

Veterans Education Benefits

Information Packet **2021 - 2022**

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Rio Salado College Veterans Services Office

The Rio Salado College (RSC) Veterans Services Office is proud to serve our veterans and their dependents. We act as the liaison between the college and the Department of Veterans Affairs (DVA). The purpose of our office is to coordinate the processing of Veterans Education Benefits and, in a broader sense, to help students reach their goals at RSC.

Office Location & Important Phone Numbers -

Rio Salado College 2323 W. 14th Street Tempe, Arizona 85281 Hours: 9:00 am to 5:00 pm M – Fri

Veterans Services ... P: (480) 517-8153; Toll Free: (877)517 8153 Admissions & Records ... P: (480) 517-8540 Military Advisement ... P: (480) 517-8590; Toll Free: (800)517-8590 Cashiers Office ... P: (480) 517-8330 Counseling & Career Services ... P: (480) 517-8785 Disability Resources ... P: (480) 517-8562 Financial Aid Office ... P: (480)-731-8900 Testing ... P: (480) 517-8560 Tutoring Services ... P: (480) 517-8247

Important Fax Numbers & Email Addresses

Veterans Services ... F: (480)517-8185 <u>va@riosalado.edu</u> Military Advisement ... F: (480)377-4899 <u>military.advisor@riosalado.edu</u>

Department of Veterans Affairs

Apply for Education Benefits <u>https://www.va.gov/education/how-to-apply/</u>

Monthly Web Automated Verification of Enrollment (WAVE) for Ch. 30 & 1606 <u>https://www.gibill.va.gov/wave/vba/</u> or Interactive Voice Response (IVR) 1-877-823-2378

VA Regional Office, Muskogee, OK 1-888-442-4551

VA Direct Deposit/Address Change 1-877-838-2778

VA Education and Training Benefits

RSC Veterans Services does not determine eligibility for benefits. Only the Department of Veterans Affairs can do that. The information below is presented only as a guide to the payment you can expect if the VA finds you eligible for a program. Current VA Education Benefits include:

For Veterans:

• Chapter 33, Post-9/11 GI Bill[®]: The veteran is awarded a percentage of entitlement based on length

of active military service after 9/10/2001. VA will pay this percentage of:

 $\circ~$ in-state tuition and mandatory fees, paid directly to the college

• Monthly Housing Allowance (MHA) based on BAH rate for an E5 with dependents in zip code 85281 for in-person courses or a combination of in-person and online courses; one-half the national average rate for completely online courses

 $\circ~$ book stipend of up to \$1000 per academic year. Paid to the student each term based on number of credits

• Chapter 30, Montgomery GI Bill®: VA pays the veteran a monthly stipend based on enrollment.

• **Chapter 31, Veteran Readiness and Employment (VR&E):** Veteran must have a VA disability rating of 10% or higher to be eligible. Benefits are authorized through a Vocational Rehabilitation Counselor (VRC). Program will pay the actual cost of tuition, fees, books, and supplies directly to the college. The veteran will also receive a monthly living stipend.

For Reservists & National Guard

• **Chapter 1606, Selected Reserves:** Reservists and National Guard members who have at least a 6year contract. Other eligibility requirements may apply. The VA pays a monthly stipend to the student based on enrollment.

For Spouses and Dependents:

· Chapter 35, Survivors and Dependents Educational Assistance (DEA): For spouses and children

of veterans who are deceased from a service-connected disability, or who have a 100% serviceconnected disability rating. Students are paid a monthly stipend based on enrollment.

• **Chapter 33, Post-9/11 GI Bill® Transfer of Entitlement (TOE):** Qualifying active service members may transfer the unused portion of their Post-9/11 GI Bill benefits to a spouse, dependent child, or a combination of both. Transferability is based on length of service and retirement eligibility date. **Transferring benefits is a two-step process:**

1. The service member requests the transfer of entitlement to an eligible dependent in DEERS using milConnect: <u>https://milconnect.dmdc.osd.mil/milconnect/</u>

2. Once DoD approval is received, the spouse or child applies for benefits at: <u>https://www.va.gov/</u>education/apply-for-education-benefits/application/1990E/introduction.

• **Fry Scholarship:** This benefit is for children and surviving spouses of service members who died on or after September 11, 2001 in the line of duty, or while serving on duty other than active duty as a member of the Armed Forces, or from a service-connected disability while a member of the Selected Reserve. They are eligible for the full benefit of Ch33 Post-9/11 including tuition and fees paid to the college, a book stipend up to \$1000 per year based on enrollment, and a monthly housing allowance.

