

# GENERAL HENRY H. ARNOLD EDUCATION GRANT

## ONLINE APPLICATION INSTRUCTIONS

### (PART 1)

Welcome to the Air Force Aid Society’s Education Grant Portal, home to the online application for the General Henry H. Arnold AFAS Education Grant Program.

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 (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. For best results when scanning, use 300 dpi (dots per inch), black and white or 8-bit color, and medium quality settings. Higher settings do not increase readability of documents. File size may not exceed 2.0 MB. These documents will be uploaded into the application.

### ***Required Documents***

*Note that 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.*

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	<ul style="list-style-type: none"> <li>- Front and back copies of student’s military ID card</li> <li>- 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 1<sup>st</sup> of the academic year</li> <li>- If applying as a 5<sup>th</sup> year undergraduate, provide verification of enrollment in a 5-year program (5<sup>th</sup> year required for all students enrolled in major program of study)</li> </ul>

Child	Title 32 AGR	<ul style="list-style-type: none"> <li>- Front and back copies of student's military ID card</li> <li>- Copy of sponsoring member's orders/contract showing performance of full-time active duty through December 1<sup>st</sup> of the academic year</li> <li>- If applying as a 5<sup>th</sup> year undergraduate, provide verification of enrollment in a 5-year program (5<sup>th</sup> year required for all students enrolled in major program of study)</li> </ul>
Child	Retired	<ul style="list-style-type: none"> <li>- Front and back copies of student's military ID card</li> <li>- Copy of sponsoring member's retirement orders or DD Form 214 Statement of Service with reason for separation listed as retirement</li> <li>- If applying as a 5<sup>th</sup> year undergraduate, provide verification of enrollment in a 5-year program (5<sup>th</sup> year required for all students enrolled in major program of study)</li> </ul>
Child	Retired Reserve (Not age 60/not receiving retired pay)	<ul style="list-style-type: none"> <li>- Front and back copies of student's military ID card</li> <li>- 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 60<sup>th</sup> birthday or later.</li> <li>- If applying as a 5<sup>th</sup> year undergraduate, provide verification of enrollment in a 5-year program (5<sup>th</sup> year required for all students enrolled in major program of study)</li> </ul>
Child	Deceased	<ul style="list-style-type: none"> <li>- Front and back copies of student's military ID card</li> <li>- Copy of deceased member's AF Form 1613 Statement of Service or State Death Certificate with copy of most current military orders</li> <li>- If applying as a 5<sup>th</sup> year undergraduate, provide verification of enrollment in a 5-year program (5<sup>th</sup> year required for all students enrolled in major program of study)</li> </ul>
Spouse	Active Duty or Title 10 AGR/Reserve	<ul style="list-style-type: none"> <li>- Front and back copies of student's military ID card</li> <li>- 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 1<sup>st</sup> of the academic year</li> <li>- If applying as a 5<sup>th</sup> year undergraduate, provide verification of enrollment in a 5-year program (5<sup>th</sup> year required for all students enrolled in major program of study)</li> </ul>

Spouse	Deceased	<ul style="list-style-type: none"> <li>- Front and back copies of student's military ID card</li> <li>- Copy of deceased member's AF Form 1613 Statement of Service or State Death Certificate with copy of most current military orders</li> <li>- If applying as a 5<sup>th</sup> year undergraduate, provide verification of enrollment in a 5-year program (5<sup>th</sup> year required for all students enrolled in major program of study)</li> </ul>
--------	----------	--

## REGISTRATION

**Students** must register as a user before completing an application. Registration involves three phases: confirming eligibility, creating a profile, and verifying the student's account. Each phase is discussed below.

To begin, click on the link to register for an account under **Getting Started** found on the Education Grant Application home page.

### **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. If the member is not in one of these categories, then the student is not eligible under this program.
- Click the **Next** button.

### Registration Eligibility Check

**Welcome!**  
 Welcome to the online application for the General Henry H. Arnold Education Grant Program.  
 Students must **answer eligibility questions** and **register as a user** before completing an application.  
 To begin, please answer the questions below to help us determine whether the student meets the eligibility requirements.

The STUDENT is:

The SPONSORING AIR FORCE MEMBER is:

- Answer each question by clicking on the appropriate Yes or No button and clicking the **Next** button after each response.

Will the student reach age 24 or older during the award year of 2017?

Yes

No

## ***Creating An Account***

If eligible to apply, the student is directed to the registration information page. Note that 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. Standard capitalization must be used (e.g. John M Smith Jr). No punctuation necessary.

