

# CENTRAL TEXAS COLLEGE

*Education For The Individual*

## Instructions for Generating & Processing Your Air Force Tuition Assistance (TA) Request

### Special Notes Before Getting Started:

1. The term start-date must be within 45 days for you to submit a TA Request!
2. If you are requesting TA for courses leading towards other than your CCAF degree, the Education Center must have a degree plan in your record in order to verify courses and approve your request.

### Instructions for Generating TA Form and Securing Approval:

1. Insert your CAC Card.
2. Click on the **Internet Explorer Browser**.
3. Log into **AF Portal**.
4. At **AF Portal**, under **Featured Links** (where vMPF, LeaveWeb, and myPay are located), click on the **Air Force Virtual Education Center (AFVEC)**.
5. Update **AFVEC** record, if necessary.
6. At AFVEC, on the right side under **Self Service Options**, click on **Apply for TA** (last link).
7. Click on the **Begin Tuition Assistance Application** in the center of the screen. You will then take 6 steps to process and submit your TA request. You will need: Course Code and Name, Term Start/End Dates, Tuition Cost per hour, and any additional fees (DL online fees, etc.).

**Step 1:** Select **Duty Station** (e.g. Holloman AFB) and **Enrollment Reason** (usually CCAF and Civilian degree); click on the **(green) Forward Arrow**.

**Step 2:** **Find** and **select school** and input term dates; click on the **Forward Arrow**.

**Step 3:** Click on **Add Course** (Courses are listed in alphabetical order by school code. If course isn't listed, create the course. Ensure all entries are correct; pre-entered courses aren't necessary correct (e.g. Online and On-Site fees may be different). Add all CTC courses that fall under the same start/end date on one TA Form; click on the **Forward Arrow**.

**Step 4:** There are usually no additional fees to add; click on the **Forward Arrow**.

**Step 5:** Verify all of your information; if an update is needed requiring the assistance of an Education Center Counselor, write it down so that the Counselor can update your record when they approve your TA request. Please ensure the course information is correct; click on the **Forward Arrow**.

**Step 6:** Read and check the applicable boxes (**4 boxes for Enlisted; 5 boxes for Officers**). In order to digitally sign your TA request, you must click on the center icon; you will enter your **AF Portal name**, usually first name(period)last name as in: **John.Smith**

8. You need not write down the control number from the smaller pop up window; exit out of it. If you are at an Education Center, and a CCAF Counselor is available, he or she can review and approve your request and update any changes from Step 5 above, if applicable.

After the CCAF Counselor approves your request, go back into the **AF Portal** and click on the **My Enrollments** link at the top right of the page. Click on the blue **Print Form** next to your course(s), click on **Open**, click on the **Printer Icon** at the top left of the form. Click **OK**.

Once the form prints, you may exit out of all screens. Remember to take your CAC Card! You are responsible to deliver the hardcopy printed TA Form to your local CTC Site Representative or you may e-mail it directly from the AF Portal as an attachment to your CTC Site Representative. Mostly, please remember that you are not officially enrolled in a course unless payment has been made. Payment includes an approved TA Form for all Active Duty Airmen.