• Edith Nourse Rogers STEM Scholarship: This benefit allows some eligible veterans and dependents in specified high-demand career fields to extend their Chapter 33 Post-9/11 GI Bill or Fry Scholarship benefits for up to 9 months. A complete list of eligible degree programs can be found at https://www.va.gov/education/other-va-education-benefits/stem-scholarship/.

For Veterans and Dependents Using Chapter 33 Post-9/11 GI Bill:

• <u>Yellow Ribbon Program</u>: For Chapter 33 students who are not eligible for the resident tuition rate, funding may be available to cover the difference between non-resident (out-of-state) tuition and resident tuition. To be eligible, all the following must apply:

- 1. You must be a veteran, spouse or dependent who is eligible for the maximum benefit rate (100%) under Chapter 33 Post-9/11 GI Bill
- 2. You must **NOT** be an active duty service member or the spouse of an active duty service member
- 3. You do not qualify for the resident tuition rate
- 4. Funding must be available. Funding is limited and is awarded on a first-come, first-served basis. To inquire about funding, contact the RSC Veterans Services Office.

How to Apply for and use VA Education Benefits at RSC

1. **Apply for your VA education benefits online:** Complete the application for veterans education benefits online at https://www.va.gov/education/how-to-apply/. The DVA will process your application and send you a Certificate of Eligibility. Processing times vary throughout the year and can take up to 6 weeks.

2. Apply for admission to Rio Salado College at https://www.maricopa.edu/become-a-student

3. Meet with an RSC Military Advisor to determine your program of study and select your classes within this program of study. Visit the <u>Military Advisement</u> homepage for additional details and contact information.

4. Request official transcripts from **ALL** colleges previously attended be sent to RSC. Please note that military transcripts, transcripts from any institution that has previously certified you for benefits, and non-regionally accredited institutions are also required.

5. If official transcripts cannot be obtained, unofficial transcripts can be used in the interim to perform an initial transfer credit evaluation. Once all transcripts have been obtained, complete a <u>Transcript Evaluation Request for Military/Veteran Students</u> and attach all transcripts for evaluation. **Rio Salado College requires that all transcripts be submitted prior to enrollment in your first term. RSC Veterans Services will not certify your enrollment to VA until all transcripts have been evaluated.** Upon completion of your transcript evaluations, your military advisor will create a RioCompass check sheet and academic plan.

6. After you are enrolled in classes, complete and submit a <u>Request for Benefits Form</u>. This form is required to be submitted every term a student wishes to be certified for VA education benefits.

Please note: Chapter 35 beneficiaries should make sure they indicate the proper VA file number (usually the veteran's SSN followed by a beneficiary number/letter). Certifications cannot be processed without this information.

RSC Semester Block System

Like traditional institutions that operate on semesters, Rio Salado College structures its academic programs in 16-week semester blocks. Unlike traditional institutions, Rio Salado College has 40 semester block start dates!

RSC follows an academic calendar that is divided into three terms: fall, spring, and summer. Fall and spring each contain 16 different semester blocks and summer has 8. Each semester block is 16 weeks long, with fixed start and end dates. RSC degree seeking students will be placed in a semester block when they enroll, based on the start date for their classes. When students select a start date for their classes, the start date will determine their semester block for that term, and all coursework for that term must be completed within the start and end date for that 16-week block.

For example, in Fall 2020, Block 1 began 8/24/2020 and ends 12/12/2020. If a student enrolls Block 1, they must have all Fall 2020 courses scheduled to end within that time frame on or prior to 12/12/2020.

Example:

Summer 2020	Fall 2020								Spring 2021
	Course 1 - 8 weeks								
		Course 2				ks			
					C	ourse 3	- 8 wee	ks	
	Course 4 - 16 weeks								
	2	4	6	8	10	12	14	16	

For more information about Rio's block calendar, visit the <u>Block Calendar</u> page.

The Certification Process at RSC

Our Veterans Services Office is in a continuous state of activity. Providing 40 opportunities to start or continue an academic program requires a great deal of coordination and organization. In order to ensure that all students are as prepared as possible to achieve their academic goals, and to effectively serve all students in a timely and compliant manner, RSC has established processing deadlines:

New students: Students must first enroll in courses beginning with their preferred start date, then submit the <u>Request for Benefits Form</u>. This form should be submitted no less than 7 business days prior to the first class start date to ensure you are certified correctly and not dropped from courses.

