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 1stof 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 2023-2024 Free Application for Federal Student Aid (FAFSA) is used to determine each applicant's need. The FAFSA may be completed online after 1 October 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 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



Transcripts

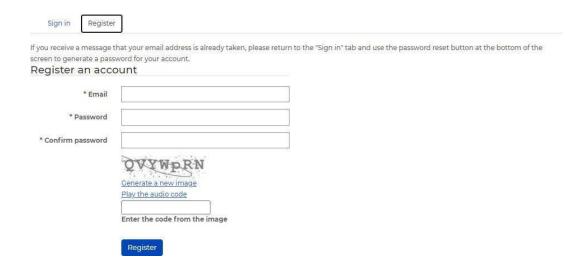
Transcripts must include all completed course work *through the student's Fall 2022 semester* and reflect the most recent cumulative GPA on a 4.0 scale. If the student has any previous college credits, submit transcripts from all colleges or vocational-technical schools attended. If no previous college 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

New applicants must register as a user before completing an application. New registration involves three phases: registering for an account, creating a profile, and confirming eligibility.

Returning applicants (2022-2023 academic year only)

If an application was submitted for 2022-2023, applicants will use 'Sign in' to log back into their account, update their profile, and reconfirm eligibility. If you forgot your password since the last login, use the 'Forgot your Password?' option.



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.

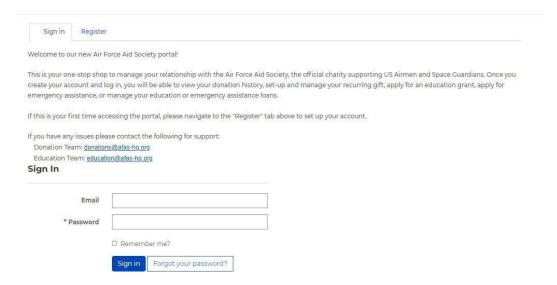
Note: Student's complete email address will become their username.

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:

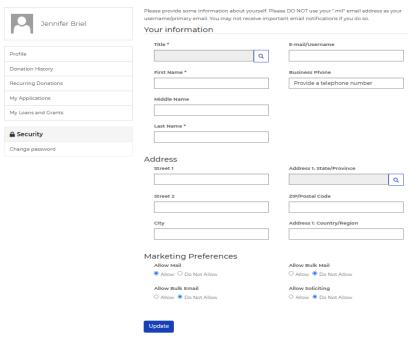
- At least 8 characters
- Must contain characters from at least 3 out of 4 (uppercase letter, lowercase letter, number, and special character).

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



Creating/Updating a Profile

Profile



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/

2023-2024 Academic Year Deadline April 30, 2023

Welcome to the online application for the General Henry H. Arnold Education Grant Program.

To continue with an existing application for 2023-2024 click here.

All applicants, new or returning, must answer eligibility questions before completing an application.

To begin a new application, please answer the questions below to help us determine whether the student meets the eligibility requirements.

As a reminder, the email address you registered with will be the email used to sign into your application. The same email address should also be entered when prompted in the application.



Once you click **Submit** and your eligibility has been confirmed, you will be able to begin an application.

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".

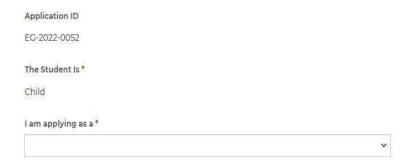
All but the last four digits of SSN's should be blacked out before scanning and submitting documents.

Transcripts must include all completed coursework through the most recent Fallsemester 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.

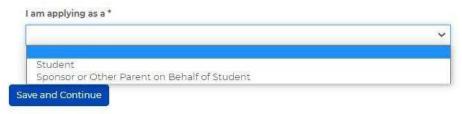
These documents should be uploaded in the application.

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.



