

GENERAL HENRY H. ARNOLD EDUCATION GRANT

ONLINE 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. 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

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	<ul style="list-style-type: none"> - 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)

Child	Title 32 AGR	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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)
Child	Retired Reserve (Not age 60/not receiving retired pay)	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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)
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ALL APPLICANTS MUST ALSO PROVIDE:

Student Aid Report (SAR)

The Student Aid Report (SAR) from the 2019-2020 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 with instructions on how to access an online copy of your SAR. You can also retrieve your SAR by logging into the FAFSA website, clicking on View Processed Information, and selecting the pdf version of the SAR. Be sure to save your SAR on your computer so that you may then upload the **COMPLETE SAR** directly into your General Arnold Education Grant application. 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 text that specifies any issues that need to be resolved. If there are items that need to be reviewed on your SAR, they will be listed under "What You Must Do Now" on the first page of the SAR and will be marked/highlighted on the following pages. 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 have to be made.

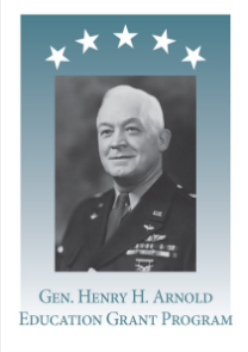
Transcripts

Transcripts must include all completed course work ***through the student's Fall 2018 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: 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.



Welcome!

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

*All profiles are reset prior to a new application cycle. Therefore, all students, including returning applicants, must **answer eligibility questions** and **register as a user** before completing an application.*

To begin, use the appropriate link under "Getting Started" below.

Getting Started

To apply for the 2019-2020 academic year, you must register

[Here »](#)

If you have already registered for the 2019-2020 academic year, click [Here »](#) to re-open and edit your application.

Application Instructions

Please click [Here »](#) for instructions.

Frequently Asked Questions

For frequently asked questions you can click [Here »](#)

Required Documents

To View the required documents you can click [Here »](#)

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 2018?

- Yes
 No

(current year values will always display on the live applications)

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.

Register.

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.

User Information	Address	Login Information
First Name	<input type="text"/>	
Middle Initial	<input type="text"/>	
Last Name	<input type="text"/>	
Suffix	<input type="text" value="(e.g. 'Jr' or 'III')"/>	
Date of Birth	<input type="text" value="mm/dd/yyyy"/>	
	<input type="button" value="Next"/>	

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' as the current selection), 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 banner 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 the banner 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.org and Education@afas-hq.org to your contacts and check your email regularly.

Info.

An account verification email from registration@afas.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.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.org [mailto:registration@afas.org]
Sent: Thursday, December 21, 2017 11:51 AM
To: John Smith Jr|
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 [Log in](#) to log in and begin the General Henry H Arnold Education Grant application online.

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"/>	
Forgot your password?	

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 (*).

Use **Save and Continue** to save your entries. If any required fields are not completed, a number count of items needing completion will appear next to the section name(s). Clicking **Save and Continue** will update the number(s) as they are completed. Once all required fields are completed, a message indicating application is ready for submission will display and the Submit Application section will appear following the Documentation section. See examples below:

Save and Continue or Save and Exit must be clicked for the Submit Application section to be displayed.

Application

Introduction

Student Information

Sponsor Information

Other Parent Information

School Information

Documentation

Next

Save and Continue

Save and Exit

Introduction

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

Click "Save and Exit" To Save Your Changes and Log Out. You Can Return to the Application And Complete it Later

To complete this application you will need to provide:

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

You will also need these documents:

- 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 last active duty or retirement orders.
- Copy of your most recent Transcript(s).
- Copy of Your Student Aid Report (SAR) from your Free Application for Federal Student Aid (FAFSA).
- 5th year undergraduates must provide verification of enrollment in a 5-year program (5th year required for all students enrolled in a major program of study)

***** 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 Fall 2018 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 Aid (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 can be uploaded in the application (preferred), emailed to Education@afas-hq.org or faxed to (866) 896-5637.

