

TUITION ASSISTANCE POLICY
RAMSTEIN AB EDUCATION CENTER
EDUCATION@RAMSTEIN.AF.MIL / (DSN) 480-2032

1. Applying for TA through the Air Force Virtual Education Center (AFVEC) via the AF Portal is *mandatory for each course*.
2. **BEFORE APPLYING, member must have an evaluated and individualized degree plan (PDF format) on file except for a CCAF degree.** Only courses detailed on a degree plan will be approved for TA.
3. Tuition caps are (a) **\$250 per semester hour** (\$166.67 per quarter hour) and (b) **\$4,500 per fiscal year**.
4. **Member must request Tuition Assistance (TA) prior to the class beginning and/or term start** (no earlier than 60 days).
5. **TA after the course has ended (after-the-fact) is NOT authorized!** Late TA will only be approved under extreme circumstances.
6. TA will only cover institutions that are either nationally or regionally accredited and have signed the DOD MOU (<http://dodmou.com>).
7. TA will only fund course/term specific fees that are mandatory and refundable during the drop/add period.
8. TA is not authorized for dual degrees, dual majors, lower/lateral courses, or post-masters courses. For exceptions contact the Education Center.
9. **Member must maintain a 2.0 GPA** in undergraduate courses or a **3.0 GPA** in graduate courses **after 15 semester hours** in order to be eligible for TA.
10. **Failing grades** ('F' grades for undergraduate and 'D/F' grades for graduate courses) **require immediate reimbursement of TA**, which will be initiated by the Central TA Office (Randolph AFB) after the grade is input by the school.
11. In the event of **dropping or withdrawing from a course**, the member will receive necessary documents from the Central TA Office (Randolph AFB) (after school inputs the W grade). In case of medical, family, or job-related emergencies contact the Education Center.
12. If considering a withdrawal, the member should first discuss with the instructor if extra credit work, make-up exams, or an incomplete ("I") is possible to complete the course. Some programs are designed to grant extensions for the length of a TDY (check with your school).
13. For an 'incomplete,' the member must attain a satisfactory grade within 120 days of the end date of the course or term, or a lesser period if so dictated by the school.
14. Although schools should update all grades automatically, student is still responsible to ensure all grades are updated within 30 days of the term end date.
15. The member must contact the Education Center regarding any course changes (i.e. date or course code changes) as soon as they occur.
16. **Member must make sure they have a current email on file, especially when deployed.**
17. The member is responsible for providing a copy of the approved and signed TA form to the institution.
18. For further information regarding TA the member should refer to **AFI 36-2306**.

Officers ONLY

- Officers must have retainability that is 2 years or more after the term end date since they incur a 2 year ADSC for using TA.

I have read and understand the Tuition Assistance Policy.

PRINT NAME AND LAST 4 OF SSN:

SIGNATURE:

DATE:
