How to Apply for Funding in AFVEC

Education Office
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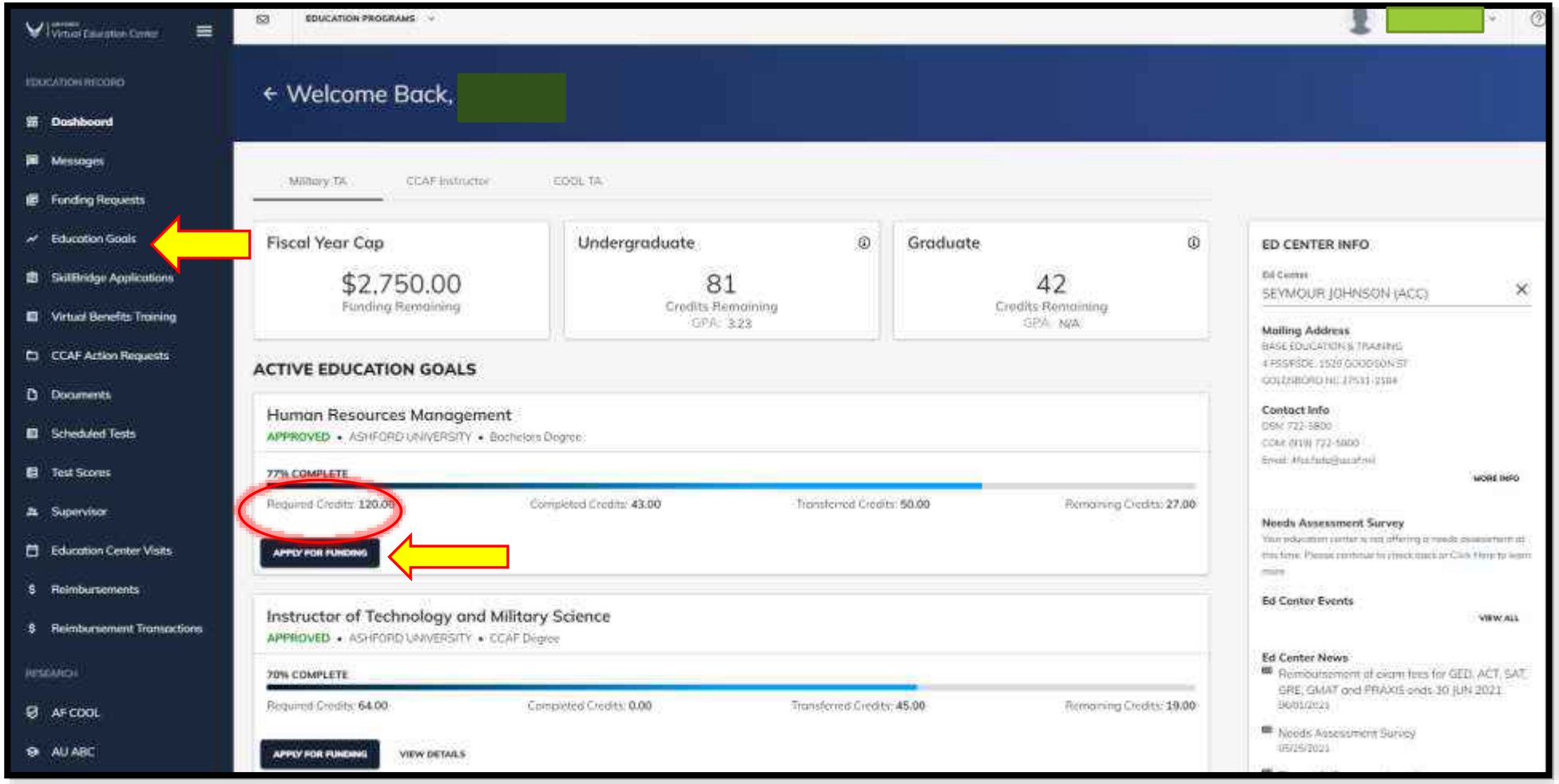
Important information to know before you begin:

- Is my education goal approved?
- What is the name of the college or university?
- Am I within the 7-45 day window to request TA?
- What are the course start & end dates?
- Do I have all the course information? Course code, title, costs, how many semester or quarter hours is the course worth, etc?
- Is my supervisor aware I am taking this course? Is my supervisor information correct in AFVEC?

