Students' Perspective for the Air Force's Tuition Assistance Process

(As it relates to the AI Portal)

- The following information was designed to provide school officials a better understanding of the Air Force's tuition assistance program.

- The target audience are AI Portal users who will manage the term dates, degree programs, course listing, and tuition rates (within the AI Portal).

- The intent is to illustrate the importance and usage of the school's information, loaded in the AI Portal, and how student's view & use.

- This document is broken into three sections:
    - Education goals
    - Creating tuition assistance request
    - Grades

- This is not meant for MyCAA only schools, since funding policies differ from Air Force.
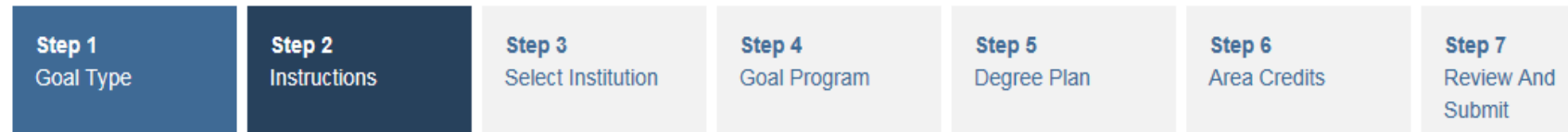
The education goal is an electronic degree plan. All students must create this plan before they are able to request Tuition Assistance (TA) for individual courses.

This section will highlight the process students complete, when creating their education goal.

Creating Education Goals

▪ Students use an online system, Air Force Virtual Education Center (AFVEC) to create their education goals.

▪ Once the student identifies the goal type (aka degree level), they are provided a glimpse of the 7-step process.

▪ Step 2 explains additional information required, during the goal creation.

Add Education Goal

| Step 1 Goal Type | Step 2 Instructions | Step 3 Select Institution | Step 4 Goal Program | Step 5 Degree Plan | Step 6 Area Credits | Step 7 Review And Submit |

Things you will need

✓ **School**
The school that you will attend.

✓ **Degree Program**
The degree program you will pursue, as provided by your institution.

✓ **Required and Previously Completed Credits**
The required credits to complete your degree and the totals of any previously completed credits.

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Creating Education Goals

- Step 4, the student identifies their major of study.

- Your school's degree programs (majors) *must* be loaded in the AI Portal; before students can create their education goals.

- Students are instructed to contact their school's if their major is not listed.

Creating Education Goals

- **Other areas of interest**:

  - Students must provide an evaluated degree plan (provided by school).

    - Without evaluated plan, they are limited to 6sh of funding.

  - Students annotate the total number of credits needed to obtain the degree.

  - Before a goal may be used/activated, the student's base education office must review and approve.

  - Schools must be listed on the DoD MOU to be eligible

    - Listing is located: http://www.dodmou.com/InstitutionList.aspx

Requesting Tuition Assistance (TA)

There are 3 key areas, of the TA form, that institutions have control:

- School Term Dates

- Course Catalog (listing of available courses)

- Course Credit Costs (listing of tuition rates)

All of these areas are managed within the AI Portal, via the "School Tab" (see user guide for specific instructions)

The following pages will highlight the students' TA request process, and its relation to the above key areas.

Requesting Tuition Assistance (TA)

- The first step requires the student to select the education goal they are pursuing.

- Each course must be associated with a specific degree plan.

  - This helps prevent waste of tuition funds.

- Again, the student must have an approved/active goal to begin.

TA 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	
Asian Studies	BA/BS/BAS - Bachelor's Degree	Select Goal

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- As the student proceeds with the request, they will be asked to either identify or provide term dates.
  - Only term dates pre-loaded, to specific campus, and within 7-45 days of start will list.

- Your school may also require students provide their "School ID".
  - The ID is your school's identification, helps with identification within the AI Portal.