Save and Continue

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



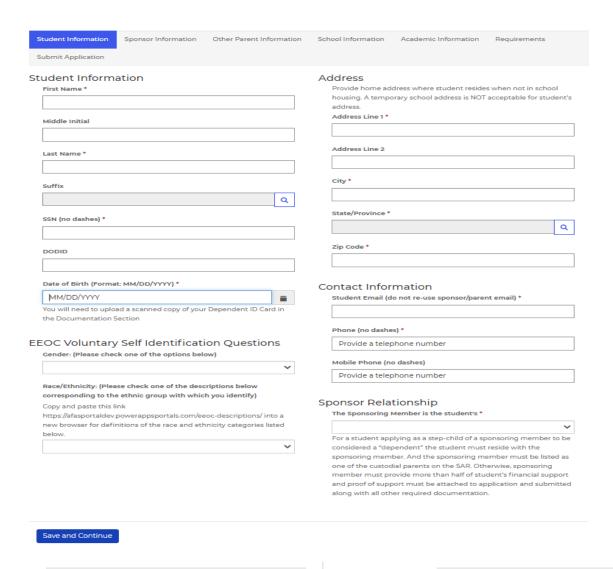
Completing an Application

- Required fields are indicated with a red asterisk *
- 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

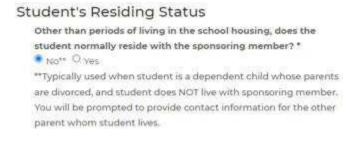
The **Student Information** section contains contact information for the student such as mailing address, phone numbers, and email addresses. Mailing address should be student's home address, not a temporary school address.



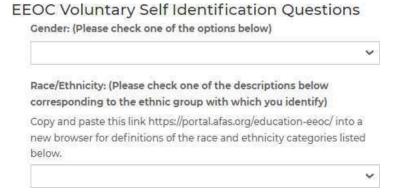
• Sponsor Relationship: Establishes sponsoring member as the student's father, mother, stepfather or stepmother. If stepparent is selected, the student must reside with the sponsoring member to be considered their "dependent", and the sponsoring member must be listed as one of the custodial parents on 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.



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/



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.

Student Information 🗸	Sponsor Information	Other Parent Information	School Information	Academic Information	Requirements
Submit Application					
Sponsor Informati	ion		Contact Informa Contact Not Known Sponsor email (do no	ation of re-use student email) *	
Middle Initial			Phone (no dashes) *		
Last Name *			Provide a telephor		
			Provide a telephor		
Suffix		Q	Duty Informatio		
SSN (no dashes) *					Q
DODID			Military Rank *		Q
Date of Birth (Format: M	IM/DD/YYYY) *		Status As Of 12/01 *		
MM/DD/YYYY					~
Address Address Not Known Address Line 1 *			student normally res ■ No** ○ Yes **Typically used when are divorced, and stud	If living in the school house ide with the sponsoring m in student is a dependent ch dent does NOT live with spo to provide contact informa	nember? * nild whose parents onsoring member.
City *					
State/Province *		Q			
Zip Code *					

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.

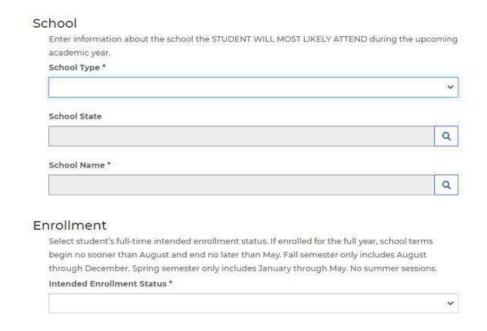
If student's residing status is not normally with the sponsoring member, the Other Parent screen will display.

Student Information 🗸	Sponsor Information 🗸	Other Parent Information	School Information	Academic Information	Requirements
Submit Application					
Other Parent Info	rmation	□ A	Idress Address Not Known Address Line 1 *		
			Address Line 2		
Last Name *			City *		
Suffix			State/Province *		
		Q	Stateprioring		Q
SSN (no dashes) *			Zip Code *		
DODID					
Date of Birth (Format: M	IM/DD/YYYY] *		ntact Informat contact Not Known Other Parent Email *	ion	
Relationship			Phone (no dashes) * Provide a telephone	number	
The Other Parent is the	student's *	~	Mobile Phone (no dash		
			Provide a telephone		
Previous Save and C	Continue				

