GENERAL HENRY H. ARNOLD
EDUCATION GRANT

Please review the following instructions on how to register for an account, eligibility documents required, and how to complete and submit the application. The instructions do not discuss each field in the application as most are self-explanatory, but certain areas receive in-depth attention.

If you need assistance, please contact the Air Force Aid Society
at education@afas-hq.org or (703) 972-2647.

Before beginning, refer to the **Required Documents** table below. Gather as many of the documents as possible and scan and save each document as a separate file. These documents will be uploaded into the application into the application later in the process.

REQUIRED DOCUMENTS

Notes: *AFI 36-3026(I), Chapter 1, Table 1.8.1.1 permits a cardholder to photocopy IDs to administer military-related benefits to eligible beneficiaries • Recommend that all but last four of SSNs be blacked out before scanning/submitting.*

If the STUDENT is a…	and the SPONSORING AIR FORCE MEMBER is…,	then provide the following documents:
Child	Active Duty or Title 10 AGR/Reserve	- Front & back copies of student's military ID card - Copy of regular Active Duty member's assignment orders to present duty station or Title 10 Reservist's extended active duty orders showing active duty status through December 1st of the academic year - If applying as a 5th year undergraduate, provide verification of enrollment in a 5-year program (5th year required for all students enrolled in major program of study)
Child	Title 32 AGR	- Front and back copies of student's military ID card - Copy of sponsoring member's orders/contract showing performance of full-time active duty through December 1st of the academic year - If applying as a 5th year undergraduate, provide verification of enrollment in a 5-year program (5th year required for all students enrolled in major program of study)
Child	Retired	- Front and back copies of student's military ID card - Copy of sponsoring member's retirement orders or DD Form 214 Statement of Service with reason for separation listed as retirement - If applying as a 5th year undergraduate, provide verification of enrollment in a 5-year program (5th year required for all students enrolled in major program of study)

If the STUDENT is a…	and the SPONSORING AIR FORCE MEMBER is…,	then provide the following documents:
Child	Retired Reserve (Not age 60/not receiving retired pay)	- Front and back copies of student's military ID card - Copy of sponsoring member's retirement order (DD Form 214 Statement of Service); notice of eligibility for retired pay at age 60 showing assignment to Retired Reserve Section and placement on the USAF Reserve Retired list or retired pay order showing retired with pay on 60th birthday or later. - If applying as a 5th year undergraduate, provide verification of enrollment in a 5-year program (5th year required for all students enrolled in major program of study)
Child	Deceased	- Front and back copies of student's military ID card - Copy of deceased member's AF Form 1613 Statement of Service or State Death Certificate with copy of most current military orders - If applying as a 5th year undergraduate, provide verification of enrollment in a 5-year program (5th year required for all students enrolled in major program of study)
Spouse	Active Duty or Title 10 AGR/Reserve	- Front and back copies of student's military ID card - Copy of regular Active Duty member's assignment orders to present duty station or Title 10 Reservist's extended active duty orders showing active duty status through December 1st of the academic year - If applying as a 5th year undergraduate, provide verification of enrollment in a 5-year program (5th year required for all students enrolled in major program of study)
Spouse	Deceased	- Front and back copies of student's military ID card - Copy of deceased member's AF Form 1613 Statement of Service or State Death Certificate with copy of most current military orders - If applying as a 5th year undergraduate, provide verification of enrollment in a 5-year program (5th year required for all students enrolled in major program of study)

ALL APPLICANTS MUST ALSO PROVIDE:

Student Aid Report (SAR)

The Student Aid Report (SAR) from the 2022-2023 Free Application for Federal Student Aid (FAFSA) is used to determine each applicant's need. The FAFSA may be completed online after 1October each year at **www.fafsa.ed.gov**. Use the IRS Data Retrieval Tool for easier processing.

Once your FAFSA has been submitted, you will receive an email with instructions on how to access an online copy of your SAR. You can also retrieve your SAR by logging into the FAFSA website. We require the **COMPLETE SAR** and will not accept one that does not include ALL pages or just the FAFSA confirmation or acknowledgement pages.