TA Application: School Information

Select School: * [Change School]

Select Campus: *

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

School Student ID:

Select Term: *
- ○ 10/20/2014 - 12/14/2014 - Fall 2014 Online Session 4 - All Campuses
- ○ 10/20/2014 - 12/14/2014 - Fall 2014 On-site Session 2 - All Campuses
- ○ Other

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- **"Other" will only be visible if you _do not_ require students to use pre-loaded dates.**

- **Controlled under Term Date screen of AI Portal**

Requesting Tuition Assistance (TA)

- Further within the request process, specific courses are added.

- Your school may create a listing of available courses, via the AI Portal.

- Another option is to list **_all_** available courses and limit students to using only those courses provided.

  - Requiring the use of the course catalog eliminates student errors.

Requesting Tuition Assistance (TA)

- The final area is the course credit cost (aka tuition rate).

- Your school may create a listing of applicable tuition rates, via the AI Portal.

- Students select the pricing similar to the term dates, when adding courses.

- When creating rates it is important to remember these rules:
    - Rates are by unit (semester or quarter hour)
    - Requiring their use eliminates student errors.
    - Only list rates based on level, delivery method or price.

Example of pricing selection process.

TA Application: Course Information

Goal Area:
General Education

General Education Sub-Category: *
Written Communication

Is this a Foreign Language Course: *
○ Yes
● No

Course Code: *
ENGL1301

Course Title: *
Composition I

Course Level: *
UNDERGRADUATE

Course Location:
DL/Online

Cost Per Credit: $ *
○ **$180.00** - Joint Base Elmendorf-Richardson, AK
This is the rate for students enrolling at Joint Base Elmendorf-Richardson, Alaska

Course Credit Type:
Semester Hour

Number of Credits: *
3

○ **$180.00** - Bolling AFB, DC/Anacostia
This rate is for students enrolling in classes offered at Bolling AFB or Anacostia.

○ **$180.00** - Eglin AFB, FL
This rate is for students enrolling in classes offered at Eglin AFB, FL.

○ **$180.00** - Joint Base Lewis-McChord, WA
This rate is for students enrolling in classes offered at Joint Base Lewis-McChord, WA

○ **$180.00** - Holloman AFB, NM
This rate is for students enrolling in classes offered at Holloman AFB, NM

- The TA form **_only_** uses the price value
    - $180 is the same, base location isn't recognized

- Only load $180 values once in AI Portal
    - Per Course level & location types

Reporting Student Grades

Reporting Student Grades

- Grades should be reported, via the AI Portal, within 60-days of term end.
    - Failure to report grades, via portal, could result in loss of MOU standing

- Students who have missing grades (past 60-day mark) will be prohibited from requesting additional TA. TA will be restored once issue is resolved.

- Grades missing beyond 90-days will trigger reimbursement action:
    - Students could be forced to repay government TA funds
    - Once taken, students cannot recoup funds from Air Force
        - Even if a passing grade is later reported
        - Students must ensure grades are reported within the specified time

- Incomplete grades must be replaced by 120-days of term end date:
    - Students cannot receive further TA with an existing incomplete ("I") grade
    - After 120-days, grade it auto-changed to "F" and reimbursement begins
    - Once taken, students cannot recoup funds from Air Force, even if a passing grade is later reported

- Students receive email notifications:
  - Notifications are sent for missing or incomplete grades
  - Emails are sent at the 30, 60, 90 day marks

- Students are also alerted within their online accounts
  - Banners are visible, alerting of grade issues

- The online student system prevents further TA requests, while grade issues are present

Example of incomplete grade notification

Your education record has the following issue(s) that need to be addressed:

Need to be addressed before applying for the selected Tuition Assistance program.
- You currently have an "I" grade on your enrollment history. "I" grades must be converted to a satisfactory grade within 120 days after term end date or reimbursement action must be initiated. Reimbursement actions will not be stopped and funds will not be returned if grades are received after the suspense date IAW AFI 36-2649. Failure to reimburse or convert "I" grades can be a reason to deny further TA.

Example of overdue grade notification

Your education record has the following issue(s) that need to be addressed:

Need to be addressed:
- You currently have overdue grades. Please contact your school to resolve the overdue grades.

For further assistance please contact AI Portal Support:

Email: aiportal@bamtech.net

Phone: 334-517-6172