Returning students: Students are required to submit a <u>Request for Benefits Form</u> as soon as possible after enrolling for new courses for current or upcoming terms.

Class Length Options

Rio Salado College offers many courses in varying degrees of length. For example, many classes that are 14 or 16 weeks in length also provide an accelerated 8-week option.

Students are responsible for selecting the desired length of their course. The option to accelerate to an 8-week course is available during the first 7 calendar days of class in the online learning system, RioLearn. If you plan to accelerate any of your courses, it is recommended you select the accelerated option on the first day of class. Please visit our website <u>8-week Classes</u> page for step-by-step instructions.

Enrollment Certification

Payments from the VA are based on the length of the courses and the total credits in which a student is enrolled, i.e. 6 credits of 8-week classes OR 12 credits of 14-week classes are two different ways of maintaining full time enrollment for VA education benefits.

For students eligible for the Post-9/11 GI Bill, Rio Salado College is required to dual-certify your enrollment to VA. The first enrollment certification will happen no sooner than one week prior to the start of your course(s). The second enrollment certification, or confirmation, will happen on or after the 8th calendar day after your course(s) begin and will confirm your end dates and request payment of your tuition from the VA.

Rio Salado College submits all other enrollment certifications electronically to the VA beginning 7 <u>business days</u> **after** the start date of each semester block. By waiting this one-week period, the RSC Veterans Services Office can verify the course length that was selected, submit accurate information to the VA, and ensure accurate VA payments for the veteran. **Please note that this timing may cause a delay in obtaining your VA benefits. It is the student's responsibility to budget accordingly. RSC can assist with providing MCCCD book loans and tuition deferments upon request.**

As soon as RSC has submitted your enrollment certification, you will receive a message to your official Maricopa email from VA-Once (the system used to certify enrollment) with the subject "Confirmation-Enrollment Information Sent to VA".

Please note that after you receive your confirmation email, your certification is viewable by the VA within 48 hours. The VA's processing time varies depending on the time of year. For information on current processing time please contact the VA. Once they have processed your certification, you will receive a letter from them outlining your remaining VA education benefits.

Chapter 33 Post-9/11 GI Bill participants can view a Statement of Benefits online to track remaining eligibility. You must have applied for and received an eligibility decision from the VA for Post-9/11 GI Bill in order to view the Statement of Benefits. More information about the Statement of Benefits can be found at https://www.va.gov/education/gi-bill/post-9-11/ch-33-benefit/.

You will only be certified for courses required for your program of study. Certification to the VA is not automatic: ****You must submit a new <u>Request for Benefits Form</u> each semester you are enrolled in classes if you wish to utilize your VA education benefits.**

Concurrent Enrollment

While receiving VA education benefits, students may be concurrently enrolled at more than one school during the same semester if all courses apply to a degree program that has been declared at

one of the schools. The college granting the degree or certificate is the "parent school." If RSC is the parent school, and a student plans to use benefits at one or more other schools, the student must request a Parent School Letter from RSC for each of those schools indicated on the RFB form. If a school other than RSC is the parent school, the student must work with that school's Veterans Services Office to ensure that a Parent School Letter is sent to RSC. Students who are not seeking a degree at RSC but take courses to transfer to a parent school should select the program code 7112N or Multiple MCCCD Enrollments when applying for admission to RSC.

Tuition Deferment

Under Arizona State law, <u>ARS:41-611</u>, students using VA education benefits are eligible for deferred payment of tuition and fees. This eliminates the need for the student to pay RSC charges up-front while waiting for DVA payment. Payment of tuition and fees to Rio Salado College will be deferred for up to 120 days after the start date of your semester block.

To receive the deferment, students must submit the <u>Request for Benefits Form</u> or a Parent School Letter (fax or email) to the RSC Veterans Services Office. After the Request for Benefits Form or Parent School Letter is received by Veterans Services, a Promissory Note will be prepared and sent to your Maricopa.edu email. When the fully executed (e-signed) Promissory Note is received by Veterans Services, the due date for your tuition and fees will be extended to the end of the term. Failure to return the Promissory Note before the payment deadline may result in your courses being dropped for non-payment. *The following students do not need to submit a promissory note or have their due date deferred:

- Students who have sufficient Financial Aid funds to cover their charges for the term
- Students who wish to set up a payment plan
- Students using Chapter 31 Veteran Readiness and Employment with an active Purchase Order on file

IMPORTANT: All outstanding student balances are due by the end of each term of enrollment. Students who owe a balance at the end of any term of enrollment could be restricted from registering for the future semester if the balance exceeds \$100. For more information, please contact the <u>Business Services</u>.

