

Idaho State UNIVERSITY

Office of the Registrar

2921 South 8th Avenue, Stop 8196 • Pocatello, Idaho 83209-8196

The following guidance is provided by the [Air Force Virtual Education Center \(AFVEC\)](#) and will walk you through the process of applying for and receiving Federal Tuition Assistance (FTA) through AFVEC for the upcoming term.

DOW AIR FORCE TUITION ASSISTANCE

1. Go to the [Air Force Virtual Education Center \(AFVEC\)](#) to register or log in. You will need to log in using your Common Access Card (CaC) or External Certificate Authority (ECA).
2. After creating/updating your account, complete any Virtual Training in AFVEC.
 - If you are trying to apply for funding and you notice the button is greyed out, you need to read the “issues blocking Funding” section. If these are items you cannot fix, please contact the Education office for assistance.
 - If one of the messages was “you are missing annual benefits training”, you can select the ‘*Virtual Benefits Training*’ section to complete any required training.
3. Establish an Education Goal in AFVEC. (*Follow attached Tutorial*)
4. Upload your Evaluated Degree Plan if needed:
 - The EDP is a copy of your degree plan from the DegreeWorks Audit card. You can find this card in your [MyISU](#). Simply search for 'DEGREEWORKS' under the 'DISCOVER' triple bar icon and save a PDF version to upload. **If you are pursuing more than one degree or certificate at a time, you must provide the degree plan for all programs active on your student record.**
 - Please keep in mind that if this is **not** uploaded during your Education Goal creation, it may need to be manually uploaded by the Education Center.
5. After your Education Goal is approved, you can request FTA for your upcoming courses. (*Follow attached tutorial*)
 - **You must have your FTA request submitted and approved, no earlier than 45 days prior to the course start, but also No Later than 7 Business Days prior to the start.**
 - Any FTA not "supervisor" approved by the prescribed start dates will be auto-deleted, and a notification will be sent to the prospective student.
6. Once your Tuition Assistance Request (TAR) is approved, download a copy of the TAR once it has been **signed and approved**, and submit it to your education institute by email to MILTA@isu.edu.
 - Educational institutions have varying submission requirements. At ISU, **every semester**, you must provide a copy of your signed and approved TAR **and** submit a [DOD FTA Registration Form](#).
7. As of Oct. 1, 2014, Airmen who have been inactive in pursuing their education for a year or more must receive Follow-Up counseling by their local education office prior to being authorized to use Air Force FTA benefits.

****IMPORTANT FTA NOTES****

1. Submitting a TAR **does not** enroll you in the course. You must register for the course at your Academic Institution.
2. All TARs **must be approved prior to the start date of the course**.
 - If a class is canceled at the last minute and you select a replacement course or if you voluntarily drop a course, the Education Services Center can assist with adjusting your TAR.
 - Submit requests for wait-listed classes. The Education Office can assist with removing requests if you do not get a seat.
 - A Soldier may pre-register for a course to secure a slot.
 - FTA is approved on a course-by-course basis and only for the specific course(s) and class dates that a Soldier requests.
3. Any changes to your class schedule after your TAR has been signed and approved **MUST** be reported through [AFVEC](#) if prior to the 7-day deadline. If changes are made **after** the 7-day deadline, **any schedule changes must be reported to the Education Services Center for a manual TAR update**.
4. **IF YOU FIND AN ERROR ON YOUR FTA REQUEST, START BY CONTACTING THE EDUCATION OFFICE. THEY CAN OFTEN FIX THE PROBLEM - EVEN AFTER THE START DATE. DO NOT MAKE CHANGES WITHOUT APPROVAL.**
5. If an eligible Soldier decides to use FTA, Academic Institutions (AIs) will enroll him/her as FTA-funded only **after the FTA is approved by the Air Force**.
6. Soldiers will be solely responsible for tuition costs in the event of failing, withdrawal, or X grades in any given funded course.
7. **FTA is not automatically applied to student accounts**. Plan accordingly to ensure the uncovered portion of your tuition and fees is paid on time to avoid late fees or disenrollment due to non-payment.

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