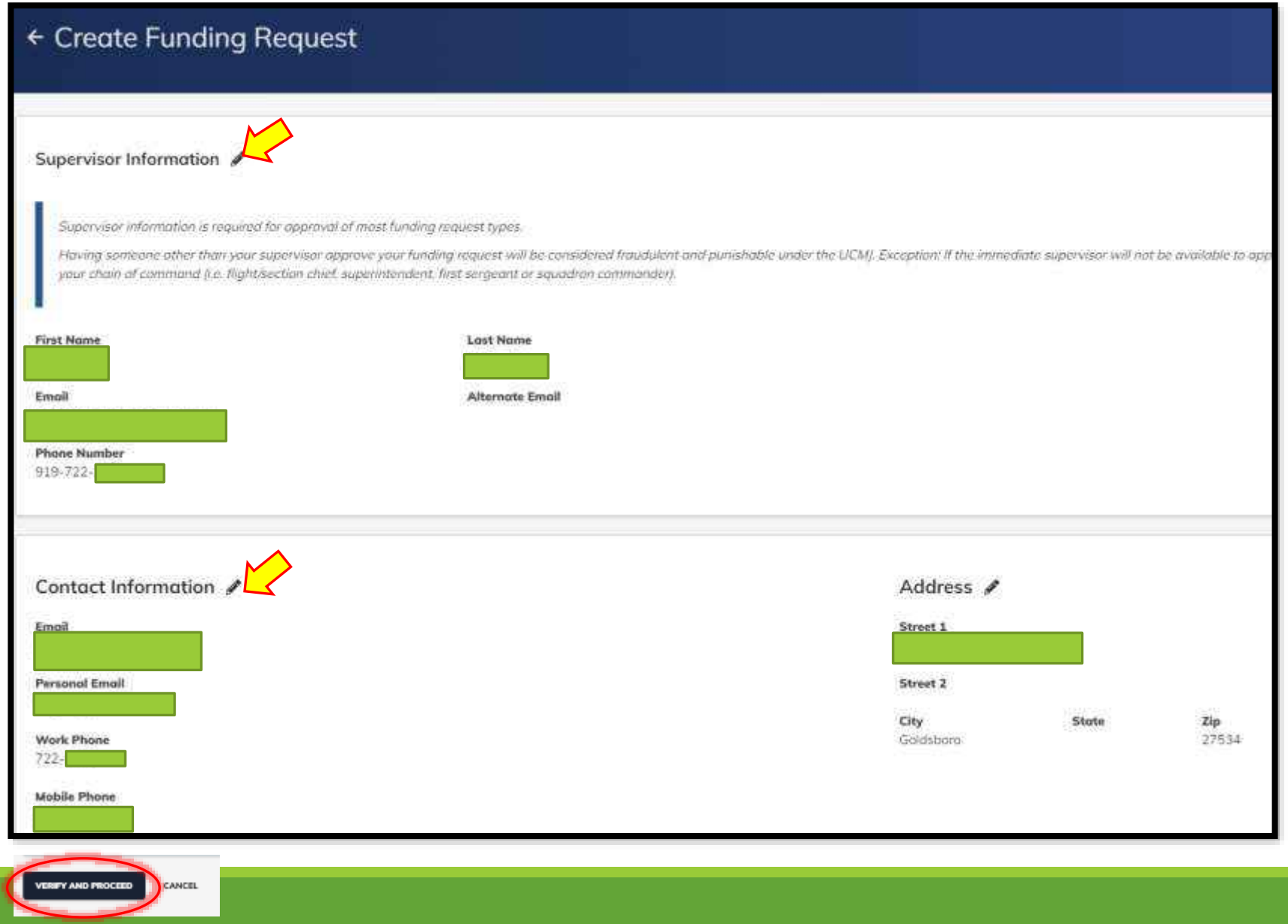


https://afvec.us.af.mil/afvec/account/login

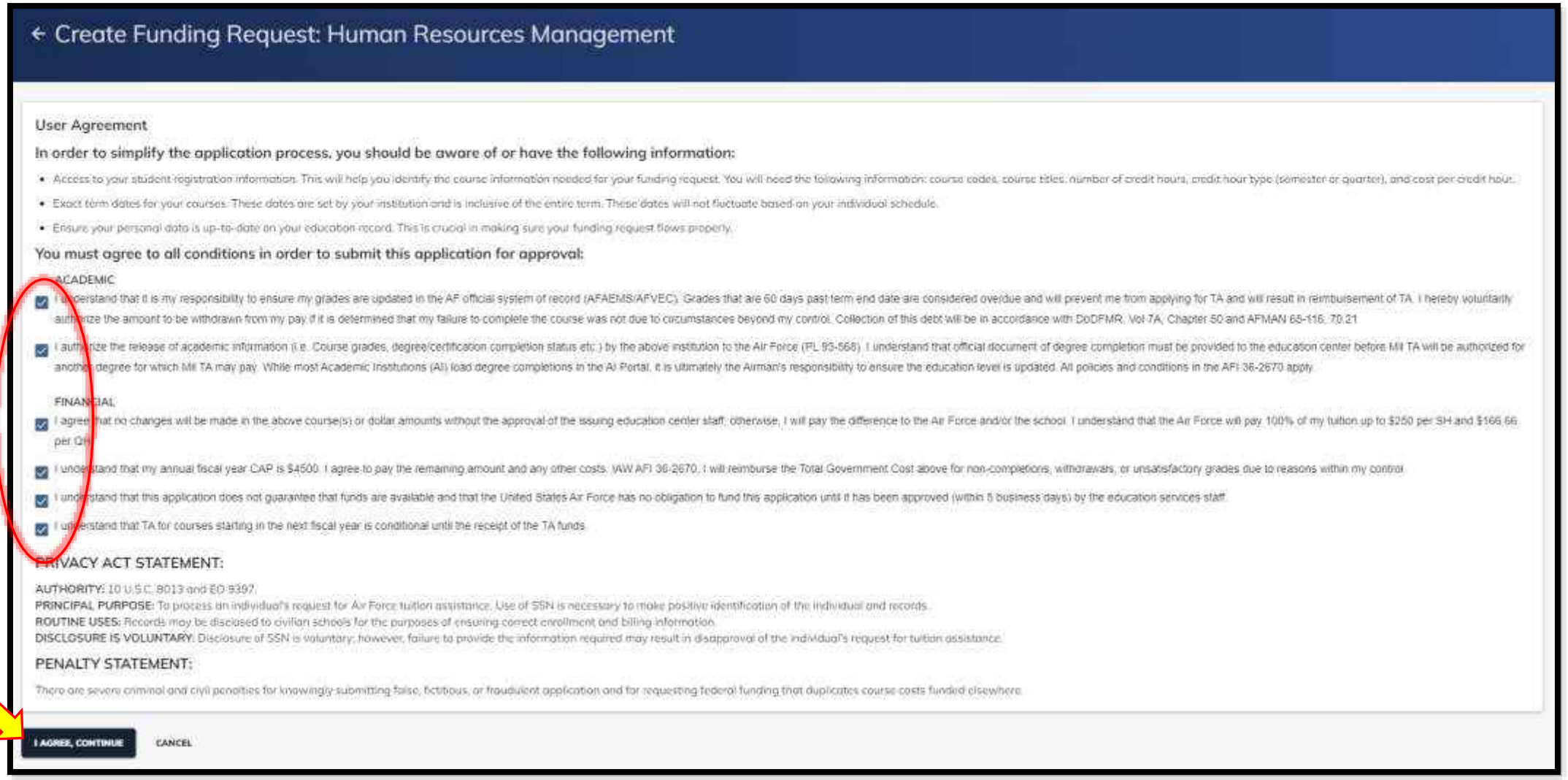
1. Log in to AFVEC. https://afvec.us.af.mil/afvec/account/login
2. Go to “Education Goals” and click “APPLY FOR FUNDING” under the goal the class will apply towards.



