

# Application Process and Instructions

The General Henry H. Arnold Grant Program application deadline is April 30 2024

Only applicants whose grant application materials (online applications and supporting documents) have been received by the stated deadline will be considered for a grant.

**Important Note: You can register for an account and begin an application, but please do not submit your application until you have attached all required documents, including the FAFSA Submission Summary. If you submit an application without all required documents, your application will be rejected until all documents are attached and the application is resubmitted.**

If you need assistance, please contact the Education Department at [education@afas-hq.org](mailto:education@afas-hq.org) or (703) 972-2647. The fastest response method is via email communication.

## Application Process

- ❖ Applicant answers eligibility questions and registers as a user on the Air Force Aid Society's Education Grant Portal. **All applicants, new or returning, must answer eligibility questions before completing an application.** The email used to register is considered the applicant email and all email communication from AFAS will be sent to this email. Be sure to add [education@afas-hq.org](mailto:education@afas-hq.org) to your contacts and check your email regularly, as well as junk/spam folders.
- ❖ Applicant enters student and sponsoring member/other parent data, completes all application sections, and submits the application including all required documentation for the Gen. Henry H. Arnold Education Grant Program by the deadline listed below.
- ❖ AFAS receives application and reviews for applicant's eligibility and U.S. Air Force or U.S. Space Force member's status. All applicants will be notified of their eligibility via email, within 2 weeks of submitting their online application and if corrections need to be made.
- ❖ After the application deadline, all eligible applicants will be evaluated for a financial needs-based grant selection, which is based on the cost of attendance at student's chosen college and Student Aid Index (SAI) entered on the FAFSA Submission Summary.
- ❖ If an applicant is selected for a grant, based on financial need, an award notice will be emailed to the student in June. Applicants will be asked to accept their award and confirm or change their school. Changing schools can affect eligibility. Re-scoring of eligibility is automatic when notice of school change is received. Applicants not selected will also be notified in June.
- ❖ All grant award checks will be made payable to the school's financial aid office. Students attending Fall and Spring will have their grant sent in two disbursements (first in early August, and the second in early December). Use of funds is limited to tuition, books, fees, and other curriculum-required materials. Room and board are not allowable expenses. Funds must be used in the academic year for which they were disbursed. Any check not cashed by May 31 of the academic year will be canceled and funds will not be reissued.
- ❖ Students must reapply each academic year, as awards are not automatically renewed. A courtesy email is sent to previous applicants at the beginning of each year, announcing the application submission opening.

## Application Instructions

Please review the following instructions on how to register for an account, eligibility documents required, and how to complete and submit the application.

### Registration

**New applicants (no previous applications)** 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 (previously applied)** If an application was submitted in the past two academic year cycles, 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 Applicant's primary email address that is regularly monitored.
- Applicant's complete email address will become their username.
- All correspondence throughout the application process will be sent to the Applicant's primary email address.
- Be sure to add [education@afas-hq.org](mailto:education@afas-hq.org) to your contacts and check your email regularly, as well as junk/spam folders.

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.

### Confirming Eligibility

A student's eligibility depends on their relationship to the sponsoring U.S. Air Force or U.S. Space 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/Space 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/haparnoldgrant/>

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

### Completing an Application

- From the dropdown, confirm if you are applying as the Student or Sponsor or Other Parent on Behalf of Student
- Complete each application screen.
- 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.
- The Save and Exit button allows you to save and exit the application and return later to make edits.

## 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:** If you are applying as a child, establishes sponsoring member as the student's father, mother, stepfather or stepmother. If student's stepparent is the sponsoring member, they must currently be married to student's mother or father, and student is considered their dependent. The parent listed on the application must match the parent listed on the FAFSA Submission Summary. If you are applying as a spouse, sponsor relationship dropdown will not display.
- **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/Space 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.
- **EEOC Voluntary Self Identification Questions:** 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** section contains information about the sponsoring U.S. Air Force and U.S. Space 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.

- 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.

## School 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.
- 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 Information

The **Academic Information** section contains information about the level of degree, program of study/major, college grade level, grade point averages (GPA) and Student Aid Index (SAI), which is used to determine financial need.

- **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.
  - *Students applying as 5th year undergraduates must provide verification of enrollment in a degree program which requires 5 years to complete. 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.
- **Student Aid Index:** Enter the Student Aid Index (SAI) shown on the Eligibility Overview tab of your FAFSA Submission Summary. If the SAI is negative, please input 0 (zero). If there is not an SAI listed on the Eligibility Overview tab of your FAFSA Submission Summary it is not complete and will need to be resubmitted to FAFSA and an updated copy re-attached in your grant application.

