

NON-APPROPRIATED FUND

CENTRALLY-FUNDED TUITION ASSISTANCE PROGRAM

Non-Appropriated Fund (NAF) employees who meet eligibility requirements may request centrally-funded tuition assistance. The goal of tuition assistance is to assist civilians in their continued self-development and includes coursework at the associate, bachelor, and master levels at an accredited college or university. Tuition Assistance (TA) is to be used for courses that contribute to occupational and institutional competencies, special interest needs and readiness by supporting current and future needs of the Air Force. TA is not provided for post-masters coursework or for courses at a lower level equal to a degree already obtained.

BASIC ELIGIBILITY REQUIREMENTS

- 1 year of federal service (NAF, APF, AAFES, or DECA)
- Current active NAF employee (cannot be on LWOP)
- Minimum of “Satisfactory” on most recent performance appraisal

TA RATES: How Much Does NAF TA Pay?

- TA is limited to 75% of tuition costs not to exceed \$250 per semester hour or \$166 per quarter hour (Maximum \$750 per course)
- TA is limited to \$4500 per person, per fiscal year
- TA does not cover books, laboratory fees, or other related costs
- TA is not provided, whole or in part, for courses for which the employee is receiving other federal or state tuition subsidies such as Veterans Administration educational benefits, scholarships, grants, etc.

WHAT WILL TA PAY FOR?

- TA reimbursement is to be used for course(s) contributing to occupational/institutional competencies, special interest needs, and readiness by supporting current/future AF needs.
- TA is not provided for post-masters coursework or for courses at a lower level equal to a degree already obtained
- TA will pay for CLEP or DANTES exam fees (sitting fees are at the student’s expense)
- TA is only available from accredited institutions; see U.S. Department of Education – Database of Accredited Postsecondary Institutions and Programs
<https://ope.ed.gov/accreditation/Search.aspx>
- CADP- CADP students will we receive 100% tuition and fees paid. CADP students must follow the same payment options.

SUBMISSION PROCESS (How Do I Apply?)

Current active AF NAF employees who meet eligibility requirements must request tuition assistance funding using the AF Virtual Education Center (AFVEC) at www.afvec.us.af.mil. Once registered in AFVEC and your educational goal created, you will be able to request funding.

*Note: Before creating your educational, go to your profile to ensure that all your information is present to include your personal and work email addresses and your appointment type.

For instructions on requesting funding, grade reporting and reimbursement can be found in the AFVEC Tuition Assistance Guide, Sections 5, 6, and 7.

- ****Note-** Many Universities/Schools will not take payment over the phone. This is the only way we can pay the school directly. It is the student's responsibility to ensure the school will be available to receive such payment. One attempt to reach the University/School will be made during business hours (if this information is not provided, incorrect or we are unable to reach the appropriate person, then the student will be responsible for working out a payment option with the school and then seeking reimbursement).
- Applications for TA should be requested via AFVEC 45 days prior to the starting date of the course
- Applications will not be considered after the start date of the course under any circumstance
- Incomplete application packages will not be processed; waivers will not be approved for any eligibility requirements
- All AFVEC guidance is located in the Tuition Assistance Guide

APPROVAL PROCESS

- TA requests will be processed on a first-come, first-served basis in AFVEC
- No more than two classes per semester will be approved per person
- TA funding is not a guaranteed benefit/condition of employment and past approved TA does not guarantee future funding

COMPLETION REQUIREMENTS

- Undergraduate Courses: Successful completion requires a grade of C or better. If grades are below a C, individual must reimburse the Air Force
- Graduate Courses: Successful completion requires a grade of B or better. If grades are below a B, individual must reimburse the Air Force
- Within 30 calendar days of course completion, member must provide grade report via AFVEC.

NOTEWORTHY

- If the member withdraws from the course after the TA has been approved, he/she must notify the Career Field Team to ensure the funds are de-obligated. The "Messages" link in AFVEC should be used to communicate with the CFT.
- If the member is no longer a current active NAF employee, he/she must use the Messages link to communicate with the CFT to re-pay any funds that have been issued for the courses.
- Employees may update their own education record in Defense Civilian Personnel Data System (DCPDS) using the MyBiz+ self-service module. Any changes you make to your education information using MyBiz+ (<https://compo.dcpds.cpms.osd.mil/>) will update DCPDS and be reflected in your personnel record. Note: Only degrees from accredited institutions may be updated
- Any questions should be loaded as a ticket at the following link. <https://afvec.us.af.mil/afvec/support/home>. Additionally, there is a Frequently Asked Questions document for your review.