3. Verify all Supervisor and Contact Information is correct. If not, click on the pencil icon to edit. When finished click on the “VERIFY AND PROCEED” button at the bottom.

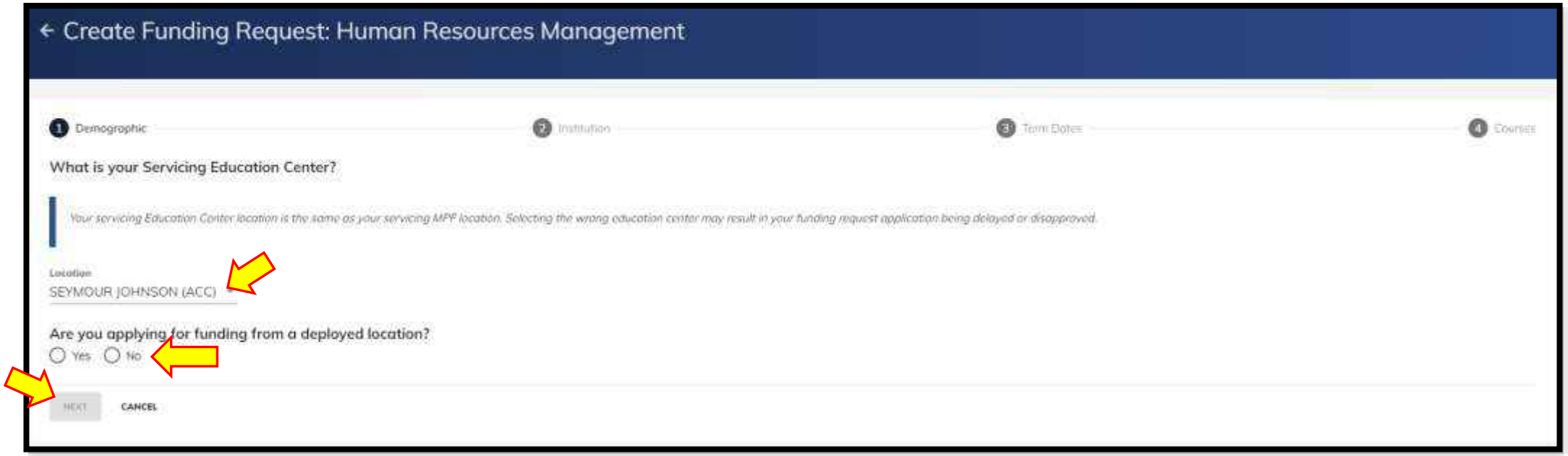


4. **Read** and acknowledge the User Agreement.

