

TUITION ASSISTANCE (TA) REQUIREMENTS

Reference AFI 36-2649 (AFGM2018-01, 5 Jun 2018)

Please read and initial the following:

1. _____ Maximum TA allowed is \$4,500 per FY (1 Oct-30 Sep); \$250 per semester hour (sh) or \$166.00 per quarter hour (qh).
2. _____ TA supports off-duty, part-time attendance. Taking a course load in excess of part-time will result in a personal financial obligation.
3. _____ Approved degree plan must be on file for the first two classes; thereafter, an evaluated degree plan showing all transferred credit is required. **Noexceptions.** Email evaluated degree plan to 4fss.fsde@us.af.mil
4. _____ TA request must be completed by military member in AFVEC and digitally signed by the member, supervisor, and the education office before it is considered approved. Military member ensures academic institution (AI) receives a copy of the AF Form 1227.
5. _____ Undergraduate TA credit hour cap is 124sh and graduate is 42sh.
6. _____ TA must be applied for **7-45 days** before term start date and approved PRIOR to term date. If your supervisor does not sign your TA document prior to the class start date, the TA will be deleted and CANNOT be reissued for that term. If your supervisor is not able to sign (TDY, on leave, etc) list your flight/section chief, superintendent, first sergeant or squadron commander or higher officer in the supervisor area. Attending class without an approved TA will result in a personal financial obligation.
7. _____ TA is for tuition ONLY, it does **not** include any fees, books, etc.
8. _____ Any course or schedule change **must** be reported to the education office immediately.
9. _____ TA will fund one degree at each level but not a lower or lateral degree (CCAF degree is the exception). TA cannot be used for courses already completed regardless of funding source.
10. _____ Only one degree change is allowed per level. This includes but is not limited to changing majors, schools degree types.
11. _____ If GPA drops below 2.0 for undergrad or 3.0 for graduate courses, tuition assistance will not be authorized. Courses must be self-funded and transcripts provided to the education office for GPA review.
12. _____ TA must be reimbursed for undergraduate grades of D, F, or W and for graduate grades of C, D, F or W. TA will only pay for one retake after reimbursement.
13. _____ Waivers for a grade of "W" will only be considered after you have asked for an exception to policy from the AI and only if the circumstances clearly show the events were beyond your control (emergency leave, unexpected hospitalization, or short-notice PCS/TDY with no prior knowledge).
14. _____ I understand using TA when in an Air Expeditionary Force (AEF) cycle, in the zone for PME attendance, during scheduled medical procedures, planned leave, etc., will not be sufficient reason for requesting a waiver should I fail to successfully complete the course(s).
15. _____ I am responsible for ensuring grades are reported to the education center within 60 days of the course end date; additional TA may not be issued if grades are missing. *Please allow the school 30 days after the class ends to update grades in AFVEC before submitting grades to the education office.*
16. _____ Courses must end at least two weeks prior to official DOS/DOR to be eligible for TA. For guard/reserve on active orders, course must end two weeks prior to end date of Title 10/32 orders.
17. _____ Officers incur a two-year active duty service commitment when using TA.
18. _____ TA will be denied for all AF members with UIFs, failed PT tests, referral EPR/OPRs or on a Control Roster.
19. _____ I understand that it is my responsibility to ensure my education record and TA request forms are accurate.

I have read and understand the above statements and will refer to the Virtual TA Benefits Training in AFVEC and/or the above listed AFI as a reference.

Printed Name: _____

Unit: _____

Signature: _____

Date: _____

Personal e-mail (not ".mil"): _____

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