All questions must be answered. You must click Next to navigate through the entire application. Thanks for applying and good luck.

Application and Supporting Documents Must Be Received By April 30, 2019 - No Extensions!

Example of sections still to be completed:

Application

Introduction

Student Information 4

Sponsor Information 8

School Information 12

Documentation 1

Next

Save and Continue

Save and Exit

Some Sections Need To Be Completed Before You Can Submit Your Application

Student 4 Items

Sponsor 8 Items

School 12 Items

Documentation 1 Item

After Making Your Changes - Click Save And Continue To Refresh This Message

To complete this application you will need to provide:

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

You will also need these documents:

- 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.
- Copy of your most recent Transcript(s).
- Copy of Your Student Aid Report (SAR) from your Free Application for Federal Student Aid (FAFSA).
- 5th year undergraduates must provide verification of enrollment in a 5-year program (5th year required for all students enrolled in a major program of study)

Example of display after all required items completed:

Application

Introduction

Student Information

Sponsor Information

School Information

Documentation

Submit Application

Next

Save and Continue

Save and Exit

Congratulations! Your Application Is Complete And Ready To Submit

Please Review All Items For Accuracy, Then Select "Submit" From The Menu When You Are Ready

To complete this application you will need to provide:

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

You will also need these documents:

- 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.
- Copy of your most recent Transcript(s).
- Copy of Your Student Aid Report (SAR) from your Free Application for Federal Student Aid (FAFSA).
- 5th year undergraduates must provide verification of enrollment in a 5-year program (5th year required for all students enrolled in a major program of study)

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.

- **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.

Student Information

Student

Address

Contact Information

Sponsor Relationship

Residing Status

The Sponsoring Member is the student's*

Stepfather

For a student applying as a step-child of a sponsoring member to be considered a "dependent" the student must reside with the sponsoring member. 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 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.
- **Will be enrolled full-time for Fall/Spring semester(s)**: Check the corresponding box(es) with the dates of full-time enrollment selected above. At least one box must be checked.

Application

[Introduction](#)

[Student Information](#)

[Sponsor Information](#)

[Other Parent Information](#)

School Information

[Documentation](#)

[Next](#)

[Save and Continue](#)

[Save and Exit](#)

School Information

Enrollment Academic School Family Contribution

Select the starting and ending dates of the student's full-time enrollment, e.g. August 2019 - May 2020. Dates should coincide with regular school terms during the upcoming academic year beginning no sooner than August 2019 and ending no later than May 2020. 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 2019)"; or "Will not be enrolled until Spring semester (Jan 2020)".

Academic Year Start*

Academic Year End*

Intended Enrollment Status (FULL-TIME REQUIRED)*

Will be enrolled full-time for Fall Semester (August - December)?

Will be enrolled full-time for Spring Semester (January - May)?

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.

Application

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School Information

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Next

Save and Continue

Save and Exit

School Information

Enrollment Academic **School** Family Contribution

Intended Level of Degree*

Intended Program of Study/Major*

Expected College Grade Level for Period Identified*

Expected Graduation/Degree Completion Date*

Most Recent Cumulative Unweighted GPA on 4.0 Scale*

Most Recent Cumulative Weighted GPA on 4.0 Scale

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 student's Fall 2018 semester and reflect the most recent cumulative GPA on a 4.0 scale.

Unofficial or online transcripts are acceptable if in a non-editable format (such as pdf) and 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. If no previous college or vo-tech school credits submit high school transcripts. Students who are 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.

5th year undergraduates must provide verification of enrollment in a program that requires 5 years for all students enrolled in a major program of study.

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) selecting 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) selecting the school's state **and** entering 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. An alphabetical list of all approved schools matching your entry will appear. Locate the appropriate school and click the + next to your school's name to select your school.

NOTE: Should choice of schools change after submission of application, immediately notify AFAS via email at Education@afas-hq.org.

