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Civilian Tuition Assistance Program & Request Process

Applicable to: Civilian

Important: Civilian Tuition Assistance Program (CTAP) is only available to Air Force permanent full-time appropriated fund employees, excluding Palace Acquire (PAQ) and Copper Cap (COP) employees, and employees assigned to Acquisition Professional Development Program (APDP) coded positions. However, employees assigned to APDP coded positions seeking coursework at the Doctorate level, are eligible for CTAP.

- For additional information on PAQ/COP programs and APDP, reach out to your CFT Point of Contact
- For additional information on Acquisition Civilian TA, go to the Acquisition Civilian Portal for further guidance: https://www.my.af.mil/gcss-af/USAF/content/edoptuition. **Note:** Students that do not meet the three-year eligibility requirement are eligible for CTAP and should contact their respective CFT, as necessary

The goal of the CTAP is to assist civilians in their continued self-development and includes coursework at the associate, bachelor's, master's (including Juris Doctorate), and doctorate levels at accredited institutions listed in the DoD Voluntary Education Partnership Memorandum of Understanding directory of Participating Institutions. Tuition Assistance (TA) is to be used for courses that contribute to occupational and institutional competencies, special interest needs and readiness by supporting the current and future needs of the Air Force. To maximize the availability of funds, AF civilians may request funding for credit-by-exams that will assess college level knowledge via and Subject Standardized Tests (DSST).

Basic Eligibility Requirements

Applicants must:

- Be AF permanent full time appropriated fund employees, including wage grade
- Currently have an acceptable performance appraisal rating **(new federal civilian service employees who do not have appraisals on file are exempt from this requirement)**
- Have an approved education goal in the Air Force Virtual Education Center (AFVEC)

Restrictions

The following rules apply to TA funding:

- TA is available for two (2) courses per semester / quarter. There is no limitation on the number of credit-by-exam test.
- TA can be used for up to 75% of tuition cost, but may not exceed $250.00 per semester hour or $166.00 per quarter hour and $4,500 per fiscal year. The student is responsible for remaining cost.
- TA can be used for 100% of credit-by-exam fees at an on-base and/or fully funded testing centers

- TA cannot be used to pay professional certification fees, charges related to accrediting work or life experiences or the following examination fees: Graduate Management Admissions Test (GMAT), Graduate Records Examination (GRE), Law School Admission Test (LSAT), Medical College Admissions Test (MCAT), Standard Achievement Test (SAT) or Admissions College Test (ACT)
- TA is not provided, in 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 or grants, etc., when the payment would constitute a duplication of benefits paid to the institution. However, TA can be used in conjunction with federal student aid loans and grants
- TA funded under CTAP is not an entitlement or condition of employment and past approved TA does not guarantee future funding
- TA funding does not apply to courses at a level lower or equal to a degree already attained by the applying member

Note: Individual(s) with outstanding TA fund reimbursement obligations are denied future TA approval until full reimbursement has occurred or waiver has been approved. If there is an error, contact the CFT.

Education Goal Process

Individuals must take the following steps to submit an education goal. APDP Doctorate applicants must contact their CFT Point of Contact to initiate the application process.

1. Register and log-in to AFVEC using Google Chrome.

2. Verify profile is current or update personal data.

3. Select Virtual Benefits Training from the left menu to complete the annual CTAP Training.

4. Select Education Goals from the left menu and submit an evaluated degree plan provided by the academic institution for review and approval. An evaluated degree plan is sent from the institution directly to the student or one that is available in the student's school account. It is not the general degree information found in the school catalog.

5. AFVEC will send an automated email to the supervisor to review the degree plan. The supervisor must copy and paste the link in Google Chrome.

6. The CFT will approve the degree plan or return it to the student for corrections. Once the degree plan is approved, the student may apply for TA.

Direct general questions or concerns regarding CTAP Education Goal process to the appropriate CFT Point of Contact.

- Example of an Education Degree Plan

TA Funding Request Process

The following steps are taken to process a TA funding request for each course. This does not apply to APDP Doctorate applicants; who must contact their CFT Point of Contact to initiate the application process.

1. AF civilian will Log-in to AFVEC using Google Chrome.

2. Upon having an approved education goal, individuals must create a TA funding request for each individual course. The following information should be readily available to make the TA funding request an easier process:

3. Once the TA funding request has been completed, the individual must submit it via AFVEC between 7 and 45 days before the course start date. If an individual tries to submit the TA request less than 7 days prior to course start date, AFVEC will not accept the request and TA funding will not be authorized.

4. The applicant's supervisor will receive an AFVEC email notification of TA funding request and must select the link to certify that all listed qualifying information is correct.

5. The CFT will review the TA funding request via AFAEMS after the supervisor concurs.

6. The individual and academic institution are then notified of the approved TA funding request via AFVEC and the AI Portal, respectively.

7. The individual must verify that the institution has received the TA funding approval via the Academic Institution (AI) Portal prior to the institution's course "drop" suspense date. If the TA approval has not been received, and the individual takes the course without the TA funding approval, the individual is responsible for 100% of the tuition cost. For the most current status of the TA funding check AFVEC.

8. If there are any changes to the TA funding request after submission, it is the responsibility of the applicant to notify the appropriate CFT of those changes (i.e. attendance of a different course, withdrawals, changes in course tuition cost, etc.).

9. Upon completion of a course, the following steps must be taken:

- Exact course start and end dates
- A copy of the student registration or student handbook to identify the course, course number, the number of semester hours or quarter hours, and the cost per semester hour or quarter hour
- An itemized list of course fees associated with each course, if applicable. This information should be on the student registration or paperwork for the course

- If approved, TA request will proceed to the AFPC Financial Management Office for funding approval in order of receipt
- If disapproved, TA funding request will be returned to AF civilian via AFVEC

- Individual must verify in AFVEC that the grade has been posted. If not posted by the academic institution within 30 days following the course end date, send a grade report or unofficial transcript to the appropriate CFT for update
- Grades not reported by 60 days following the course end date are considered missing grades. When a grade is missing, students cannot request further TA until an official grade is reported
- If a grade goes unreported beyond 90 days, reimbursement action will be initiated by the appropriate CFT via AFAEMS and the individual will receive an AFVEC email notification of debt

Successful completion requires the following grades:

- **Undergraduate Courses:** Successful completion requires a grade of C or better. If a grade is below a C, individual must reimburse the AF
- **Graduate Courses:** Successful completion requires a grade of B or better. If a grade is below a B, individual must reimburse the AF
- **NOTE:** In exceptional circumstances, reimbursement may be waived by AFPC in whole or in part, based on acceptable justification. Once reimbursement action is complete or waived, students may reapply for the same course(s). If not successfully completed on second attempt, CIV TA funds cannot be requested for a third attempt.

Related Resources

- AFI 36-2670, *Total Force Development*
- AFMAN 36-606, *Civilian Career Field Management and Development*
- Air Force Virtual Education Center (AFVEC)
- DANTES Subject Standardized Tests (DSST)
- Defense Activities for Non-Traditional Education Support (DANTES)
- College-Level Examination Program® (CLEP)
- Career Field Team Point of Contacts (CFT)
- Applying For Civilian Logistics Career Field Tuition Assistance
- Applying for Force Support Career Field Tuition Assistance
- Applying For Operations Career Field Tuition Assistance
- Applying for Financial Management Career Field Tuition Assistance
- CTAP - Frequently Asked Questions