **DOJ:** 10/16/2019 **TAFMSD:**

Contact Information:

Office Symbol: CESS **E-mail Address:** joel.derocher@Bamtech.net **Alternative E-mail Address:**
Street Line 1: 123 Main Street **Street Line 2:**
City: Maryland **State:** MD **Zip:** 58432

Supervisor Information:

First Name: Mike **Last Name:** Allen
E-mail Address: mike.allen@bamtech.net **Alternative E-mail Address:** **Phone:** 123-456-1234

Servicing Education Center:

My Servicing Education Center:
ANDREWS (11th WING)

School and Term Dates:

School: DEMO SCHOOL OF LEARNING
Campus: DEMO SCHOOL OF LEARNING - MAIN CAMPUS
School Student ID: **Term Start:** 4/1/2018 **Term End:** 4/30/2018

Courses and Course Fees:

COURSE CODE - TITLE	CREDIT TYPE	# CREDITS	CREDIT COST	GOV COST	YOUR COST	TOTAL
GRM103 - German II	Semester Hour	3	\$277.00	\$750.00	\$81.00	\$831.00
			Totals:	\$750.00	\$81.00	\$831.00

VA TOP UP

Some or all tuition assistance will be paid by you. If you are enrolled in MGIB, you can elect the VA Top Up Option to cover the additional cost not covered by TA. Please visit the VA Top Up page to check your eligibility.

Yes Use VA TOP UP

VA Top-Up is only available when the per credit cost exceeds the allowed rate

(\$250 SH or \$166 QH)

[Back](#) [Next](#) [Cancel](#)



Important!!!

Terms & Conditions are specific to each funding reason (CCAF, Foreign Language, etc.)

All Terms and Conditions must be checked, signaling your compliance and understanding.

Funding Request Application: Submit Your Information

You must agree to all conditions in order to submit this application for approval:

- 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.
- (Foreign language goals only) I understand I must take the DLPT/OPI after 6SH and 12SH of foreign language courses. I agree to reimburse the total government cost if I fail to take the DLPT within 60 days of term end date or 90 days for the OPI. I must provide my scores to the education center to update my record within 60 days (DLPT)/90 days (OPI) to avoid reimbursement.
- I understand that my annual fiscal year CAP is \$4500. I agree to pay the remaining amount and any other costs. IAW AFI 36-2649, I will reimburse the Total Government Cost above for non-completions, withdrawals, or unsatisfactory grades due to reasons within my control.
- 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 (AI) 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 36-2649 apply.
- 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 Officer.
- 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 certify that the information on this application that I have provided is correct to the best of my knowledge.

SIGN DOCUMENT:

Sign as: *

Name taken from CAC



URGENT!!!

Do not "submit" until you agree to all terms and conditions & the TA information is accurate.

AF COOL

From the AFVEC homepage, click "Start Funding Request"

The screenshot shows the AFVEC homepage with a dark header. On the left is the Air Force Virtual Education Center logo. On the right, the user name 'DEROCHER, JOEL' is displayed. Below the header is a navigation menu with 'Home', 'Information', 'Air Force COOL', and 'Support/Help'. The main content area is divided into three columns. The left column is for 'MAXWELL Education Center' and includes the Air Force logo, mailing address, and contact information. The middle column is 'My Education Record Status' and lists financial caps, lifetime credits remaining, and GPA. The right column is 'My Education Record' and contains a list of links for personal data, education goals, enrollments, and test scores. At the bottom, there is an 'In the Spotlight' section with a red warning icon and a 'Self Service' section with a yellow button labeled 'Start a Funding Request'.

Funding Request Application

Funding request type you are applying for: * AF COOL

In order to make your application process easier, you should have the following pieces of information available:

- Make sure your personal data in your education record is up-to-date. This is crucial in making sure your application for funding goes through smoothly.
- Estimated dates for the exams you are taking. If you are testing outside of the AFVEC system allowed 120 day window, please contact the AF COOL CPO at DSN 749-5115 or CCAF.COOL@US.AF.MIL
- A list of itemized exam fees from the exam center (Application and/or Administrative only), as well as fees associated with study materials, preparatory courses and books.
- Please be aware that funding for exams starting in the next fiscal year is conditional until receipt of the funds.
- Ensure that you have obtained approval to test from the credentialing agency, meet all eligibility requirements for the credential/licensure, and have filled out all applicable applications and other required items prior to submitting your funding request.
- I am not applying for or attempting to utilize AF COOL to complete the requirements of a mandatory AFSC related credential or licensure. Doing so will cause my credential or licensure to be deleted immediately and would violate directives that are punishable under the UCMJ.

