

## Applying for Financial Assistance (FA)

After you have spoken with a Military OneSource consultant and he/she has approved your career plan, you are now eligible to apply for Financial Assistance (FA). To apply for Financial Assistance, go to the **APPLY FOR FA** tab on the main menu. Once you click the **APPLY FOR FA** tab, the page will give you instructions and reminders about applying for FA and eligibility rules.

After you review the terms of FA, click the [Begin Financial Assistance Application](#) link

**My Career Advancement Account**

HOME PROFILE CAREER AND TRAINING PLAN **APPLY FOR FA** MESSAGES (3) CONTACT HELP

Welcome ZZ! What's NEXT? Apply \$6,000.00

### Apply For Financial Assistance

**NEED HELP?**

Congratulations! Now that your career and training plan has been approved, you can apply for financial assistance (FA). Please review the terms of MyCAA financial assistance carefully:

1. Financial assistance will be authorized on a course-by-course OR term basis.
2. If you have not yet registered with your school or program (which we recommend you do before you apply for FA), please make sure there is space available and you meet all pre-requisites for the classes for which you are applying for FA.
3. If there is a partial payment of FA for a course, you are responsible for paying the remaining balance to your school or institution.
4. MyCAA funding cannot be used for courses that you are being reimbursed (in whole or part) under another provision of law if payments duplicate MyCAA benefits or for courses repeated due to failure.
5. MyCAA funding will not be available for items not covered in the course cost including books, application fees, student activity cards, supplies, equipment (including computers), parking, transportation, child care, medical services, or graduation fees.
6. Recipients of MyCAA financial assistance will be required to provide follow-up information and/or documentation including grades upon completion of coursework, test scores, notification of program completion or graduation, and notification of employment.

[Begin Financial Assistance Application](#) **Click here to begin**

**STEP 1:** Select the courses for FA using the checkboxes on the left.

### Apply For Financial Assistance

**STEP:** → 1: **Select Courses** 2: Enter Term Dates 3: Verify & Sign TA 4: Complete

Select course(s) you will be taking this term.

Course Code - Title	Level	Total Cost	DOD Cost	Your Cost
<input type="checkbox"/> MGMT332 - "Leading Others" Leadership Counseling	Undergrad	\$750.00		
<input type="checkbox"/> HUMN573 - A Cultural History of Gardens	Graduate	\$250.00		
<input type="checkbox"/> LITR322 - American Poetry I	Undergrad	\$550.00		
<input type="checkbox"/> HIST221 - African-American History before 1877	Undergrad	\$550.00		

Remaining Funds: \$5,500.00    Total Tuition: \$0.00    Total DOD Cost: \$0.00    Your Total Cost: \$0.00

This screen will also show you your remaining funds, the total cost of the courses you are requesting FA for as well as any balance due after assistance. Click the **green arrow** to proceed.

### Apply For Financial Assistance

**STEP:** →1: **Select Courses**   2: Enter Term Dates   3: Verify & Sign TA   4: Complete

Select course(s) you will be taking this term.

	Course Code - Title	Level	Total Cost	DOD Cost	Your Cost
<input checked="" type="checkbox"/>	CJSA1170 - Alcohol Awareness/Intervention	Undergrad	\$500.00	\$500.00	\$0.00
<input type="checkbox"/>	MGMT332 - "Leading Others" Leadership Counseling	Undergrad	\$750.00		
Remaining Funds: \$5,500.00		Total Tuition: \$500.00	Total DOD Cost: \$500.00	Your Total Cost: \$0.00	

**Remaining Funds**       **Click Here to Proceed**

**STEP 2:** Enter Term Dates

On the next page, you will be asked to enter the start and end of your course or courses. After you enter the Start and End Dates, click the green arrow to proceed.

### Apply For Financial Assistance

**STEP:** 1: Select Courses   →2: **Enter Term Dates**   3: Verify & Sign TA   4: Complete

**\*\* Financial assistance is authorized on a course-by-course or term basis. All courses on a single FA application must fall within the same term (therefore you must input the same start and end dates for all courses within the term). If you wish to apply for FA for courses that fall in different terms, you must fill out a separate FA application.**

Term Start Date:        Term End Date:  

   

***MyCAA TIP - Course Dates!***

Only request FA for courses that you will currently be enrolling in. All courses on a single FA application must fall within the same term (therefore, you must input the same start and end dates for ALL courses within the term). FA cannot be requested more than 7 calendar days after the start date of the term.

### STEP 3: Verify & Sign FA

Now you need complete the FA form by agreeing to all the Terms & Conditions, and digitally signing the document. Once you have checked all of the boxes, you will need to enter your Username and Password (the same ones you use to log-in to the MyCAA site) to digitally sign the FA form. Click the green arrow to continue.

## Apply For Financial Assistance

STEP: 1: Select Courses 2: Enter Term Dates → 3: Verify & Sign TA 4: Complete

### PRIVACY ACT STATEMENT

AUTHORITY: EO 9397.  
PRINCIPAL PURPOSE: To process an individual's request for Spouse tuition assistance. Use of SSN is necessary to make positive identification of the individual and records.  
ROUTINE USES: Records may be disclosed to civilian schools for the purposes of ensuring correct enrollment and billing information.  
DISCLOSURE IS VOLUNTARY: Disclosure of SSN is voluntary; however, failure to provide the information required may result in disapproval of the individual's request for financial assistance.

