

**\*\*\*IMPORTANT\*\*\* Supervisors must approve TA request (must have CAC access)**

## Supervisor Information Students' view via AFVEC

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).

**Note the warning against students listing someone other than their supervisor (chain of command).**

<b>First Name: *</b>	<b>Last Name: *</b>
<input type="text" value="Joel"/>	<input type="text" value="Derocher"/>
<b>Email Address: *</b>	<b>Alternate Email Address:</b>
<input type="text" value="joel.derocher@bamtech.net"/>	<input type="text" value="joel.derocher@mail.mil"/>
<b>Phone:</b>	
<input type="text" value="123-456-1234"/>	

**Each email address listed will receive the same notifications**

**Airmen verify/update the supervisor information, during each TA request**

**When a student requests TA, you will receive the approval link (via email):**

**Effective 31 Jan 2015: if you, the supervisor, do not concur by midnight of the start date, this TA request will be automatically deleted. The student will need to drop the course or self-pay."**

Supervisor Action Needed for AF Tuition Assistance (TA) Application

**\*\*\* ATTENTION: DO NOT REPLY TO THIS EMAIL. PLEASE CONTACT YOUR EDUCATION CENTER IF YOU HAVE ANY QUESTIONS. \*\*\***

DOE, JOHN has identified you as their supervisor. As their supervisor, you are required to approve or disapprove their TA application request. The link below will open the TA request for your review. Please review #1 through #7 and acknowledge any that apply. Then select Approve or Disapprove and click Sign. If you do not supervise this individual, please click "I do not supervise this person". That will disapprove the TA request and send an email to the student notifying them to update their supervisor's information.

Effective 31 Jan 2015, if you, the supervisor, do not concur by the term start date, this TA request will be automatically disapproved and deleted. The student will need to drop the class or self-pay.

<https://demo.bamtech.net/afvec/Supervisor/ApproveTA.aspx?TAId=Xjyf0xv370g%3d&Key=3Rt1%2bdfV9cDi8J0szLwIVZdqO7tYkmYnRux8IkTusSXtY8SI0J3MuQ%3d%3d>

If you have any questions about this TA request, please contact your local education center.

V/r,

AFVEC System Administrator

**Click Link to access approval page**

**Must have CAC access**

# Tuition Assistance Supervisor Review

The below Airman has requested TA for the listed course(s). As their supervisor, you must determine that the Airman is eligible based on the below criteria. Please check all that apply. If you are not the Airman's supervisor please indicate so below by clicking the button "I do not supervise this person".

## Student

**First Name:**  
JOHN

**Last Name:**  
DOE

**Rank:**  
E-5

## Courses and Fees

**Tuition Assistance Document ID:**  
3054479

**School:**  
DEMO SCHOOL OF LEARNING

**Term Dates:**  
4/1/2018 - 4/30/2018

COURSE CODE - TITLE	CREDIT TYPE	# CREDITS	GOV COST	STUDENT COST	TOTAL COST
ART101 - ART	SH	3	\$750.00	\$0.00	\$750.00
Totals:			\$750.00	\$0.00	\$750.00

## PT Test Acknowledgement:

Tuition assistance benefits are not available for individuals that have failed their most recent PT test or are currently in overdue status. Please indicate below if the requestor of this TA has failed their most recent PT test or is currently in overdue status.

1. Individual has failed their most recent PT test or is currently in overdue status.

## I hereby acknowledge that DOE, JOHN:

Please check all that apply. For items 2,3,4,5,and 7, you can approve or disapprove using your discretion. For items 1 and 6, you will need to disapprove the TA request if you put a check in the box and provide comments in the Reason and Justification field.

2. Is currently in upgrade training.
3. Will be TDY during class term dates.
4. Is PCS'ing during the requested term dates.
5. Is scheduled to attend or is enrolled in PME during the requested term dates.
6. Has other reasons listed in the Reason and Justification section that may prevent the student from completing the course(s) for which they are requesting TA. (Checking this box results in automatic disapproval)
7. None of the above apply.

## Reason and Justification:

**Must make one selection 1-7**  
**Select Approve/Disapprove**  
**Then the "Sign" button will activate**

- Approve: My digital signature indicates that I have reviewed the Airman's personnel records and duty schedule and am not aware of any derogatory information, unsatisfactory progress in training, or changes in duty that would impede the Airman's successful completion of the course(s) using Mil TA.
- Disapprove: My digital signature indicates that I have reviewed the Airman's personnel records and duty schedule and believe that there are circumstances or issues that may prevent the Airman from successfully completing the course(s) using Mil TA as outlined in the Reason and Justification section. (Requires Reason & Justification)

**Clicking "I do not supervise this person" will delete the TA request and send a notification to the student.**

**In the event your subordinate is required to repay TA funds. You, as the supervisor, will receive the below email. This is an informational notification only, click the link to acknowledge your receipt.**

Supervisor Acknowledgement Needed for AF Tuition Assistance (TA) Reimbursement

**\*\*\* ATTENTION: DO NOT REPLY TO THIS EMAIL. PLEASE CONTACT YOUR EDUCATION CENTER IF YOU HAVE ANY QUESTIONS. \*\*\***

DOE, JOHN has received a grade that requires a reimbursement IAW AFI 36-2649. As their supervisor, you are required to acknowledge their reimbursement. Please click the link below to read and acknowledge. If you do not supervise this individual, please click "I do not supervise this person" and an email will be sent to the student to update their supervisor's information.

<https://demo.bamtech.net/afvec/Supervisor/ApproveReimbursement.aspx?CourseId=O%2ftC4UoLUA%3d&Key=OgvOt6uMkbwDAnCs0d51OLKxzIoSc96ISMojacqKNZS2sbzxogD3qw%3d%3d>

If you have any questions about this reimbursement acknowledgement, please contact your local education center.

V/r,

AFVEC System Administrator

Click Link to access approval page

Must have CAC access

## Supervisor Reimbursement Acknowledgement

You are receiving this notification because you are listed as the supervisor of the Airman listed below. The Airman has been notified at their official email of this debt. The Airman has 30 days from this date on the email notification to respond. If the Airman is deployed, on extended leave, or long term medical leave, you must ensure that they receive this information. As per DoD 1332.25 and AF 36-2649, Airman must reimburse the government cost of tuition for unsatisfactory grades, missing grades, or incomplete grades not converted to satisfactory grades within the prescribed timelines. Airman can only apply for waivers to reimbursement for reasons clearly outside their control. However, the following are rarely considered as justification for a waiver:

- Changes in duty schedule for Airman taking online/distance learning courses
- TDYs, PCS's, or leave about which the Airman was aware at the time of course registration

### Student

**First Name:**  
JOHN

**Last Name:**  
DOE

**Rank:**  
E-5

### Course(s) and Fees

COURSE CODE - TITLE	CREDIT TYPE	# CREDITS	GOV COST	STUDENT COST	TOTAL COST	SUSPENSE DATE
ENG101 - Freshman Composition	SH	3	\$750.00	\$81.00	\$831.00	04/13/2016
Totals:			\$750.00	\$81.00	\$831.00	

I acknowledge receipt of this notification and will ensure Airman deployed or otherwise away from their work sections for an extended period of time are notified immediately of this debt. This notification does not serve as a substitute for Airman completing the reimbursement/waiver process.

### Reasons TA repayment is required:

**Grade not reported within 90-days of end date.  
Withdraw from course after the school's 100% refund period.  
Undergraduate course grade of "D", "F" or "U".  
Graduate course grade of a "C", "D", "F", or "U".**