By selecting the acknowledge button below, you agree that all required information has been completed. If the CPO finds that there are processes missing that should have been completed prior to submitting your funding request, your application will be rejected and returned for proper completion.

I acknowledge these conditions

You must acknowledge that you read and understand the conditions above, before proceeding

Start Application

AF COOL Funding Request: Base Information

Your Servicing Education Center location is the same as your servicing MPF location. Selecting the wrong education center may result in your funding request being delayed or disapproved.

My servicing education center: *

MAXWELL (AETC)

Are you applying for funding from a deployed location: *

- Yes
 No

**Ensure your servicing base education office
is listed; otherwise, your FR could be
negatively effected**

Next

Cancel

AF COOL Funding Request: Education Goal

This is a list of your current approved goals in your education record. Please select the goal that you would like to apply your exams to for this funding request and click "Next".

GOAL TITLE	GOAL TYPE	
Certified Manager (CM)	AF COOL	Select Goal

**The goal selected will determine the rules, requirements,
and specific process for the funding request.**

Back

Next

Cancel

AF COOL Funding Request: Exam Center Information

Select Exam Center: * [Select Exam Center]

Select Campus: *

Must associate a testing center with this request

Select Campus

Select the date range in which you plan to complete your exam(s). Estimated Start and End date cannot be more than 120 days apart. If you are testing outside of the 120 day window, please contact the AF COOL CPO at DSN 749-5115 or CCAF.COOL@US.AF.MIL.

Estimated Start Date: *

Estimated End Date: *

AF COOL Funding Request: Exam Center Information

Due to the numerous testing providers, not all will be listed at this time. However, if you find that your requested testing provider is not listed, please contact the AF COOL office via e-mail at ccaf.cool@us.af.mil. Within your e-mail, you will need to provide the following testing provider information: testing provider name, physical mailing address, phone number, and website address. Thank you for your interest in the AF COOL program.

School Name:

State:

ALL

Use Keyword to search



Important!!!

If your testing center is not listed, contact the AF COOL office.

SCHOOL
PROMETRIC

AF COOL Funding Request: Exam Center Information

Select Exam Center: * [Select Exam Center]

PROMETRIC

Select Campus: *

PROMETRIC - MAIN CAMPUS

Select the date range in which you plan to complete your exam(s). Estimated Start and End date cannot be more than 120 days apart. If you are testing outside of the 120 day window, please contact the AF COOL CPO at DSN 749-5115 or CCAF.COOL@US.AF.MIL.

Estimated Start Date: *

Estimated End Date: *

Start date cannot be within 7-days End date cannot be greater than 120-days

AF COOL Funding Request: Exam Information

Exams on Funding Request

EXAM	GOV COST	YOUR COST	TOTAL
No Exams			

Goal Title:
Certified Manager (CM)

Click "Add Exam"

AF COOL Funding Request: Exam Information

1 Foundations of Management

Description: N/A
Category: Written

2 Planning and Organizing

Description: N/A
Category: Written

3 Leading and Controlling

Description: N/A
Category: Written



Important!!!

Information listed is provided by SOLID, any questions please contact AF COOL office

Once clicked 

AF COOL Funding Request: Exam Information

Reference documentation received from Credentialing Agency, students should enter ONLY the cost of the Credentialing Examination. Any additional Fees or Costs are to be entered on the next step of the funding request.

Exam Title: *
3 Leading and Controlling

Exam Location: *

Exam Cost Only: *

Ensure all asterisked areas are completed

AF COOL Funding Request: Exam Information

Exams on Funding Request

EXAM	GOV COST	YOUR COST	TOTAL
EXAM - 3 Leading and Controlling	\$50.00	\$0.00	\$50.00
	\$50.00	\$0.00	\$50.00

Goal Title:
Certified Manager (CM)

Click to delete exam

Add Exam

May add more courses or click Next

Back Next Cancel

AF COOL Funding Request: Exam Fee Information

FEE	GOV COST	YOUR COST	TOTAL
No records to display.			
			Totals:

Total Cost for Exams and Exam Fees: \$50.00 Total Air Force Payment: \$50.00 Your Payment: \$0.00

Add Fee

Next step is to add any fees, or click next as applicable

Back Next Cancel

Once all fees are added to the funding request

AF COOL Funding Request: Study Materials

STUDY MATERIAL	GOV COST	YOUR COST	TOTAL
No records to display.			
			Totals:

Total Cost for Exams and Exam Fees: \$75.00 Total Air Force Payment: \$75.00 Your Payment: \$0.00

Add Study Material

Next step is to add any study materials, or click next as applicable

Back Next Cancel



Important!!!