School/Enrollment Information

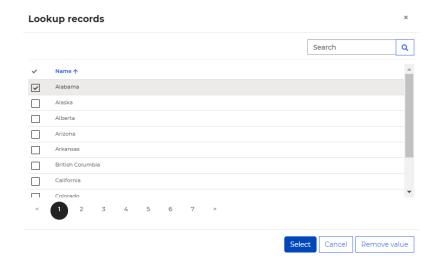
The **School Information** section contains information about the school the student will **MOST LIKELY ATTEND**, , grade,

enrollment status, degree, major, grade level and most recent GPA.



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.

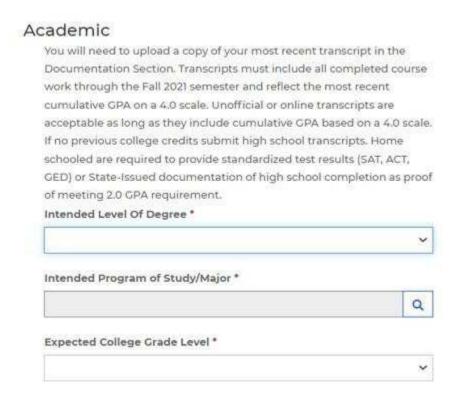


When choosing School Name, click search icon and a list of schools approved by the U.S. Department of Education, to receive federal financial funding will appear. You can also enter your school into the search box, once you locate your school check the box next to the school and click Select.

Lookup records Q T Search Name ↑ State/Province Alabama Agrciti & Mechi Univ Alabama ~ Alabama College Of Osteopathic Medicine Alabama School Of Nail Technology & Cosm Alabama Alabama State University Alahama Amridge University Alabama Athens State University Auburn University Alabama Auburn University-Montgomery Alabama Remove value

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



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

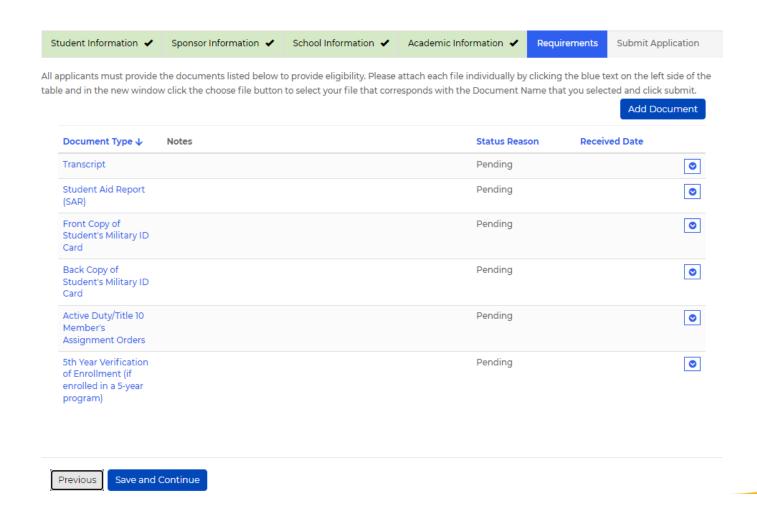
Learn about federal tax benefits for education, including the American Opportunity tax credit.

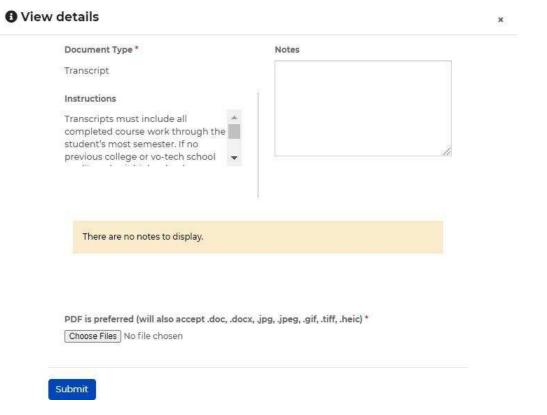
Expected Family Contribution: 401882

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.





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.



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.