ALL APPLICANTS MUST ALSO PROVIDE:

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Once your FAFSA has been submitted, you will receive an email from FAFSA with instructions on how to access an online copy of your SAR. You can also retrieve your SAR by logging into the FAFSA website. We require the **COMPLETE SAR** and will not accept one that does not include ALL pages or just the FAFSA confirmation or acknowledgement pages.

NOTE: If your FAFSA application is incomplete, your SAR will not include an EFC, but will display items that need to be reviewed/resolved on your SAR. Please ensure that your SAR shows a number for the EFC and no items still need to be reviewed before uploading your SAR into your grant application. We will notify you if any items need clarification, and possibly request an updated SAR if corrections must be made.

2022–23 *Student Aid Report*

TRANSACTION 01

Application Receipt Date:	Processed Date:	Data Release Number (DRN)
01/04/2022	01/05/2022	4038

Processing Results

Learn about federal tax benefits for education, including the American Opportunity tax credit.

Expected Family Contribution: 401882

Transcripts
Transcripts must include all completed course work *through the student's Fall 2021 semester* and reflect the most recent cumulative GPA on a 4.0 scale. If the student has any previous college credits, submit transcripts from all colleges or vocational-technical schools attended. If no previous college or vo-tech school credits, submit high school transcripts. *Unofficial or online transcripts are acceptable if they include the student's name, school name, grades and credit hours for each course, terms of enrollment and cumulative GPA based on a 4.0 scale.* Transcripts must be in a *non-editable format (such as pdf)*. NOTE: Students who are homeschooled are required to provide standardized test results (SAT, ACT, GED) or State-issued documentation of high school completion as proof of meeting 2.0 GPA requirement.

REGISTRATION

All Students, including returning applicants, must register as a user before completing an application. Registration involves three phases: registering for an account, creating a profile, and confirming eligibility

Sign in	Register

If you receive a message that your email address is already taken, please return to the "Sign in" tab and use the password reset button at the bottom of the screen to generate a password for your account.

Register an account

* Email

* Password

* Confirm password

QVYWpRN
Generate a new image
Play the audio code

Enter the code from the image

Register

Enter **STUDENT's** primary email address that is regularly monitored to which correspondence regarding this application is to be sent. The account information is for the **STUDENT**, regardless of whether the information is entered by the student or someone acting on the student's behalf.

Note: Student's complete email address will become their username.

All correspondence throughout the application process will be sent to the Student's primary email address entered. Be sure to add education@afas-hq.org to your contacts and check your email regularly.

The password must meet the following requirements:
- At least 8 characters
- Must contain characters from at least 3 out of 4 (uppercase letter, lowercase letter, number, and special character).

After an account is established and application started or completed, applicants will use 'Sign in' to log back into their application or to determine application status. If you forgot your password since the last login, use the 'Forgot your Password?' option.

Sign in	Register

Welcome to our new Air Force Aid Society portal!

This is your one-stop shop to manage your relationship with the Air Force Aid Society, the official charity supporting US Airmen and Space Guardians. Once you create your account and log in, you will be able to view your donation history, set-up and manage your recurring gift, apply for an education grant, apply for emergency assistance, or manage your education or emergency assistance loans.

If this is your first time accessing the portal, please navigate to the "Register" tab above to set up your account.

If you have any issues please contact the following for support:
Donation Team: donations@afas-hq.org
Education Team: education@afas-hq.org

Sign In

Email	
* Password	

☐ Remember me?

[Sign in] [Forgot your password?]

Creating a Profile

Profile

Please provide some information about yourself.

Your information

Profile name	First Name *	Last Name *

Profile
Donation History
Recurring Donations

🔒 Security
Change password

E-mail

Business Phone
Provide a telephone number

Title

Address

Street 1 — State/Province

Street 2 — ZIP/Postal Code

City — County

[Update]

CONFIRMING ELIGIBILITY

A student's eligibility depends on his relationship to the sponsoring Air Force member and the member's category. To confirm eligibility, follow these steps:

- From the drop-down menu, identify whether the student is the child or spouse of the sponsoring member.
- From the drop-down menu, identify the sponsoring Air Force member's category.
- Answer eligibility questions, by selecting Yes or No.
- If the member is not in one of these categories, then the student is not eligible under this program. Detailed Eligibility criteria can be found on the AFAS website at https://afas.org/eligibility-criteria/

INTRODUCTION

2022-2023 Academic Year
Deadline April 30, 2022

Please complete each section of the application.

