

TYNDALL AFB EDUCATION OFFICE

AFVEC and its uses: The AF Virtual Education Center (AFVEC) can be accessed from the AF Portal under the **Education/Training/Force Development**, then AFVEC. On AFVEC you can: **apply for TA**, request CCAF transcripts, review your CCAF Web Progress Report, check your CLEP/DANTES test scores, look up education programs, and locate the ABC program, GEM program, and much more. Also go to www.dantes.doded.mil for info.

Community College of the Air Force (CCAF) Web Progress Report: This report shows which AFSC degree program you are enrolled in, how many credit hours have been awarded, as well as what is left in order to complete a CCAF Associate in Applied Science (AAS) degree. The five requirement areas are broken down individually (Physical Education, Technical Requirements, Management, Program Electives, and General Education) with helpful links to explain each requirement.

Transfer of Credits: Credits can be transferred **IF** they meet the degree requirements of the school in question, and are from a school with equal or higher accreditation. Send an official transcript to receive credit to: **CCAF/DESS, 100 S. Turner Blvd, Maxwell-Gunter AFB, AL 36114-3011.**

Goal and Degree Plan Required: AF policy requires you to **create a goal and upload a degree** plan via the AFVEC website prior to requesting TA (use Tutorials on AFVEC site). A generic degree/academic plan can be used for up to 6 SHs until you have an **evaluated degree plan**. In this site you can update your **Personal Data/Annual TA Benefits Briefing/Supervisor Information/Start Funding Request** for TA.

Testing Availability: The Education office has a National Testing Center (NTC) sponsored by Gulf Coast State College which provides CLEP and DANTES testing free of charge, first time testing, to active duty students.

Base Library: Various reference tools are available including on-line catalogs, electronic databases, bibliographies, etc.

Military TA: Every Airmen is authorized **\$4,500** in tuition assistance per Fiscal Year (1 Oct thru 30 Sep) and is payable up to a maximum of **\$250 per semester hour**, and a maximum of \$166 per quarter hour. TA does cover **ONE certification** throughout your AF career through AF Cool (AF Portal).

Military TA rules: ***NOTE: ANYONE WITH A CURRENT UIF, REFERRAL E/OPR, ARTICLE 15, OR FAILED PT TEST IS NOT ELIGIBLE FOR TA*** 1) You must request TA **before** class starts, **maximum of 45 days prior and 7 days prior to class start date.** 2) **Your supervisor must electronically approve all TA requests** (allow time for this). 3) If you **withdraw from a course** you must **notify the school AND the Education Office** immediately. You are responsible for reimbursing the government for all TA not reimbursed to the USAF. 4) If you **fail a course**, you must reimburse the USAF for the full amount of tuition paid. 5) If military duties prevent you from attending class you can apply for a waiver of reimbursement. You must submit a letter explaining the reasons for withdrawing from the course(s) signed by your Squadron Commander. 6) **You are responsible for ensuring that your education record reflects your official grade within 30 days after the class ends.** 7) You are allowed 15 Semester Hours (5 classes) to establish a **GPA**; you must maintain **2.0** for undergraduate degrees, **3.0** for graduate degrees, to continue using TA.

College Fees not covered by USAF Tuition Assistance (TA): USAF Tuition Assistance can be used for tuition and fees **IF** the fees are reimbursable to the Government, and the tuition and fees do NOT exceed the maximum allowable TA.

Airman's Expenses: You must pay for books & non-reimbursable fees. Rent books at: www.campusbookrentals.com

Accreditation: USAF tuition assistance funds may only be used at an **accredited** college or university that is recognized by the US Dept of Education. Accreditation can be Regional (highest level) or National.

Methods of Course delivery: You can take college courses on base Mon-Fri (mostly in the evenings), or off-base, or online – TA covers all methods. Please contact your school of choice to determine their methods of course delivery.

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Schools with on-base programs: Gulf Coast State College, Embry-Riddle Aeronautical University, and Troy University. The Tyndall Education Office is open Monday through Friday from 8:00 a.m. to 4:00 p.m. Testing is by appointment only. Education Office phone number: 850-283-4285 /or email at 325FSSFSDE@us.af.mil

Gulf Coast State College

Offering 30 - 40 courses at Tyndall each semester, Gulf Coast degree programs include associate degrees that prepare students for transfer to four-year institutions, associate of science degrees in occupational fields and some one-year certificate programs. On-base classes are scheduled for afternoon, evening and weekend attendance to meet the needs of military students. Internet courses are also available. Additional courses are offered at the Panama City campus, located at 5230 W. Highway 98, approximately 16 miles from Tyndall. The Gulf Coast State College is located in room 45 of the Education Office and may be contacted at (850) 283-4332.

Embry-Riddle Aeronautical University (ERAU)

ERAU is an aviation and management-oriented institution. At Tyndall, ERAU offers Associate and Bachelor of Science degrees in Professional Aeronautics, Associate and Bachelor of Science degrees in Technical Management, and Master of Science degrees in Aeronautical Science and Management and Project Management.

ERAU provides courses in five nine-week terms. In addition, distance learning courses are available in 12-week terms for undergraduate and 15-week terms for graduate programs. ERAU's Tyndall Center is located in Room 48 of the Education Office; telephone number: (850) 283-4557 or email tyndall.campus@erau.edu

Troy University (TROY)

TROY offers programs designed for students with diverse educational backgrounds and varying work schedules. Programs at Tyndall include: Bachelor of Science degree in Management; Bachelor of Applied Science degree in Resources and Technology Management; and Master of Science degrees in Counseling and Psychology, Human Resources Management and Management.

The school operates on five 10-week terms and many intensive weekend classes are offered. Additional courses are offered at the Panama City campus, located at 527 Airport Road, approximately 10 miles from Tyndall. The Tyndall office for TROY is located in Room 44 of the Education Office; contact office at (850) 283-4449 or email panamacity@troy.edu