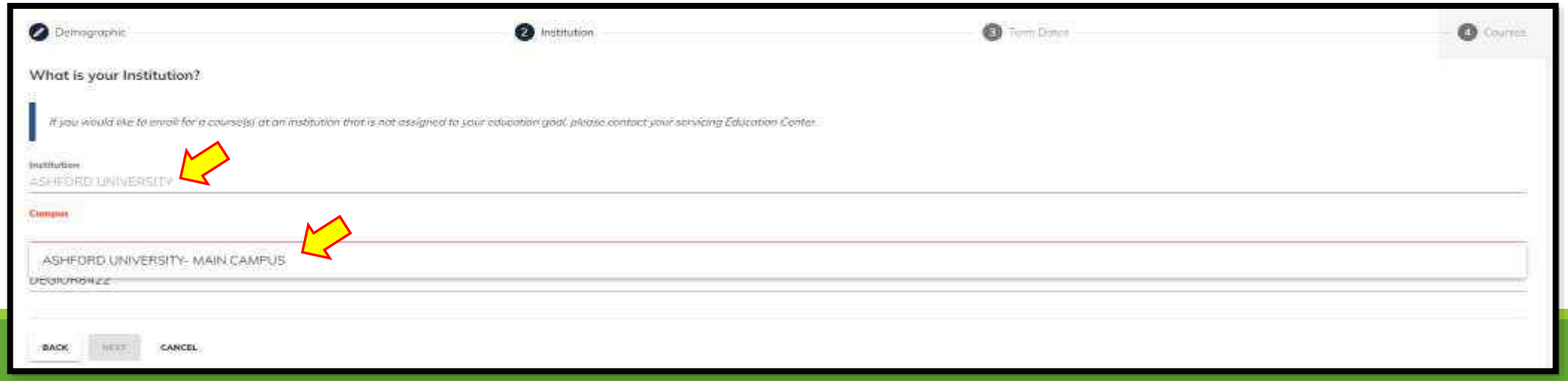


5. Click “I AGREE, CONTINUE”

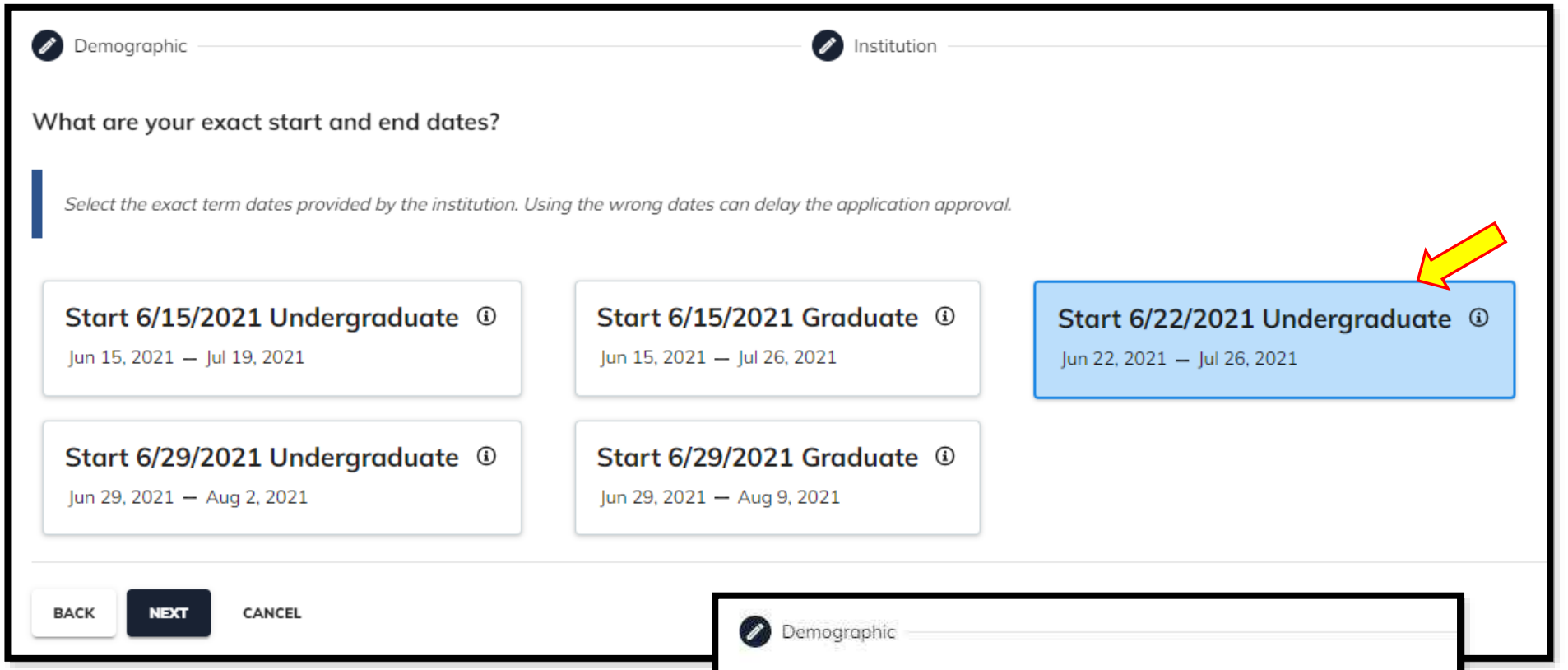
6. Verify your Servicing Education Center is correct (should be the same as your servicing MPF location).
7. Click “YES” or “NO” to answer the deployed location question.
8. Click “NEXT”.