MCCCD Book Advances for Students Receiving VA Education Benefits

The same state law that allows us to defer payment of tuition also allows for deferred payment on textbooks and materials. Upon request, RSC will provide you with a **book advance** to pay your book costs up front. The book advance is an interest-free loan from RSC that must be repaid by the end of the term and is not guaranteed to cover the full cost of your books and course materials. The amount awarded is based on the total credits enrolled at the time of request. Book advances

are sent to students through the Maricopa Student Refund Program. Please refer to the <u>Book</u> <u>Advances</u> homepage for additional details and requirements.

To be eligible for this program you must complete the following steps:

1. When you complete and submit your Request for Benefits Form, indicate your wish to receive a book advance. The RSC Veterans Services Office will send you an email with a promissory note (through dynamic forms) that will need to be completed.

2. Log into your Student Center at my.maricopa.edu. In the Finance section, click "Manage Refunds" to select your refund method. There are three options for payment:

a. You can choose to receive a reloadable debit card. Processing time to receive this card is 10 days minimum. Any future requests for funds will be loaded on this card. This option will prove to be the quickest route to receiving funds for future terms. Upon release of future funds, money will populate on the card within 3 to 4 business days.

b. You can choose to receive your advance through direct deposit. You will receive your book advance in 3 to 4 business days.

c. You can choose to receive a paper check by mail. If you choose this option, please verify that your address on file is correct.

*Failure to select a preferred method will cause your book advance to be delivered via mail as a check. Checks are typically processed in 10 to 14 business days. Click <u>here</u> for more information about the Maricopa Student Refund Program (MSRP).

*Please note: If you have financial aid awards with enough funds to receive a book advance for the term, one will be automatically generated approximately a week prior to the start of class, as long as you have "opted in" for book advances in your Student Service Center. Book advances for students using VA education benefits are not based on projected financial aid awards, and do not require you to "opt in". You cannot receive more than one book advance for the term. Both types of book advances from RSC are a Rio Salado College short-term interest-free loan and are completely unrelated to the book stipend for Chapter 33 Post-9/11 GI Bill.

Please note that in order to receive the advance prior to your start date you must request your book advance at least 10 business days before the start of your course. This does not include the additional processing time listed above for checks or reloadable debit cards.

IMPORTANT: All outstanding student balances are expected to be paid by the end of each term. Students who owe a balance at the end of any term are not eligible to receive a book loan for their next term.

Payments from the VA

Regardless of the benefit you are eligible to receive, the VA only pays for the time periods that students are enrolled in classes.

For Chapter 33 Post-9/11 GI Bill recipients, the VA only pays the in-state tuition rate, which is currently \$85 per credit hour at RSC. Limited funding to cover the difference between resident and non-resident tuition may be available under the <u>Yellow Ribbon Program</u>. Contact the Rio Salado Veterans Services Office to see if you qualify.

Education benefits are paid in arrears, meaning you are paid the month **after** you earn the benefit. For example, you will not receive payment for the month of August until the beginning of September. Payment for partial months of training is prorated by the VA.

<u>Chapters 30 & 1606</u> - Veterans certified for these chapters must verify their enrollment each month to receive payment. This verification can be completed using Web Automated Verification of Enrollment (WAVE) at https://www.gibill.va.gov/wave/index.do or by calling the Interactive Voice Response line at 1-877-823-2378. Verifications should be submitted on the last day of the month being verified. Benefits are paid directly to the recipient.

Chapter 33 (Post-9/11 GI Bill®) - Veterans certified for this chapter will be directly paid their Monthly Housing Allowance (MHA) and Book Stipend. Tuition and Fees are paid directly to the school. All payments for MHA, book stipends, and tuition and fees under Chapter 33 are multiplied by the rate of eligibility determined by VA on your Certificate of Eligibility (from 60% to 100%, depending on months of eligible service). *NOTE: MHA is not payable to individuals on active duty, active-duty spouses, or those pursuing training at half-time or less. MHA is prorated for any partial month of training. MHA will be prorated for those pursuing training at a rate over half-time but less than full-time.*

To figure the prorated amount, divide your actual number of credits by the number considered to be full-time and round to the nearest tenth.