Using someone other than your supervisor or your chain of command could result in UCMJ punishment.

AF COOL Funding Request: Supervisor Information

Effective 31 Jan 2015, it is your responsibility to ensure that your supervisor has reviewed your funding request prior to the term/exam start date. If your supervisor does not concur prior to the term/exam start date, your funding request will be automatically disapproved. To verify the status of your funding request, please log into AFVEC and click on "Enrollments". If the status shows, "Pending Supervisor Review", you will need to coordinate with your supervisor to concur. If you need to resend the concurrence email to your supervisor, please click "Resend Supervisor Email".

Having someone other than your supervisor approve your funding request will be considered fraudulent and punishable under the UCMJ. Exception: If the immediate supervisor will not be available to approve your funding request then you must obtain approval from a member of your chain of command (i.e. flight/section chief, superintendent, first sergeant or squadron commander or higher officer).

First Name: *

Last Name: *

Email Address: *

Alternate Email Address:

Phone:

Any changes made here will also change the information stored in AFVEC and AFAEMS supervisor information.



FYI!!!

Any system generated supervisor notifications will be sent to each email address provided.

AF COOL Funding Request: Review & Verify Application

Personal Data:

First Name:
JOEL

Last Name:
DEROCHER

Rank:
E-6

Assigned Unit:
0000 COMMUN COL AF CL

Duty Phone:
7037789184

DERO ID:

DOB:
12/29/2044

TAFMSID:
12/13/1989

Contact Information:

Office Symbol:
DFRS

E-mail Address:
joel.derocher@bamtech.net

Alternative E-mail Address:
mike.allen@bamtech.net

Street Line 1:
90 MENAWA PASS

Street Line 2:

City:
MILLBROOK

State:
AL

Zip:
36054

Supervisor Information:

First Name:
john

Last Name:
Doe

E-mail Address:
mike.pumeli@bamtech.net

Alternative E-mail Address:

Phone:
DSN5551212

Servicing Education Center:

My Servicing Education Center:
MAXWELL (AETC)

Exam Center and Exam Dates:

Exam Center:
PROMETRIC

Campus:
PROMETRIC - MAIN CAMPUS

Estimated Start:
3/21/2016

Estimated End:
6/16/2016

Exams and Exam Fees:

EXAM	GOV COST	YOUR COST	TOTAL
EXAM - 3 Leading and Controlling	\$90.00	\$0.00	\$90.00
FEE: Administrative - EXAM	\$25.00	\$0.00	\$25.00
STUDY: Coursework - EXAM	\$236.00	\$0.00	\$236.00
	\$311.00	\$0.00	\$311.00

[Back](#) [Next](#) [Cancel](#)

Review information and click "Next" or "Back", as applicable

**All Terms and Conditions must be checked,
signaling your compliance and understanding.**

AF COOL Funding Request: Submit Your Information

You must agree to all conditions in order to submit this application for approval:

- I agree that no changes will be made in the above exam(s) and/or fee(s) or dollar amounts without the approval of the issuing education staff; otherwise, I will pay the difference to the Air Force and/or the exam center. I understand that the Air Force will pay 100% of my exam and fees up to \$4500. I understand that my lifetime CAP is \$4500. I agree to pay the remaining amount and any other costs.
- IAW AFI 36-2649, 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 exam end date are considered overdue and will prevent me from requesting additional funding.
- I authorize the release of academic information (i.e. Exam grades) by the above exam center to the Air Force (PL 93-568).
- I understand that this funding request 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 Credentialing Program Office and Purchasing Agent. I understand that funding for exams starting in the next fiscal year is conditional until the receipt of the program 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 certify that the information on this application that I have provided is correct to the best of my knowledge.

SIGN DOCUMENT:

Sign as: * DEROCHER, JOEL

Name taken from CAC

[Back](#) [Submit](#) [Cancel](#)



Do not "submit" until you agree to all terms
and conditions & the TA information is
accurate.