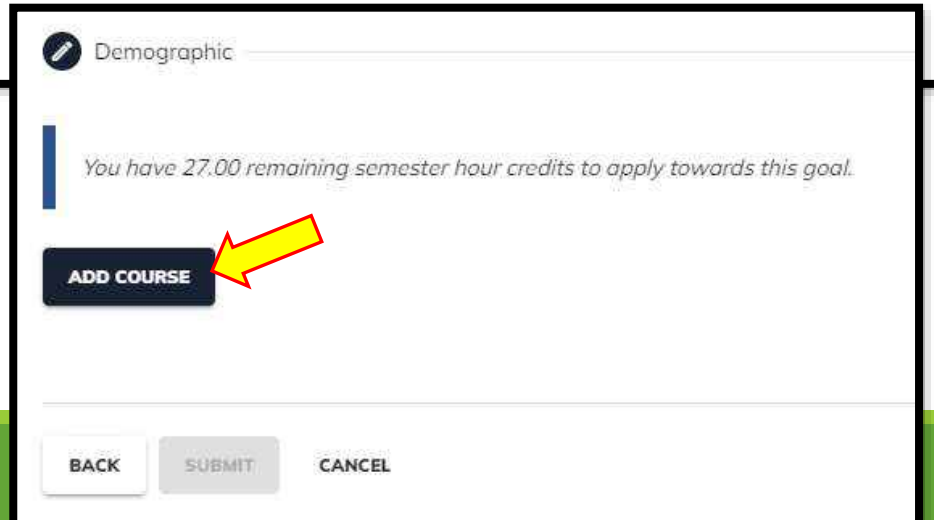
9. Verify your Institution is correct and select the campus which you will be attending, then click “NEXT”.



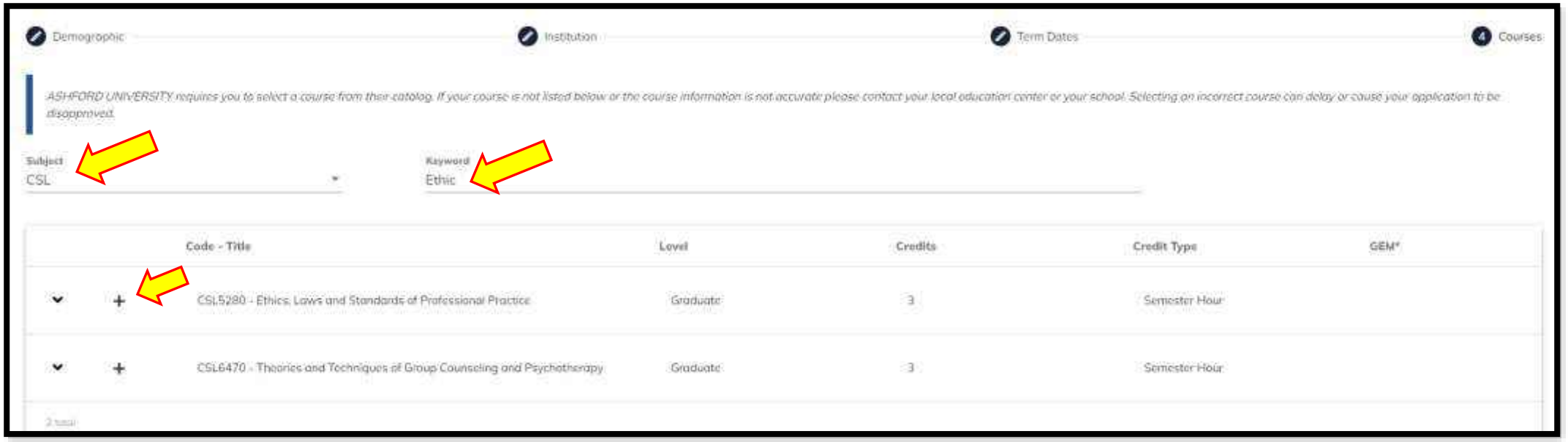
10. Select the exact course start and end dates. Then click “NEXT”. If your course start date is not listed, you may be too late (already within 7days of term start date) or too early (more than 45 days from start date). DO NOT SELECT DATES THAT ARE NOT CORRECT. Call the Education Office if you are unsure.