Click "Save and Continue" to save your changes as you go.

You will not be able to submit your application for review until all required items have been completed and you have saved your changes.

To complete this application you will need to provide:
1. Student demographic information
2. Sponsoring Air Force member information
3. Student academic information

You will also need these documents:

- Front and back copies of student's military ID card
- Copy of orders/documents depending on category (see application instructions for specific details).
- Copy of your most recent Transcript(s)
- Copy of Your Student Air Report (SAR) from your Free Application for Federal Student Aid (FAFSA)
- 5th year undergraduates must provide verification of enrollment in 5-year program (if enrolled in 5-year program)

Important Notes

AFI 36-3026(I), Chapter 1. Table 1.8.1.1 permits cardholder to photocopy IDs to "administer military-related benefits to eligible beneficiaries".

All but the last four digits of SSN's should be blacked out before scanning and submitting documents.

Transcripts must include all completed coursework through the most recent Fall semester and reflect the most recent cumulative GPA on a 4.0 scale. If you have not previously attended college, submit your high school transcripts.

All pages of the Student Aid Report (SAR) from the Free Application for Federal Student (FAFSA) are required. FAFSA confirmation or acknowledgement pages are not acceptable. If there are items that need to be reviewed they will be listed on the first page of the report and there will not be a number for the Expected Family Contribution (EFC). Your SAR must include the EFC in order for it to be accepted.

These documents should be uploaded in the application.

All questions must be answered. You must click Save and Continue to navigate through the entire application. You may click Previous to go back and edit any questions before submitting.

Application ID

EG-2022-0052

The Student Is *

Child

I am applying as a *

[⌄]

Save and Continue

Please confirm if you are applying as the Student or Sponsor or Other Parent on Behalf of Student

Completing an Application

*

- If any required fields are not completed, a message will display at the top of the screen indicating what items need attention.

Use **Save and Continue** after completing each page.

Student Information

The **Student Information** section contains contact information for the student such as mailing address, phone numbers, and email addresses. Mailing address should be student's home address, not a temporary school address.

- **Sponsor Relationship:** Establishes sponsoring member as the student's father, mother, stepfather or stepmother. If stepparent is selected, the student must reside with the sponsoring member to be considered their "dependent", and the sponsoring member must be listed as one of the custodial parents on the SAR. Otherwise, sponsoring member must provide more than half of student's financial support and proof of support must be attached to application and submitted along with all other required documentation.

- **Residing Status**: This question asks whether the student lives with the sponsoring Air Force member when not living in school housing. If the answer is No (typically used when student is a dependent child whose parents are divorced, and student does NOT live with sponsoring Air Force member), then the student will later be prompted to provide contact information for an *Other Parent*, i.e. the adult with whom the student lives.

Student's Residing Status

Other than periods of living in the school housing, does the student normally reside with the sponsoring member? *

● No** ○ Yes

**Typically used when student is a dependent child whose parents are divorced, and student does NOT live with sponsoring member. You will be prompted to provide contact information for the other parent whom student lives.

Included are Equal Opportunity questions, which are completely voluntary. For more details on the Race/Ethnicity categories, please visit https://portal.afas.org/education-eeoc/

EEOC Voluntary Self Identification Questions

Gender: (Please check one of the options below)

[⌄]

Race/Ethnicity: (Please check one of the descriptions below corresponding to the ethnic group with which you identify)

Copy and paste this link https://portal.afas.org/education-eeoc/ into a new browser for definitions of the race and ethnicity categories listed below.

