

**AIR FORCE NON-APPROPRIATED FUNDS (NAF)  
TUITION ASSISTANCE (TA) AGREEMENT**

***This agreement applies to all educational assistance for which the Air Force approves payment of tuition prior to the course start date. Nothing contained in this agreement shall be construed as limiting the authority of the training approval authority to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Air Force.***

**PRINT NAME:**

**SSAN (Last Four):**

**Base:**

**The statement below must be signed to receive Tuition Assistance from NAF Career Programs.**

1. I am not receiving any other federal or state tuition subsidies such as Veterans Administration education benefits, scholarships or grants etc., in whole or part, where the payment would constitute a duplication of benefits for the course.
2. I agree no changes will be made in the course or dollar amount described in the attached request without approval of the funding office.
3. I understand, funds permitting, the Air Force will provide up to 75% tuition not to exceed \$250 per semester hour or \$166 per quarter hour and will limited to \$4,500 per fiscal year. I agree to pay the remaining amount and any other costs and fees. Laboratory and other instructional fees will not be funded by TA.
4. I understand that I must successfully complete the course for which tuition assistance is approved. Successful completion requires a grade of "C" or better for undergraduate courses, a grade of "B" or better for graduate courses, and "satisfactory" for courses which have no letter grade. I hereby authorized the release of academic information to the AF and I agree to provide a copy of the grade report to my Career Field Team within 30 days of completing the course.
5. I understand employer provided tuition assistance may be considered taxable income.
6. I understand that I must reimburse the AF for any TA provided for courses that I do not meet the successful completion requirements, courses that are lower than or equal to a degree I have already attained, unreported changes to previously-approved courses, or changes to employment status.

Employee Signature

Date