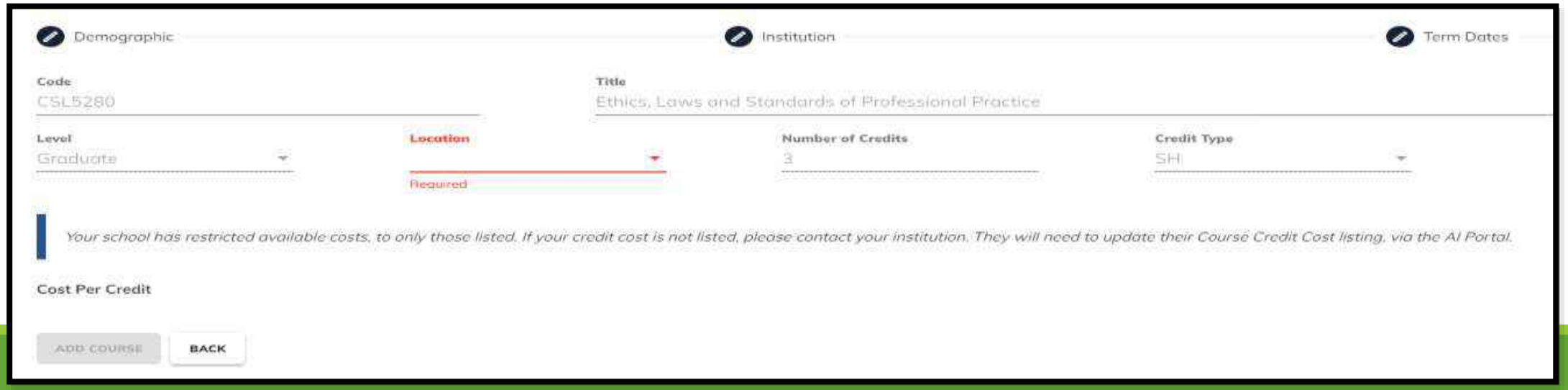
11. Click on the “ADD COURSE” button.



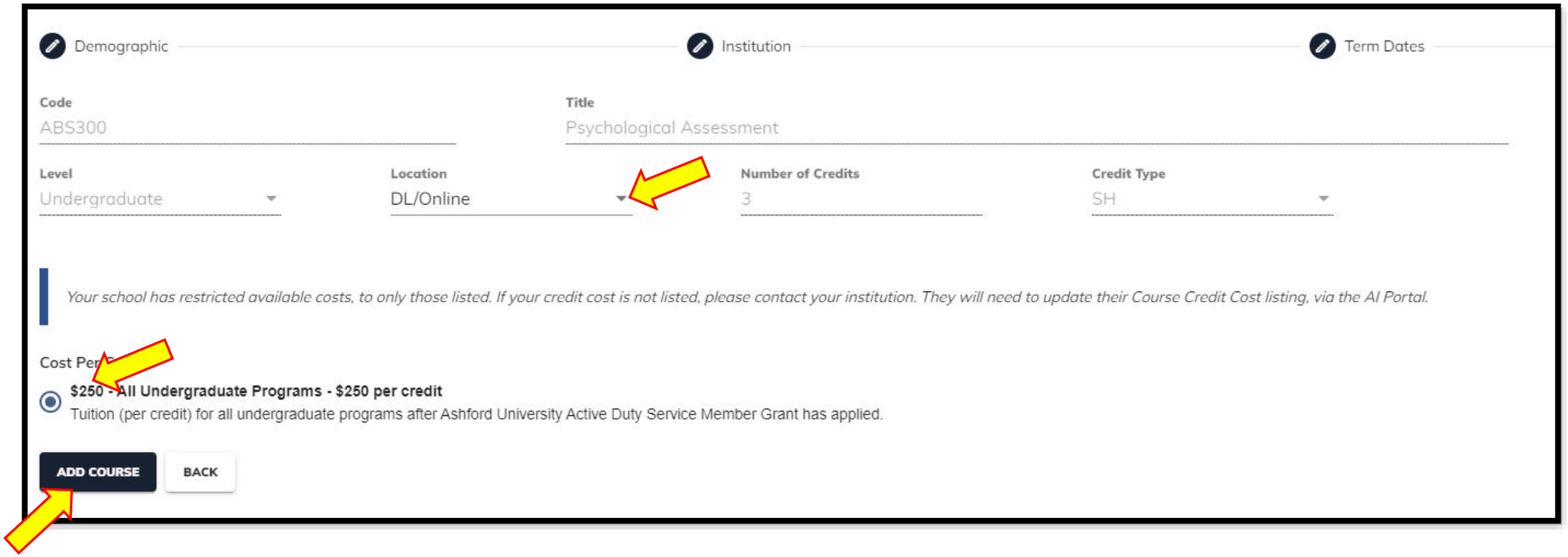
12. Search for your course; use the “Subject” drop down menu, enter a “Keyword” or both. Then, click on the “+” button next to the correct course.



