

Tuition Assistance Quick Reference Guide

This package will contain Air Force Reserve Tuition Assistance Program Operating Guide and *DANTES Enrollment Form for Service Members*, DANTES 1562/31. You will need one form for each class. Forms must be typed rather than handwritten.

Sequence of events

1. Contact HQ ARPC/DPRPT for tuition assistance forms (DANTES 1562/31).
2. Please read the operating guide especially pages 8 and 9, Enrollment Procedures. Also, read and initial page 17, *Student Briefing Sheet*, and return a copy to me – fax is ok.
3. Please be sure that your date of separation (mandatory date of separation for officers) is a minimum of two years from the end of each class for which you wish to receive assistance.
4. **Type** the 1562/31 and return to DPRPT for authorization 15 days before the beginning of the class - preferably 30 days before. Handwritten forms will be returned. Include the start/end dates of the class at the bottom of the form or on a separate note to me. (A little yellow sticky note is fine.) Be sure to include course name **and** number. I prefer you mail the forms, as faxes are often distorted and difficult to read. It is not necessary to send the forms both ways.
5. DPRPT will be make distribution of form to DANTES and member.
6. It is the student's responsibility to ensure the school has sent an official grade report to me within 30 days following the end of the course. This is a deviation from previous policy as we no longer want to have the grade go directly to DANTES. After I verify the grade I will forward the information to DANTES. The format is flexible as long as it includes your name, social security number, class title/number and grade with official school letterhead or similar identification. An email from the school is fine.
7. DANTES will process reimbursement to member by direct deposit. Tuition assistance is not sent to the school. At the present time please allow 8-10 weeks from the time DANTES receives the grade.

I must have a degree completion plan on record by the time you have completed 12 semester hours using tuition assistance. Please let me know if you change degree plans or if you cancel or postpone a class enrollment.

Mail tuition assistance forms and grades to HQ ARPC/DPRPT, 6760 E Irvington Pl #2700, Denver CO 80280-2700

If you or school officials have questions, please call me at 1-800-525-0102, extension 71330. My fax number is 303/676-7891. My email address is delaina.hull@arpc.denver.af.mil

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