[⌄]

Sponsor Information

The **Sponsor Information** contains information about the sponsoring Air Force member and, if applicable, other parent. Entering the sponsoring member's mailing address and contact information may be bypassed only if (1) student has no contact with member and the information is not known, AND (2) other parent contact information has been provided. To bypass, check the box labeled **Address Not Known** in the Address tab and **Contact Not Known** in the Contact Information tab. Otherwise, both the sponsoring member's and, if applicable, other parent's contact information must be provided.

Address

☐ Address Not Known

Address Line 1

[   ]

Address Line 2

[   ]

City

[   ]

State/Province

[🔍]

Zip Code

[   ]

Contact Information

☐ Contact Not Known

Email

[   ]

Email 2

[   ]

Phone (no dashes)

[Provide a telephone number   ]

Mobile Phone (no dashes)

[Provide a telephone number   ]

If sponsoring member is Active Duty, Title 10, or Title 32 AGR, **Date of Separation**, and **Duty Station** information are required.

- If an enlisted rank is selected for the sponsoring member, then the sponsoring member's Expiration Term of Service (ETS) should be entered in the **ETS** field. Title 10 Guard/Reserve enter the date Title 10 status is due to expire. Title 32 Guard enter active duty status expiration date.

- If an officer rank is selected for the sponsoring member, provide the officer's actual ETS in the **ETS** field or if indefinite, check the **INDEF DOS (Officer)** box.

Whenever possible, the sponsoring member's **Duty Station** should be selected from the drop-down menu. If assigned to a Geographically Separated Unit, Army Post, etc., that is not listed, select the member's Military Personnel Flight (MPF) as shown on active duty orders.

If the sponsoring member is Retired or Retired Reserve, then the **Date Retired** and **Rank at Retirement** are required.

School/Enrollment Information

The **School Information** section contains information about the school the student will **MOST LIKELY ATTEND**, , grade, enrollment status, degree, major, grade level and most recent GPA.

School

Enter information about the school the STUDENT WILL MOST LIKELY ATTEND during the upcoming academic year.

School Type *

[▾]

School State

[🔍]

School Name *

[🔍]

Enrollment

Select student's full-time intended enrollment status. If enrolled for the full year, school terms begin no sooner than August and end no later than May. Fall semester only includes August through December. Spring semester only includes January through May. No summer sessions.

Intended Enrollment Status *

[▾]

Select school type of 2 year public, 2 year private, 4 year public or 4 year private.

When choosing School State click search icon and state dropdown will appear where you will choose the state by checking the box next to the state and click Select.

When choosing School Name, click search icon and a list of schools approved by the U.S. Department of Education, to receive federal financial funding will appear. You can also enter your school into the search box, once you locate your school check the box next to the school and click Select.

Intended full-time enrollment status: full year (Fall and Spring semesters), Fall semester only (August through December) or Spring semester Only (January through May).

Academic

Academic

You will need to upload a copy of your most recent transcript in the Documentation Section. Transcripts must include all completed course work through the Fall 2021 semester and reflect the most recent cumulative GPA on a 4.0 scale. Unofficial or online transcripts are acceptable as long as they include cumulative GPA based on a 4.0 scale. If no previous college credits submit high school transcripts. Home schooled are required to provide standardized test results (SAT, ACT, GED) or State-Issued documentation of high school completion as proof of meeting 2.0 GPA requirement.

Intended Level Of Degree *

[dropdown]

Intended Program of Study/Major *

[search box]

Expected College Grade Level *

[dropdown]

Intended Level of Degree: Select appropriate level of degree (Certificate, Associates or Bachelor)

Intended Program of Study/Major: enter intended program of study/major from dropdown. For faster selection, you can enter name in search box.

Expected College Grade Level: Select the appropriate grade level for the period identified.
> *NOTE: Students enrolled in 2-year schools or 2-year programs cannot be considered higher than sophomore status, and students applying as 5th year undergraduates must provide verification of enrollment in a degree program which requires 5 years to complete. This verification should be attached to the preliminary application when submitted. Students taking 5 years to complete 4-year degree programs are not eligible to apply as 5th year undergraduates.*

Un-weighted Grade Point Average (GPA): Enter most recent cumulative **un-weighted** Grade Point Average (4.0 scale) from the current academic year. Entering freshmen should enter most recent cumulative high school GPA; current freshmen and higher grade levels must enter most recent cumulative college GPA; GED students should enter 2.0; and students not attending the current academic year should enter last reported cumulative GPA on 4.0 scale.