The fields are self-explanatory. All fields are required to be completed with the exception of the fields for middle initial and suffix. Click Next to navigate through the tabs.

Congratulations! The STUDENT is eligible to apply for an education grant online. Please complete the following registration form to create the STUDENT's account. NOTE: 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.

Standard capitalization must be used (e.g. John M Smith Jr). No punctuation necessary.

Provide home address where STUDENT resides when not in school housing. A temporary school address is NOT acceptable for student's address.

First Name:

Middle Initial:

Last Name:

Suffix:

Date of Birth:

SSN:

Provide home address where **STUDENT** resides when not in school housing. A temporary school address is NOT acceptable for student's address.

The screenshot shows a registration form with three tabs: 'User Information', 'Address', and 'Login Information'. The 'Address' tab is active. It contains four input fields: 'Address', 'City', 'State' (a dropdown menu with 'Select' and a downward arrow), and 'Zip Code'. Below these fields is a 'Next' button.

Enter **STUDENT's** primary email address that is regularly monitored to which correspondence regarding this application is to be sent.

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

The screenshot shows the 'Login Information' tab of the registration form. A light blue informational box at the top states: 'All correspondence throughout the application process will be sent to the STUDENT's primary email address entered below. Be sure to add registration@afas-hq.org and Education@afas-hq.org to your contacts and check your email regularly.' Below this box are four input fields: 'Email', 'Confirm Email', 'Password', and 'Confirm password'. A blue 'Register' button is located at the bottom.

The password must meet the following requirements:

- At least one lowercase letter
- At least one uppercase letter
- At least one number
- At least one special character (ex: \*&^%\$)
- At least 8 characters

After all required fields are completed, click **Register** button to complete your registration.

All correspondence throughout the application process will be sent to the Student's primary email address entered. Be sure to add [registration@afas-hq.org](mailto:registration@afas-hq.org) and [Education@afas-hq.org](mailto:Education@afas-hq.org) to your contacts and check your email regularly.

## Info.

An account verification email from [registration@afas-hq.org](mailto:registration@afas-hq.org) has been sent to the STUDENT's email address provided. Use the link in the email to confirm that email address.

## Verifying Your Account

After submitting the account registration information, an account verification email from [registration@afas-hq.org](mailto:registration@afas-hq.org) will be sent to the **STUDENT's** email address provided. Contained in the email is a link the student must click in order to verify the account. Until the account has been verified, the student will not be able to log into the application.

If the email is not received, check any junk or spam folders to make sure the message was not misdirected.

---

**From:** [registration@afas-hq.org](mailto:registration@afas-hq.org) [<mailto:registration@afas-hq.org>]  
**Sent:** Monday, November 14, 2016 1:12 PM  
**To:** Grant Applicant <[grant.applicant@afas-hq.org](mailto:grant.applicant@afas-hq.org)>  
**Subject:** Arnold Education Grant Account Verification

Your registration for a General Henry H Arnold Education Grant Program account has been received. Please confirm your email by clicking [here](#)

Once the **STUDENT's** email has been confirmed/account has been verified, the applicant will be able to begin the application.

## Confirm Email.

Thank you for confirming the STUDENT's email address. Please click [here](#) to log in and begin the General Henry H Arnold Education Grant application online.

---

© 2016 - AFAS Arnold Grant Application

## Logging In

Enter **STUDENT's** email address and password created at registration and click Log in.

### Log in.

---

Email	<input type="text"/>
Password	<input type="password"/>
<input type="checkbox"/>	Remember me?
<input type="button" value="Log in"/>	
<a href="#">Forgot your password?</a>	

If password has been forgotten since registration, click 'Forgot your password?' and follow instruction to create a new password.

## Beginning an Application

Use **Next** button to move through tabs and sections of the application. Required fields are indicated with a red asterisk ( \* ).

### Application

Introduction

Student Information

Sponsor Information

School Information

Documentation

Submit Application

Save and Exit

Next

### Introduction

To complete Part I of the application you will need to provide:

- Student demographic information
- Sponsoring Air Force member information
- Student academic information

You will also need these documents:

- Sponsoring Member's military orders
- Student's military ID

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

For Part II of the application (to be completed later), you will need these documents:

- Transcript (unofficial) - with credits earned through December.
- Student Aid Report (SAR) from Free Application for Federal Student Aid (FAFSA)

[Click here to see list of required documents](#)

These documents can be uploaded in the application (preferred), emailed to [Education@afas-hq.org](mailto:Education@afas-hq.org) or faxed to (866) 896-5637.

All questions must be answered. Thanks for applying and good luck.