## Requirements

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

Applicants must submit 4 (possibly 5) documents to submit a complete application. Scan and save each document as a separate file, to attach/upload to the application.

### 1. Copies of orders/proof of service documents from the appropriate category, listed below:

- Children of Active Duty, Title 10 and Title 32 Reservists on extended active duty
  - Copy of regular Active Duty member's assignment orders to present duty station or Title 10/Title 32 Reservist's extended active duty orders showing active duty status through December 1<sup>st</sup> of the academic year.
- Children of Title 32 Guard performing full-time active duty
  - Copy of sponsoring member's Title 32 orders/contract showing performance of full-time active duty through December 1st of the academic year.
- Children of Retired
  - Copy of sponsoring member's retirement orders or DD Form 214 Statement of Service with reason for separation listed as retirement.
- Children of Retired Reserve (Not age 60/not receiving retired pay)
  - 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/USSF Reserve Retired list or retired pay order showing retired with pay on 60th birthday or later.
- Children of Deceased members (while Active Duty or Retired)
  - Copy of deceased member's AF Form 1613 Statement of Service or State Death Certificate.
- Spouses of Active Duty, Title 10 and Title 32 Reservists on extended active duty
  - Copy of regular Active Duty member's assignment orders to present duty station or Title 10/Title 32 Reservist's extended active duty orders showing active duty status through December 1st of the academic year.
- Spouses of Title 32 Guard performing full-time active duty
  - Copy of sponsoring member's Title 32 orders/contract showing performance of full-time active duty through December 1st of the academic year.
- Spouses of Deceased members (widows/widowers)
  - Copy of deceased member's AF Form 1613 Statement of Service or State Death Certificate

**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 Social Security Number are blacked out before scanning/submitting.

### 2. Front and back copies of student's military ID card.

### 3. FAFSA Submission Summary

***Important Note: You can register for an account and begin an application, but please do not submit your application until you have attached all required documents, including the FAFSA Submission Summary. If you submit an application without all required documents, your application will be rejected until all documents are attached and the application is resubmitted.***

- The Submission Summary and Student Aid Index (SAI) from the Free Application for Federal Student Aid (FAFSA) is used to determine each applicant's need. The FAFSA may be completed online at <https://studentaid.gov/h/apply-for-aid/fafsa> (see the FAFSA Application Help document on our website if you have not done so already).
- All pages of the FAFSA Submission Summary are required. FAFSA Confirmation emails and acknowledgement pages will not be accepted. Your FAFSA Submission Summary must include the Student Aid Index (SAI) to be accepted. Please use Chrome when downloading your FAFSA Submission Summary. We are unable to open documents downloaded from Safari.
- Once your FAFSA has been submitted, you will receive an online notification and an email from FAFSA with instructions on how to access an online copy of your FAFSA Submission Summary. You should be able to retrieve your FAFSA Submission Summary by logging into the FAFSA website.
- If your FAFSA application is incomplete, your FAFSA Submission Summary will not include a Student Aid Index (SAI). The new process to make changes to your FAFSA may be a lengthy timeframe, so be sure to complete the application carefully.

### 4. Transcript

- Official, unofficial, or online transcripts through the student's most recent semester completed are acceptable, and must include all completed course work, the student's name, school name, grades, credit hours for each course, 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.
- 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.

### 5. Five Year Program Enrollment

- For those students who are enrolled in a 5 year program must provide verification of enrollment in a degree program which requires 5 years to complete. Students taking 5 years to complete 4-year degree programs are not eligible to apply as 5th year undergraduates.

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' 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 may be provided in the Notes area.

## Submitting Your Application

On the last page of the application, applicants will need to check the box to certify and submit their application. If applicants use save and exit, it does *not* submit the application.

In order to submit the application to AFAS, click on the **Submit** button (as shown below).

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

## Confirmation

When an application is submitted to AFAS, the applicant is notified via an email from [education@afas-hq.org](mailto:education@afas-hq.org).

## Application Status

- Once the application is submitted, no edits can be made. Applicants will be able to view the status of their application by logging back into the application.
- AFAS will notify the applicant if corrections need to be made to the application, via email and at that time they will be able to log back in to make those updates.
- If the applicant does not make corrections, reminder emails will be sent to the applicant. Be sure to add [education@afas-hq.org](mailto:education@afas-hq.org) to your contacts and check your email regularly, as well as junk/spam folders.