

MILITARY TUITION ASSISTANCE REQUEST FORM

Name: _____ Student ID #: _____

If unknown use last 4 of social security number

Email: _____ Phone: _____

Quarter Applying: FALL WINTER SPRING SUMMER

Academic Year: _____

Start Date	End Date	Item Number	Course Title / ID	Credits	Tuition	Fees
Cashiers Signature & Date	TOTALS					

Contact the WVC veteran office if classes must be dropped or are not completed due to active duty call-up orders.

Air Force

Before you can access the online TA request process, you must create a user name and password on the AFVEC. This can be done through the Air Force Portal at: <https://www.my.af.mil>

Army

Active Army/ Army Reserve / Army National Guard

www.GoArmyEd.com

Sign in using your AKO login and password to submit TA requests online.

Coast Guard www.uscg.mil/hq/capema/education/ta.asp

Navy and Marines

Select Tuition Assistance on left side menu

www.navycollege.navy.mil or www.dantes.doded.mil/

I understand that it is my responsibility to ensure there are no duplication of benefits with my Tuition Assistance request and other funding such as GiBill benefits.

Student Signature: _____ Date: _____

(You must print and sign this form prior to submission; electronic signatures will not be accepted)

Active Duty, National Guard, and Reserve Service Member Tuition Assistance

If a student receives VA education benefits and Tuition Assistance benefits from the military, duplication of benefits may be an issue. It is the service member's responsibility to ensure that there is not a duplication of benefits when requesting Tuition Assistance, GI Bill® or any other funding simultaneously.

Follow the steps below for requesting to use military tuition assistance at WVC:

STEP 1: Admissions and Registration

Apply for Admissions and register for classes. Contact the WVC Admissions Office for more information 509-682-6806 Wenatchee campus or 509-422-7800 for Omak campus.

STEP 2: Degree Plan and Credit Evaluation

Meet with your WVC faculty advisor and request a degree plan for your education program. Entry level students may meet with an Educational Planner. Contact the WVC Student Development office at 509-682-6830 Wenatchee campus or the Omak campus at 509-422-7803 for more information. Service members may also be required to submit a credit evaluation. These can be requested through the Registration Office 509-682-6806 Wenatchee campus or 509-422-7800 Omak campus.

STEP3: Tuition and Fee Breakdown

An exact breakdown of tuition and fees for each class must be included when completing military tuition assistance requests. Submit the wvc military tuition assistance form to the cashier's office to request this information 509-682-6500 Wenatchee campus or 509-422-7808 Omak campus.

STEP 4: Military TA Request

Review tuition assistance policies and submit the online tuition assistance request form through the respective military branch. See the Military branch listing on the front side of this form.

STEP 5: Military TA Approval

Notification of approval will be sent to the service member from the branch Education Service Officer (ESO). Questions should be submitted directly to the respective branch office.

STEP 6: Final Approval

Submit the following documents to the WVC veteran office each quarter:

1. Copy of wvc military tuition assistance form
2. Copy of the approved military TA form
3. Copy of current class schedule
4. Copy of the completed degree plan

STEP 7: Pay Tuition

It is the service member's responsibility to pay the tuition by the tuition deadline. Failure to do so could result in being dropped from classes.

GRADES AND REIMBURSEMENTS

WVC will submit grade reports after quarter completion. TA payments are made to the school once grades are confirmed. Any refunds will be disbursed to the service member after payment is received by WVC.

CLASS REVISIONS

IMPORTANT: STEP 3 through STEP 7 must be repeated if any class additions or revisions are made to the quarterly schedule.