## 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 be a temporary school address.

Observe that some fields pre-populated using information found in the **STUDENT's** account profile created upon registration, you may still edit these pre-populated fields.

- **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 Information

Student

Address

Contact Information

Sponsor Relationship

Residing Status

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

- Yes  
 No\*\*

\*\*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 with whom student lives.

## 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 Not Known

Contact Not Known

### Sponsor Information

Sponsor Address Contact Information Duty Information

Address Not Known

Address Line 1\*

Address Line 2

City\*

State\*

Zip\*

### Sponsor Information

Sponsor Address Contact Information Duty Information

Contact Not Known

Email\*

Email 2

Phone\*

Mobile Phone

If sponsoring member is Active Duty, Title 10, or Title 32 AGR, **Date of Separation**, and **Duty Station** information are required. If the sponsoring member is Retired or Retired Reserve, then the **Date Retired** and **Rank at Retirement** 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.

*NOTE: Title 10 AGR/Reservists enter the date Title 10 status is due to expire. Title 32 AGR 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.
- If the sponsoring member is retired, provide the member's **Retirement Date** and the **Rank at Retirement**.
- 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. Otherwise, select "Other Duty Station".



## Sponsor Information

Sponsor   Address   Contact Information   **Duty Information**

Duty Station\*

Rank\*

Status As Of 12/01\*

ETS\*   Indef ETS

## School Information

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

### Enrollment Information

- **Academic Year Start Date and End Date:** Select the dates of full-time enrollment for which the grant is being requested.
- **Intended Enrollment Status:** full-time status is required.

## School Information

Enrollment Information   **Academic**   School

Select the starting and ending dates of the student's full-time enrollment, e.g. August 2017 - May 2018. Dates should coincide with regular school terms during the upcoming academic year beginning no sooner than August 2017 and ending no later than May 2018. No Summer sessions. If not listing full academic year dates, enter explanation in comment block of Submit Application screen; ex. "Graduating/completing degree after Fall semester (Dec 2017)"; or "Will not be enrolled until Spring semester (Jan 2018)".

Academic Year Start\*

Academic Year End\*

Intended Enrollment Status (FULL-TIME REQUIRED)\*

## Academic

- **Intended Level of Degree & Intended Program of Study/Major:** Select appropriate level of degree (Certificate, Associates or Bachelor); enter intended program of study/major.
- **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.*

- **Expected Graduation Date:** Enter date of expected graduation or degree completion.
- **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** enter GED with pass/fail status in comments block of the Submit Application screen at end of application; and students not attending the current academic year should enter last reported cumulative GPA on 4.0 scale.

*NOTE: GPA's higher than 2.0 have no impact on award selection other than meeting initial eligibility criterion of 2.0 minimum.*

- **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.

## School Information

Enrollment Information	Academic	School
	Intended Level of Degree*	Select ▼
	Intended Program of Study/Major*	
	Expected College Grade Level for Period Identified*	Select ▼
	Expected Graduation/Degree Completion Date*	mm/yyyy
	Most Recent Cumulative Unweighted GPA on 4.0 Scale*	
	Most Recent Cumulative Weighted GPA on 4.0 Scale	

## School

**School Selection:** To select the school the student will **MOST LIKELY ATTEND**, follow these steps:


You may search for a school by either 1) entering only the school's state and then clicking the Search School button. An alphabetical list of all approved schools within that state will appear. Locate and select the appropriate school; or 2) entering the school's state **and** part or all of the school's name, such as "Calif" for any of the California State Universities; or simply enter "Univ" to get all universities in the state selected. A list of schools matching your entry will appear. To select your school, click on the school's name. You do not need to click the Search Schools button.

**NOTE:** Should choice of schools change after submission of application, immediately notify AFAS at (703) 972-2647.

## School Information

Enrollment Information   Academic   **School**

Enter information about the school the STUDENT WILL MOST LIKELY ATTEND during the upcoming academic year as entered in the previous Academic Information tab.

You may search for a school by either 1) entering only the school's state and then clicking the Search School button. An alphabetical list of all approved schools within that state will appear. Locate the appropriate school and click  to select the school; or 2) entering the school's state and part or all of the school's name, such as "Calif" for any of the California State Universities; or simply enter "Univ" to get all universities in the state selected. A list of schools matching your entry will appear. To select your school, click on the school's name. You do not need to click the Search Schools button.

School Type\*

School State\*

School Name\*

[Search Schools](#)

## Documentation

Based on student and sponsoring member category, a list of the required documents that must be provided to prove eligibility will be visible. It is also where the files containing those documents may be attached and/or indicated as being faxed/emailed rather than attached.

