



Veteran Services Office

Contact Us:
P: (972) 881-5760
VRC@collin.edu

Air Force Tuition Assistance Checklist

Name: _____ CWID: _____

Application Process

- Create an account** through the Air Force Portal at: <https://www.my.af.mil/>.
- Select a Reason for Request**
 - There are four Enrollment Reason options. Please select the reason that best identifies why you are using TA for off-duty education.
- Select Collin College** from the list provided.
 - If the Collin College is not listed, report to your base education office to obtain a TA form.
- Enter Term Dates**; the beginning and ending dates of the term.
 - Make sure the term dates entered of when the term actually starts - not when your first class starts. The **dates must be exact** or TA will be disapproved.
- Enter the Course Information**
 - Enter the course information by either selecting from a preloaded course catalog or by manually entering the course information.
 - Continue to add courses to the form until you have added all courses that you will be taking for **Collin College during a given semester**
 - HQ ACC recommends only one course in an 8 or 12 week semester, two courses in a 16 week semester)
- Enter Registration Fees**
 - Select the registration fees from the drop-down list. These fees are only paid by the Air Force if payment of these fees is **MANDATORY** as a condition of enrollment. Enter each fee type and cost separately.
- Verify TA Information and Submit Request**
 - Verify that all TA information on the form is correct. Be careful to note college, semester and course information to ensure that the information is accurate. Use the back buttons to correct any errors.
 - Your application will be submitted to your local education center for final approval/disapproval.
 - Do not factor this TA into defraying tuition costs until you receive final approval.
- After Your Request is Approved:** Send a copy of the approved TA form to: Allison Leake (aleake@collin.edu)