Weighted Grade Point Average (GPA): Only incoming freshmen are asked to provide their most recent cumulative weighted Grade Point Average, if known, from the current academic year. If you are a freshman and do not have a weighted GPA, enter unweighted GPA in both boxes.

Expected Family Contribution: Enter the Expected Family Contribution (EFC) shown on the first page of your Student Aid Report (SAR). If there is not an EFC listed on the top of your SAR, your SAR is not complete, and it will need to be resubmitted to FAFSA and an updated copy re-uploaded/attached in your grant application. Snipped of sample SAR is listed below.

Family Contribution

Enter Expected Family Contribution (EFC) as shown on the Student Aid Report (SAR) from your current academic year Free Application for Federal Student Aid (FAFSA) below. You will need to upload a copy of the 2022-2023 SAR in the Documentation Section. All Pages of the SAR are required. FAFSA confirmation or acknowledgement pages are not acceptable. If your FAFSA application is incomplete, your SAR will not include an EFC.

Student Aid Report Expected Family Contribution *

2022–23 *Student Aid Report*

TRANSACTION 01

Application Receipt Date:	Processed Date:	Data Release Number (DRN)
01/04/2022	01/05/2022	4038

Processing Results

Learn about federal tax benefits for education, including the American Opportunity tax credit.

Expected Family Contribution: 401882

Documentation

Required Documents: Based on student and sponsoring member category, a list of the required documents that must be provided to prove eligibility will be displayed.

Attach each file individually by clicking the blue text on the left side of the table and when the new window displays click choose file button to select the file that corresponds with the document name that you selected and click submit. Repeat for each attachment.

EDUCATION APPLICATION

2022-2023 Academic Year
Deadline April 30, 2022

| Student Information ✔ | Sponsor Information ✔ | School Information ✔ | Academic Information ✔ | Requirements | Submit Application |

All applicants must provide the documents listed below to provide eligibility. Please attach each file individually by clicking the blue text on the left side of the table and in the new window click the choose file button to select your file that corresponds with the Document Name that you selected and click submit.

Add Document

Document Type ↓	Notes	Status Reason	Received Date	
Transcript		Pending		⌄
Student Aid Report (SAR)		Pending		⌄
Front Copy of Student's Military ID Card		Pending		⌄
Back Copy of Student's Military ID Card		Pending		⌄
Active Duty/Title 10 Member's Assignment Orders		Pending		⌄
5th Year Verification of Enrollment (if enrolled in a 5-year program)		Pending		⌄

Previous   Save and Continue

View details ✕

Document Type *

Transcript

Notes

Instructions

Transcripts must include all
completed course work through the
student's most semester. If no
previous college or vo-tech school

There are no notes to display.

PDF is preferred (will also accept .doc, .docx, .jpg, .jpeg, .gif, .tiff, .heic) *

[Choose Files] No file chosen

[Submit]

Additional information or details regarding your application/documentation, or details regarding your application they may be provided in the Notes area above.

On the last page of the application, applicants will need to check the box to certify and submit their application.

| Student Information ✔ | Sponsor Information ✔ | School Information ✔ | Academic Information ✔ | Requirements ✔ |

Submit Application

☐
I (we) certify that the student identified in this application is a dependent child or spouse of the Sponsoring Member identified and that all information provided is true and accurate to the best of my (our) knowledge. Any person who knowingly makes a false statement of misrepresentation on this application is subject to penalties which may include fines or imprisonment under the US Criminal Code and 20 USC 1097.

[Previous] [Submit]

The **Save and Exit** button allows you to save and exit the application, and return later to make edits. It does *not* submit the application. In order to submit the application to AFAS, click on the **Submit** button.

Confirmation

When an application is submitted to AFAS, the student and sponsoring Air Force member (or other parent, as appropriate) are notified via an email from **Education@afas-hq.org**.

Application Status

Applicants will be able to view the status of their application by logging back into the application.