Required Documents   **Attachments**

Dependent children of Title 10/AGR Reserve members must provide all of the following documents to prove eligibility:

- Front and back copies of student's military ID card.
- Copy of Title 10 Reservist's extended active duty orders showing active duty status through December 1st of the academic year.
- 5th year undergraduate must provide verification of enrollment in a 5-year program (5th year required for all students enrolled in a major program of study).

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

**APPLICATION AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY  
MARCH, 10 2017 - NO EXTENSION!**

Uploading and attaching documentation is a two-step process and is the preferred method of submitting required documents in order to speed up the review and approval process. Therefore, every effort should be made to attach and submit all documents with the application. In order to do so, we recommend the following:

- Scan and create a separate file for each document, using 300 dpi (dots per inch); black and white, or 8-bit color; and medium quality settings. File size cannot exceed 2.0 MB.
- Use the "Browse" button in the Attachments tab to locate your saved document files then attach each file one at a time by clicking the **Add Attachment** button.

When a file has been successfully attached, it appears in the Attachments table. Depending on your browser and installed applications, you may or may not be able to view an attached file. If you need to remove a file after it has been attached, click Delete.

Required Documents

Attachments

Create separate files for each of the required documents described in previous tab. Then attach each file to this application by hitting the **Add Attachment** button below. For best results when scanning, use 300 dpi (dots per inch), black and white or 8-bit color, and medium quality settings.

Browse...

Sponsor Orders.docx

Add Attachment

File Name	Type	Size	Delete / View Document
Student Military ID.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	11 KB	Delete   View Document
Sponsor Orders.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	11 KB	Delete   View Document

If some or all of the documents are being faxed or emailed, check the checkbox found in this section. If the checkbox is not checked, at least two files must be uploaded.

When a file has been successfully attached, it appears in the above table. Depending on your browser and installed applications, you may or may not be able to view an attached file.

I am faxing/emailing all of the required documents to (866) 896-5637 / [Education@afas-hq.org](mailto:Education@afas-hq.org)

## Submit Application

The certification statement must be checked in order for the **Submit** button to be activated.

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.

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.

Additional information regarding your application/documentation may be provided to AFAS by typing in the text box.

If desired, you may provide additional information to AFAS regarding your application/documentation. For example, if you are unable to upload all of the required documents, please explain. (maximum 500 characters)

Once an application has been submitted, an application may not be edited, but it can be viewed in read-only format.

## 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](mailto:Education@afas-hq.org).

If it was indicated that some documents are being faxed or emailed to AFAS, then the **Confirmation** page displays a button for printing a cover sheet which should be printed and attached to the faxed/emailed documents.

### Confirmation

On 11/14/2016 the student's application was submitted to the Air Force Aid Society. A confirmation email from [Education@afas-hq.org](mailto:Education@afas-hq.org) has been sent to the student's primary email address and to the sponsor or other parent's primary email address.

You indicated that you are faxing/emailing documentation. Please hit the "Print Cover Sheet" button below to print the cover sheet that should accompany your documentation.

[Print Cover Sheet](#)

## LOGGING OUT

After confirmation of application submission (see screen sample above), log out by clicking on the **Log off** link on the right side of the upper menu bar.

## EDITING AN UN-SUBMITTED APPLICATION

An application may be edited until it is submitted to AFAS. To log back in, use the **Application Status** link or **Log in** link on the upper menu bar, or use the registered link under **Getting Started** on the home page.

Application record will be displayed with options to Edit or Delete.

<a href="#">Arnold Education Grant Home</a>	<a href="#">Application Status</a>	Hello <a href="mailto:arnoldgrant@cox.net">arnoldgrant@cox.net</a>		<a href="#">Log off</a>				
<h3>Applications</h3>								
Academic Year	Student SSN	Student Name	Sponsor SSN	Sponsor Name	Created Date	Email	Status	
2017	000221111	Last, First M II	000113333	Last, First M II	11/17/2016	arnoldgrant@cox.net	New Application	<a href="#">Edit</a> <a href="#">Delete</a>

## VIEWING APPLICATION STATUS

Log in using **Application Status** link as described above. Updates to application status, such as sample shown below, may be viewed here.

<h3>Applications</h3>								
Academic Year	Student SSN	Student Name	Sponsor SSN	Sponsor Name	Created Date	Email	Status	
2017	000221111	Last, First M II	000113333	Last, First M II	11/17/2016	arnoldgrant@cox.net	Part I - Application Submitted and Pending Review	<a href="#">Details</a>