13. Verify populated course information is correct.

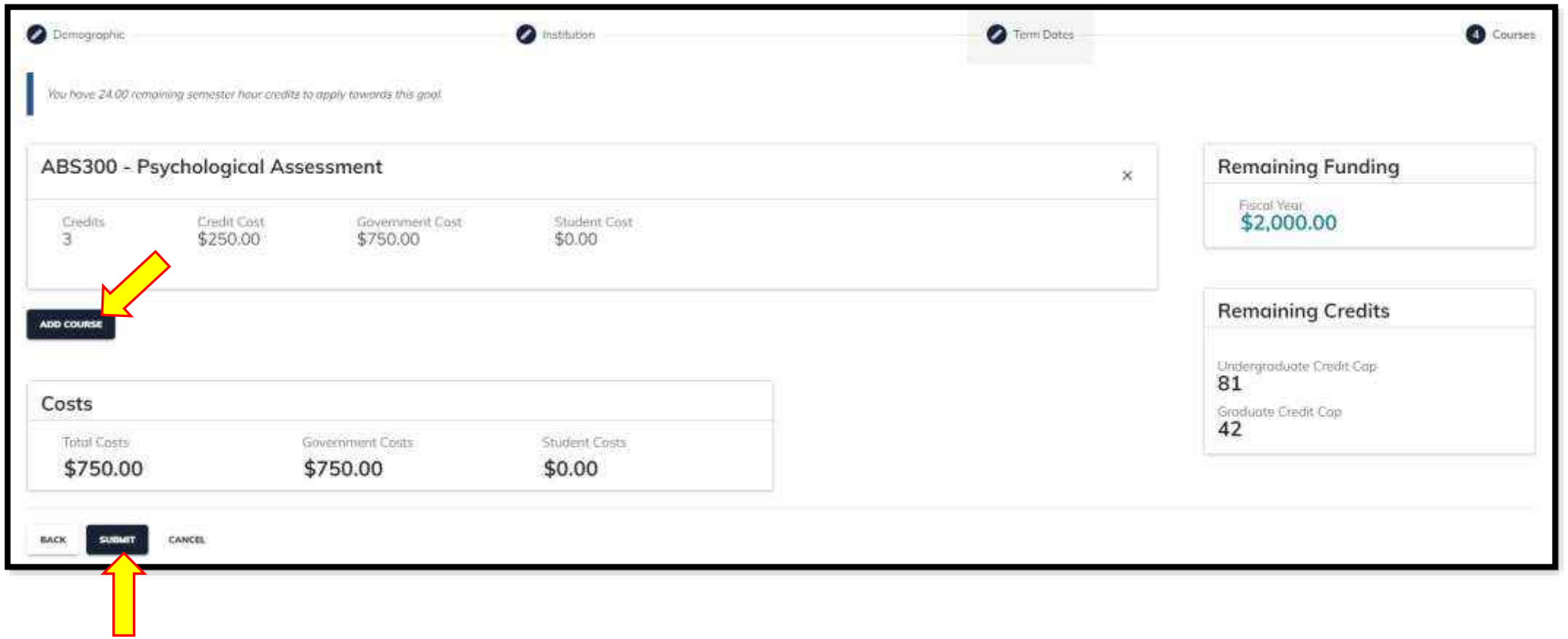


14. Select the correct location from the drop down menu and then, the correct Cost Per Credit.



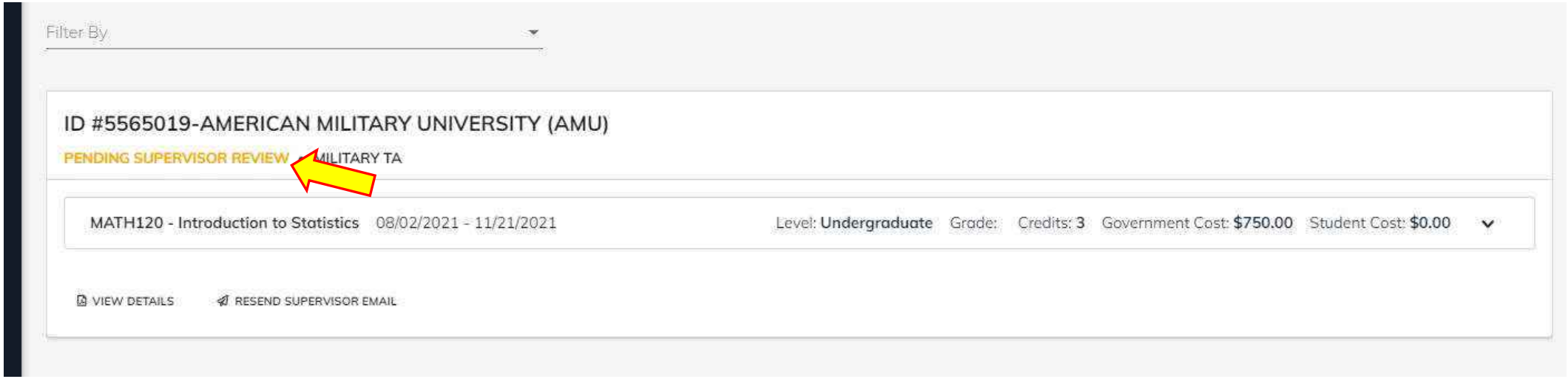
15. Now click “ADD COURSE”.