Application

Introduction

Student Information

Sponsor Information

Other Parent Information

School Information

Documentation

Next

Save and Continue

Save and Exit

School Information


Enrollment

Academic

School

Family Contribution

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.

School Type*

Select

School State*

Select

School Name*

Search Schools

Family Contribution: Enter the Expected Family Contribution (EFC) shown at top of first page of your Student Aid Report (SAR).

Application

Introduction

Student Information

Sponsor Information

Other Parent Information

School Information

Documentation

Next

Save and Continue

Save and Exit

School Information

Enrollment

Academic

School

Family Contribution

Enter Expected Family Contribution (EFC) as shown on the Student Aid Report (SAR) from your 2019-2020 Free Application for Federal Student Aid (FAFSA) below.

Student Aid Report Expected Family Contribution*

You will need to upload a copy of your 2019-2020 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. It will display text that specifies any issues that need to be resolved.

If there are items to be reviewed on the SAR, they will be listed under "What I Must Do Now" on the first page of the SAR and will be marked / highlighted on the other pages of the SAR.

Please ensure that your SAR shows a number for the EFC and that there are no items still needing to be reviewed before uploading a copy of your SAR into your Grant Application.

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. It is also where the files containing those documents may be attached and/or indicated as being faxed/emailed rather than attached.

Application

Introduction

Student Information

Sponsor Information

Other Parent Information

School Information

Documentation

Next

Save and Continue

Save and Exit

Required Documents

Attachments

Dependent children of Deceased members must provide all of the following documents to prove eligibility:

- 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 last active duty or retirement orders.
- Copy of your most recent Transcript(s).
- Copy of Your Student Aid Report (SAR) from your Free Application for Federal Student Aid (FAFSA).
- 5th year undergraduates must provide verification of enrollment in a 5-year program (5th year required for all students enrolled in a major program of study)

***** 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 from your most recently attended school. 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 Aid (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.

Application and Supporting Documents Must Be Received By April 30, 2019 - No Extensions!

Attachments: This is where the files containing your required documents may be attached and/or indicated as being faxed/emailed rather than attached.

Uploading and attaching documentation is a two-step process and is the preferred method of submitting required documents. To speed up the review and approval process, 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

Required Documents

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Browse...

Add Attachment

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](tel:8668965637) / Education@afas-hq.org

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](tel:8668965637) / Education@afas-hq.org

Submit Application

Submit Application section will only appear once all required fields have been completed and the **Save and Continue** or **Save and Exit** button has been clicked. NOTE: Application cannot be edited once it has been submitted.

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)

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**.

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 12/14/2017 the student's application was submitted to the Air Force Aid Society. A confirmation email from 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, log out by clicking on the **Log off** link on the right side of the upper menu bar.

VIEWING APPLICATION STATUS

Log back in using the **Log in** link on the upper menu bar, or use the registered link under **Getting Started** on the home page. Application status will indicate if submitted application is pending review, if corrections are needed, or if application has been certified (approved).

Submitted Application

Your Arnold Grant Application

Your application for the General Henry H Arnold Education Grant has been received and is pending review. A status email will be sent to you once your application has been processed.

Log off

Application Created 12/21/2017
Academic Year 2018 - 2019
Student Name Smith, John M Jr
School DELAWARE STATE UNIVERSITY
Degree / Major Bachelor / art

Application Pending AFAS review

Your application for the General Henry H Arnold Education Grant is currently in review and cannot be edited at this time. To make changes, please contact the AFAS Education Assistance Department at [\(703\) 972-2647](tel:7039722647). A status email will be sent to you once the review process has been completed.

Log off

Application Rejected

Your application for the General Henry H Arnold Education Grant could not be certified for the reason(s) indicated below. Corrections should be emailed to Education@afas-hq.org.

Application Certified (Approved)

– –
Your application for the General Henry H Arnold Education Grant has been certified. You will receive an email confirming this action.

Log off