For example: student is enrolled in 10 credit hours in a full semester where 12 is full-time. $10 \div 12 = .8333333$, which rounds to 80%. DVA will pay 80% of the usual MHA rate, multiplied by the rate of eligibility.

Direct Deposit is available for all chapters. Call 1-877-838-2778 to set up or change your direct deposit account information with the VA. Changes made over the phone are effective immediately and reflect on your next payment.

Monthly Pay Rates

Rate Tables for all VA education benefits are available <u>HERE</u>.

Payment for all benefit chapters is based on level of enrollment at any given moment in time, not over the entire semester. For Chapter 33, the student must be enrolled and attending <u>more than</u> half-time to earn their MHA.

Residency classification

If you are a veteran or dependent who currently resides in Arizona and intend to make Arizona your home, you may qualify for in-state residency even if you haven't met the one-year residence requirement. Please visit the <u>Maricopa Community Colleges S-1 Residency</u> page for detailed regulations on qualifying for in state residency. Please ensure the appropriate documentation is submitted to the <u>Admissions, Registration & Records.</u> Department **prior** to your first start date.

Out-of-State Military Tuition Rate

The Out-of-State Military Tuition Rate is available to all students with a proven military connection who do not qualify for the in-state tuition rate. If you are a veteran, dependent or active service member who does not reside in Arizona and does not otherwise qualify for the in-state tuition rate, we offer a rate of \$225 per credit hour, capped at 12 hours (you do not pay additional tuition for hours over 12). To apply for the reduced rate, please submit the appropriate Domicile Affidavit for your current status. Contact Veterans Services for more information.

Grades & Withdrawals

If you are unsure of the financial consequences of dropping a course or withdrawing from college, please contact the RSC Veterans Services Office. We will gladly help you examine the consequences for your type of benefits and discuss possible alternatives to dropping the class. Remember, if you do not participate in your course, you may be dropped for non-attendance after 14 consecutive days unless otherwise stated in the course syllabus. All enrollment changes are reported to VA and benefits are adjusted accordingly by the VA. Dropping courses may cause a debt to the VA that must be repaid before you receive future benefits, and a debt to Rio Salado College that must be repaid before you can receive an official transcript or enroll in new courses. The VA also offers more information <u>here</u>.

Listed below are the guidelines used by the VA for determining what classes you will receive payment for:

VA will pay for:

Courses that are completed with Punitive Grades (grades that are used in the calculation of your grade point average): A, B, C, D, F, P and Y**

VA will not pay for

**VA will pay for courses that are awarded a grade of Y (withdrawn - Failing due to non-attendance) up to the last date of attendance.

Dropped courses - no grade awarded (withdrawals during drop period) **Non-Punitive Grades:** Z - (no credit), W - (withdrawal after drop period)

If you drop a course <u>after</u> the tuition refund deadline (viewable under Account Inquiry on your My.Maricopa.edu page), the VA will not pay for the portion beyond the drop date, but you will still be charged full tuition and fees for the course by Rio Salado College. **The VA will not pay for any portion of a dropped course with a non-punitive grade if the drop is not justified with "mitigating circumstances"**.

Academic Progress

Veterans must follow the RSC academic progress policy listed below in order to remain eligible for benefits.

Credit hours for which grade points are computed at Maricopa Community College (A, B, C, D, F and Y) 12+

Minimum Grade Point <u>Average Required</u> 2.00

VA regulations require that all persons using any type of VA education benefits make satisfactory academic progress (SAP) toward their program of study. A student who does not meet the minimum standards (see above) will be placed on academic probation for a maximum of two consecutive semesters. VA requires schools to monitor the academic progress of all students on probation. After two consecutive semesters on academic probation, if SAP has not been achieved, the student will be placed on academic suspension and VA education benefits will be terminated for unsatisfactory progress. Benefits may be resumed when the student raises their cumulative grade point average to the required minimum standards or has demonstrated the ability to meet these standards through the approval of a written appeal. Contact the RSC Veterans Services Office for information on the appeal process.

RSC program-seeking students using VA education benefits who cease attendance for all courses attempted within a term and are assigned "Y" grades, will be subject to the institutional VA academic progress policy guidelines and may be placed on suspension for their VA education benefits due to non-attendance. Students who fail to meet SAP requirements for 2 consecutive terms will be reported to the VA and will not be eligible for VA education benefits in the subsequent term at RSC unless an appeal has been granted due to mitigating circumstances. Failure to meet satisfactory attendance is designated within the individual course syllabus and is determined by the course instructor.