16. Review course information, if you need to add a second course, click “ADD COURSE”.

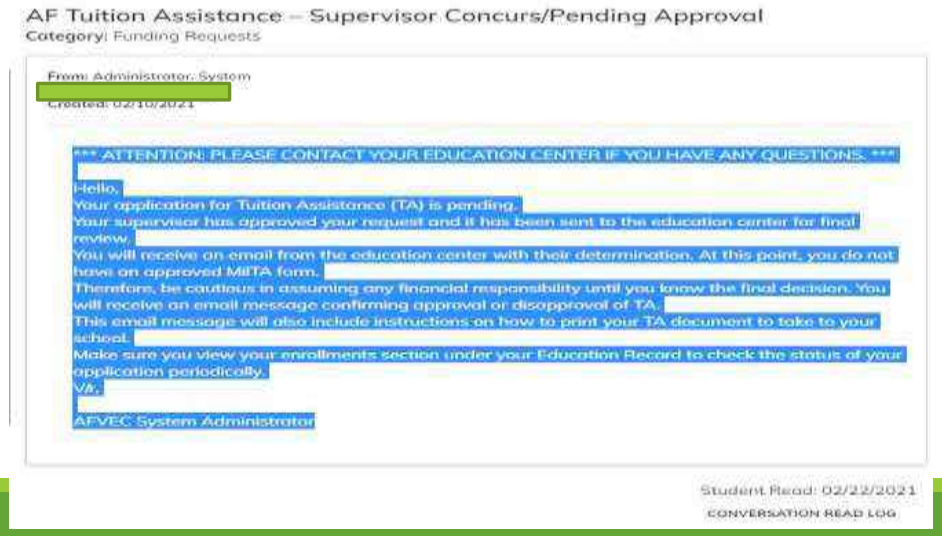


17. When all courses have been added and reviewed, click “SUBMIT”.

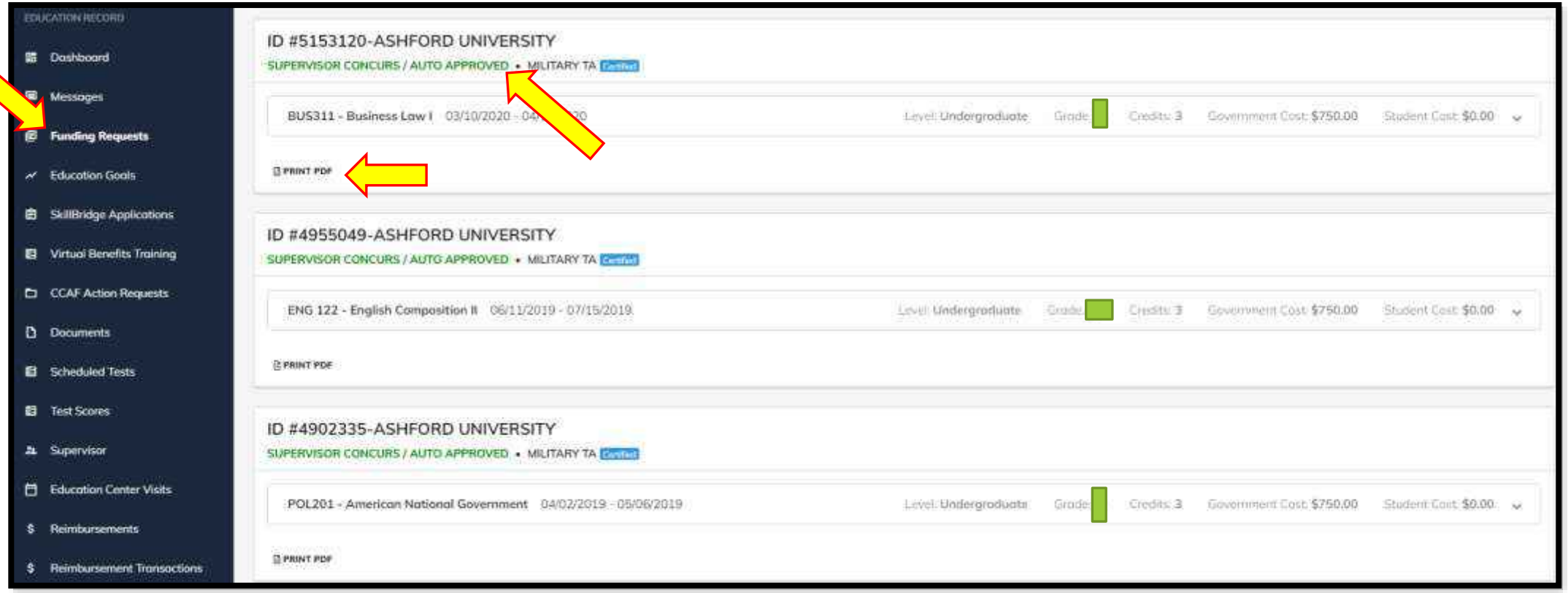
18. Your TA is now “PENDING SUPERVISOR REVIEW” and has a Funding Request ID#. Your supervisor must sign the TA ***prior*** to the term start date.



19. Monitor the status of your TA. Check AFVEC messages for updates.



20. You will receive an AFVEC message “AF TUITION ASSISTANCE APPROVED” once the Education Office has approved your TA request. You can also check the status under “Funding Requests” (see menu on left hand side of your dashboard).



21. Once your Funding Request is approved, you can print or download the TA form by clicking “PRINT PDF”. Your college may ask you to email an approved copy or they may access via the AI PORTAL (college’s view of AFVEC).