Civilian Acquisition

From the AFVEC homepage, click "Start Funding Request"

AIR FORCE
Virtual Education Center

DEROCHER, JOEL ▾

Home Information ▾ Air Force COOL Support/Help ▾

MAXWELL Education Center

U.S. AIR FORCE

Mailing Address:
42 FSS/FSDE
20 NORTH PINE STREET, BLDG 501
MAXWELL, AL 36112-6110

Contact Information:
DSN: 493-5959
COM: 334-953-5959
DSN Fax: 493-6115
COM Fax: (334) 953-6115

My Education Record Status

Financial Caps

- Civilian Acquisition Lifetime Cap Remaining: \$50,000.00

[View My Education Record](#)

My Education Record

- [Personal Data](#)
- [Education Goals](#)
- [Enrollments](#)
- [Other Funded Enrollments](#)
- [Scheduled Tests](#)
- [Online Test Requests](#)
- [Test Scores](#)
- [Missing Grades](#)
- [Reimbursements](#)
- [CCAF Actions](#)
- [Annual TA Benefits Training](#)

Self Service

[Start a Funding Request](#)

In the Spotlight

Recent AFVEC changes for CCAF
01/13/2016

View "CCAF Web PR" has been changed to "CCAF Student Services". Also, the URL's for "CCAF Course Conversion" and "CCAF Request Transcript" have ...

AFVEC Outage Results
12/31/2015

The Air Force Virtual Education Center (AFVEC) is back

Funding Request Application

Funding request type you are applying for: * ▾

In order to make your application process easier, you should have the following pieces of information available:

- A copy of your student registration or student handbook. This will help you identify the courses and course numbers you are taking, the number of semester hours or quarter hours, and the cost per semester or quarter hour.
- Exact term dates for the courses you are taking.
- A list of itemized course fees by the academic institution. You should be able to find this on your registration slip or paperwork.
- Make sure your personal data in your education record is up-to-date. This is crucial in making sure your application for tuition assistance goes through smoothly.
- Please be aware that funding for courses starting in the next fiscal year is conditional until receipt of the funds.

[Start Application](#)



Important!!!

Please read, valuable information.

Funding Request Application: Base Information

Funding request (FR) you are applying for:

Civilian Acquisition Tuition Assistance

Your application will be submitted and reviewed at ACQ Civilian TA (ACQ).

My Servicing Education Center:

ACQ Civilian TA (ACQ)

Ensure you have "ACQ Civilian TA (ACQ)" entered

Next

Cancel

Funding Request Application: Education Goal

This is a list of your current approved goals in your education record. Please select the goal that you would like to apply your courses to for this application and click "Next".

GOAL TITLE / SCHOOL	GOAL TYPE	
Engineering UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE	Complete 1st undergraduate degree related to an acq career field	Select Goal
Foreign Language - AF Strategic: Farci	Foreign Language - AF Strategic	Select Goal

Back

Next

Cancel

Funding Request Application: School Information

Select School: *

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

Select Campus: *

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE- MAIN CAMPUS



Providing your school student ID will help your school bill and process your grade in a timely manner.

School Student ID: **Student ID is provided by your school, not your social**

Select Term: *

4/6/2016 - 6/14/2016 - Spring 2016 - AMBA

Program

Only school provided courses dates will show.

Other

Otherwise requestor will manually load dates.

Back

Next

Cancel

Funding Request Application: Course Information

Courses on Funding Request

COURSE CODE - TITLE	CREDIT TYPE	# CREDITS	CREDIT COST	GOV COST	YOUR COST	TOTAL
No Courses						
						Total:

Add Course

Goal Title:
Engineering

Degree Plan:
[View Degree Plan](#) **You may view the degree plan**

Applied Courses

Credit Summary (SH): Required 65.00 Completed 0.00 Other 7.00 Remaining 58.00

Add Course



Important!!!

You must have available remaining credits, for the area you are taking courses towards.

Back

Next

Cancel

Choice will only be "active" if school allows manual entry.

Funding Request Application: Course Information

Can't find your course? Click the button below to enter your course information manually.

Add Course Information Manually

School:
UNIVERSITY OF MARYLAND UNIVERSITY
COLLEGE

Course Subject:

All Subjects

Course Title Keyword Search:

Search

Cancel

Used to "filter" course listing, as needed.

CODE - TITLE	LEVEL	CREDITS	CREDIT TYPE	GEM*
ANTH102 - Introduction to Cultural Anthropology	Undergraduate	3	Semester Hour	✓ 🔍 +
BEHS210 - Introduction to Social and Behavioral Science	Undergraduate	3	Semester Hour	✓ 🔍 +
ARTT205 - Art Appreciation	Undergraduate	3	Semester Hour	✓ 🔍 +
ECON201 - Principles of Macroeconomics	Undergraduate	3	Semester Hour	✓ 🔍 +
ECON203 - Principles of Microeconomics	Undergraduate	3	Semester Hour	✓ 🔍 +



Important!!!

If you do not see your course listed, please contact your school (if manual entry is prohibited).