### Student Information

LAST NAME, FIRST NAME, MIDDLE INITIAL: Top, ZZ  
SPONSOR SERVICE: Air Force  
SPONSOR: E-5  
PHONE: 123-123-1234  
AMERICAN MILITARY UNIVERSITY

### Courses

Course Code - Title	Level	Total Cost	DOD Cost	Your Cost
CJSA1170 - Alcohol Awareness/Intervention	Undergrad	\$500.00	\$500.00	\$0.00
TOTAL TUITION: \$500.00		TOTAL DOD COST: \$500.00		TOTAL STUDENT COST: \$0.00

### Terms and Conditions

I understand that the MyCAA Program will pay my tuition and fees up to \$6000, for a program of study/training, licensure and/or certification.

I agree to pay the remaining amount and any other costs and fees.

I agree that no changes will be made in the above course, program listed above or dollar amounts without the approval of the Military OneSource (MOS) call center staff.

I agree to provide all course/program information to include completion to MyCAA.

I agree to seek employment upon completion of the program.

I understand accounts are subject to availability of funding and funding for my entire program is not guaranteed.

I authorize the institution listed on this application to release academic information (course grades, completion status) to MyCAA.

### School Information

School Student ID: \_\_\_\_\_ (If you know your school student ID, please enter it now. Some schools will REQUIRE it for billing purposes.)

### Signature and Confirmation

Username: \_\_\_\_\_ Password: \_\_\_\_\_

**ALERT!!**  
Failure to provide correct information may cause your MyCAA Financial Assistance (FA) to be rejected by your school. Confirm all FA information with your school BEFORE submitting. FA submissions are locked 10 days prior to course start dates and may NOT be changed.

Please confirm your course information before proceeding.

I have confirmed my information is correct

Click the checkboxes to agree to the terms & conditions

Digitally sign the FA form using your MyCAA Username & Password

Your course information must be correct! Read the ALERT before continuing!

Once you click the arrow, you will get a confirmation message that your FA has been approved. Your school may require that you submit a paper copy of the FA document to their Finance office. Click on the **Print FA Document** link to print or save a copy of your FA Form.

### Apply For Financial Assistance

**STEP:** 1: Select Courses 2: Enter Term Dates 3: Verify & Sign TA → **4: Complete**

## Thank You!

**Your FA Confirmation # is 127.**

If you ever need to speak with our call center regarding this FA, you can use this confirmation number for your reference.

Your application for Military Spouse Career Advancement Account Financial Assistance has been approved! Please make sure you have enrolled with your school or program for the class(es) for which you have applied for FA. To print a copy of your approval, click on the link below or you can access a copy of the approval at any time in the Career Plan section of MyCAA.


[Print Your FA Document](#)

In addition to the on-screen confirmation message, you will receive a message in your MyCAA message mailbox stating that your FA has been approved.

Home • **Messages**

Getting Started •

FAQs • [New](#) | [Reply](#) | [Delete](#) Show:

	From	Subject	Created Date
<input type="checkbox"/>	Site Administrator	Your FA has been approved 127.	3/9/2009 10:45:53 AM
<input type="checkbox"/>	Sa Administrator	Status Changed to Active	3/9/2009 10:22:45 AM

Once you have applied for FA for a course, the course will appear with an ENROLLED status next to it in your career plan.

**Career Field:** Health Services

**Portable Career:** Dental Hygienist

**Description:** Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop X-rays, or apply fluoride or sealants.

**Institution:** AMERICAN MILITARY UNIVERSITY

**Plan Type:** Bachelor Degree

**School Student ID:**

Courses

Files

[Expand All](#) | [Collapse All](#)

▶	CJSA1170 - Alcohol Awareness/Intervention	<b>ENROLLED</b>
▶	HIST221 - African-American History before 1877	
▶	HUMN573 - A Cultural History of Gardens	
▶	LITR322 - American Poetry I	
▶	MGMT332 - "Leading Others" Leadership Counseling	ENROLLED

You can click on the blue arrow to expand the view of any of the classes. If you select a course where you have ENROLLED, you will be able to Print or Save the FA form at any time. You can also edit or cancel an FA up until 10 days prior to the start date.

Expand All | Collapse All

▶	CJSA1170 - Alcohol Awareness/Intervention ENROLLED
▶	HIST221 - African-American History before 1877
▶	HUMN573 - A Cultural History of Gardens
▶	LITR322 - American Poetry I
▼	MGMT332 - "Leading Others" Leadership Counseling ENROLLED

	<b>Total Cost</b>	<b>Unit Level</b>	
	\$750	Undergrad	
<b>Enrollment ID#</b>	<b>Start Date:</b>	<b>End Date:</b>	<a href="#">Cancel FA</a>   <a href="#">Print FA</a>   <a href="#">Edit FA</a>
175	31-Jul-09	31-Aug-09	

**PLEASE NOTE:** Once you apply for FA, you can edit course information or cancel an FA up **until 10 days prior to the start date!** If a change needs to be made or you need to cancel an FA beyond this point, please contact your school representative and have them cancel your FA payment for the course.