Online Coursework

Distance learning courses, also referred to as online courses, are taught via the internet and may be entirely or partly online. Courses taught partly online are identified as hybrid in the class schedule. Online courses cover the same material as courses taught in person. To be successful in online courses, students should possess a reasonable level of comfort with technology and have consistent access to a computer with a reliable internet service provider. Communication among students, and between students and instructors, is mediated by RioLearn, the Learning Management System (LMS) used for online and hybrid courses. Communication between instructors and students should be frequent and substantial. Assignment due dates within courses are generally due on a weekly basis to keep students on track for completion of their course work unless an accelerated 8-week course is being pursued.

Although Rio Salado College provides courses in modules of varying length, coursework **is not** self-paced. Students should log into their courses on a weekly basis at a minimum and submit lessons within the week they are due. Students who do not meet the attendance requirements stated in the course syllabus may be graded out with a Y grade. The Y grade not only impacts GPA, but also impacts SAP.

If students have not submitted required assignments within the allotted course calendar, they may be able to request specific course due date extensions. Course extensions are granted at the discretion of the instructor or by departmental policy. Students are responsible for contacting the course instructor to inquire about due date extensions. The VA will not pay for the time allotted for completing your course extension beyond the <u>official</u> end date of the course.

Other Programs and Additional Information

Tutorial Assistance

Students are strongly encouraged to take advantage of the <u>Tutoring Services</u>. If a student requires additional tutoring, the VA may pay tutorial assistance to a student receiving education benefits. To qualify, you must have a demonstrated deficiency in a subject you are currently enrolled in which makes tutoring necessary. The instructor must sign a request for tutorial assistance and recommend a tutor.

The monthly rate may not exceed the cost of tutoring or \$100. The maximum amount payable is \$1200. There is no entitlement charge for the first \$600 under chapters 30 and 1606. There is no entitlement charge under chapter 33 or 35. For Chapter 33, individuals must have a rate of pursuit of at least 50% to receive tutorial assistance.

Licensing and Certification

This benefit allows you to use part of your entitlement to pay for an approved license or certification exam, if you are eligible. VA may reimburse you for test fees up to \$2000. Please visit <u>https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/test-fees/</u> or the RSC Veterans Services Office for more information.

VA Work Study Program

This is a tax-free employment program through the DVA. You must be enrolled at least ³/₄ time and certified for VA education benefits for the contract period. The following offices

employ VA Work Study participants; please inquire directly with that office to see if they have a current need for student workers:

RSC Veterans Services	(480)-517-8153
DVA Office, Phoenix	(800)-827-1000
VA Hospital	(602) 227-5551
D.E.S. Phoenix	(602) 861-0496
D.E.S. Mesa	(480) 834-7777
D.E.S. Mesa	(480) 834-7777

Veterans Upward Bound Program

Veterans Upward Bound (VUB) is a free college preparatory program for veterans that is administered through Arizona State University. The program provides individualized self-paced basic skill instruction, career testing, and employment counseling. This program is highly recommended for veterans who are new to college and those who may want to improve their academic and/or computer skills prior to enrolling. For more information visit: <u>https://students.asu.edu/trio/vub</u>

Tuition Assistance

Reservists, National Guard members and active-duty service members may be eligible for Federal Tuition Assistance (TA) funding from their military units. TA is a Department of Defense program and the amount of funding available, and the application process varies by branch of service and by unit. See your unit's Education Service Officer (ESO) for further information and to initiate the process of requesting and being approved for TA. In most cases, TA must be approved **prior** to enrolling in any course. Completed Tuition Assistance paperwork should be submitted to Military Advising via fax (480.377.4704) or email (<u>military.advisor@riosalado.edu</u>).

Military Transcripts

Prior to enrolling, you must obtain an official transcript translating your formal military education and job experience into college credit recommendations. All of your training may not be accepted as college credit toward your intended degree and may not transfer to other colleges. Use the links below to request your official military transcript, based on the branch you served in:

Army, Navy, Marines, and United States Coast Guard—Joint Services Transcript https://jst.doded.mil

Air Force (CCAF)

http://www.au.af.mil/au/ccaf/

CLEP

http://clep.collegeboard.org/