

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: _____

REQUIRED: Students email the WVC Cashier's Office at cashier@wvc.edu for exact tuition and fee amounts

Start Date	End Date	Class Number	Course Title	Credits	Tuition	Fees
<i>Example</i> 9/25/2023	12/13/2023	5071	ENGL 101 English Composition	5		
Cashiers Signature & Date	TOTALS					

Contact WVC Veteran Services if classes must be dropped or are not completed due to active duty call-up orders. Note that the tuition and fees section must be completed by the Cashier's Office.

Air Force

To access and submit an online TA request, service member must first create a user name and password on the AFVEC, Air Force Virtual Education site. Site access:

<https://www.afpc.af.mil/career-management/military-tuition-assistance-program/>

<https://afvec.us.af.mil/afvec/Home.aspx>

Active Army/ Army Reserve / Army National Guard

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

<https://www.armyignited.army.mil>

Coast Guard / Navy / Marines

MyNavyEducation/Web TA

Central Portal for Navy, Marine Corps and Coast Guard TA:

<https://www.navycollege.navy.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: _____

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 Federal and State 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: Sign up for BankMobile

Students are required to select an option for receiving refunds through BankMobile. Go to <https://www.wvc.edu/apply/pay/financial-aid/bankmobile-disb.html>

STEP 3: 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 a College Navigator in the Educational Planning Department. Contact 509-682-6830 Wenatchee campus or 509-422-7803 Omak campus 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.

STEP 4: 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: cashier@wvc.edu

STEP 5: Military TA Request

Follow procedures for establishing and requesting tuition assistance approval through your respective military branch Education Services Office.

STEP 6: 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 7: Final Approval

Submit the following documents to WVC Veteran Services each quarter:

1. Copy of completed wvc military tuition assistance form
2. Copy of the approved military TA form
3. Completed WVC Request for Certification of VA Education Benefits Form
4. Copy of the completed degree plan

STEP 8: 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 through BankMobile

CLASS REVISIONS

IMPORTANT: STEP 4 through STEP 7 must be repeated if any class additions or revisions are made to the quarterly schedule.