Click to view course information

Click to add course to TA

Funding Request Application: Course Information

Goal Area:

Applied Courses

Is this a Foreign Language Course: *

Yes

No

Course Code: *

EXCL301

Course Title: *

Learning Analysis and Planning

Course Level: *

UNDERGRADUATE

Course Location: *

Select Course Location

Course Credit Type: *

Semester Hour

Number of Credits: *

3

Ensure all asterisk areas are filled

Credit costs may be pre-loaded, by school

Cost Per Credit: \$ *

\$250.00 - Spring and Summer 2016 - Undergraduate Programs - Online

Credit Cost does not include additional fees that could be associated with certain classes.

\$250.00 - Spring and Summer 2016 - Undergraduate Programs - On-Site

Credit Cost does not include additional fees that could be associated with certain classes.

Other

Otherwise manual entry

Add Course

Cancel

Funding Request Application: Course Information

Courses on Funding Request

COURSE CODE - TITLE	CREDIT TYPE	# CREDITS	CREDIT COST	GOV COST	YOUR COST	TOTAL	
EXCL301 - Learning Analysis and Planning	Semester Hour	3	\$250.00	\$750.00	\$0.00	\$750.00	
Course now added to TA			Total:	\$750.00	\$0.00	\$750.00	

Add Course

Goal Title:

Engineering

Degree Plan:

[View Degree Plan](#)

Click to delete course

Applied Courses

Credit Summary (SH): Required 65.00 Completed 3.00 Other 7.00 Remaining 55.00

Notice Completed and Required has changed

Add Course

May add more courses or click Next

Back

Next

Cancel

Funding Request Application: Course Fee Information

FEE	GOV COST	YOUR COST	TOTAL
No records to display.			
Totals:			

Total Tuition for Courses and Course Fees: \$750.00 Total Air Force Payment: \$750.00 Your Payment to School: \$0.00

[Add Fee](#) **Next step is to add any fees, or click next as applicable**

[Back](#) [Next](#) [Cancel](#)

Funding Request Application: Course Fee Information

Funding may be provided up to 100% of the cost for tuition, laboratory, and other instructional fees. Funding does not cover course material, optional fees, parking, charges for personal services or the costs of student TDY or vicinity travel.

Reference documentation from your school for the amount and description of this fee. If your school has not provided a description for this fee, describe the reason for the fee to the best of your knowledge.

Which Course will you be applying a Fee to: *

EXCL301 Learning Analysis and Planning

Fee Category: *

Make Selection

Fee Amount: *

Fee Description: *

Ensure all asterisk areas are filled

[Add Fee](#) [Cancel](#)

Funding Request Application: Course Fee Information

Click to delete fee

FEE	GOV COST	YOUR COST	TOTAL
FEE: Technology - EXCL301	\$75.00	\$0.00	\$75.00
Totals:			
	\$75.00	\$0.00	\$75.00

Total Tuition for Courses and Course Fees: \$825.00 Total Air Force Payment: \$825.00 Your Payment to School: \$0.00

[Add Fee](#) **May add more fees or click Next**

[Back](#) [Next](#) [Cancel](#)



Important!!!

All Terms & Conditions must be checked.

Funding Request Application: Submit Your Information

You must agree to all conditions in order to submit this application for approval:

- I agree that no changes will be made to course(s) and/or fee(s) or dollar amounts without the approval of the issuing staff, otherwise, I will pay the difference to the Air Force and/or school. I agree to pay any other costs and fees.
- I agree that I will reimburse (Per IAW AFI 36-401), the Total Government Cost for non-completions, withdrawals, or unsatisfactory grades due to reasons within my control. Successful completion requires a grade of "C" or better for undergraduate courses, a grade of "B" or better for graduate courses and satisfactory for courses with no grade letter. 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. I authorize the release of academic information (course grades, completion status) by the above institution to the Air Force (PL 93-568). I also understand that tuition assistance is not authorized for any courses in which I am receiving reimbursement in whole or part under any other provision of the law where the payment would constitute a duplication of benefits from the U.S. Government (Veterans Education Allowance, VEAP, etc.).
- I agree to update my records upon completion of 24/12 credit hours or degree.
- 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 by SAF/AQH-ATO. You will receive confirmation when this application has been approved by SAF/AQH-ATO within 5 business days. I understand that TA for courses starting in the next fiscal year is conditional until 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 certify that the information on this application that I have provided is correct to the best of my knowledge.

SIGN DOCUMENT:

Sign as: *

Name taken from CAC

[Back](#)

[Submit](#)

[Cancel](#)



URGENT!!!

Do not "submit" until you agree to all terms and conditions & the TA information is accurate.