



VETERAN AND MILITARY SERVICES

Tuition Assistance Checklist for Active-Duty Service Members

*Required steps for students using Tuition Assistance.****

- 1) *Fill out FCC's free online application for admission [here](#).*
- 2) *Submit transcripts to FCC's Registrar's Office for evaluation*
 - a) *Submit official transcripts from any colleges and/or universities where you earned credit. For more information go [here](#)*
 - b) *Submit official military transcripts for evaluation*
 - i) **Joint Services Transcript (JST):** *create an account and request to have your official JST sent to FCC electronically [here](#)*
 - ii) **Community College of the Air Force (CCAF) Transcript:** *see how to request an official copy [here](#)*
- 3) *Submit unofficial copies of college/university transcripts for advising purposes if possible using the [Secure Document Submission form](#)*
- 4) *Optional: Apply for federal student aid to see if you are eligible to receive a need-based Pell Grant. For more information and for a link to the Free Application for Federal Student Aid (FAFSA), go [here](#).*
- 5) *Schedule an intake appointment [here](#).*

***The process for obtaining Tuition Assistance varies depending on the service branch. Veteran & Military Services will help you enroll in classes and provide you with documentation (e.g., your degree plan and invoice) as needed so that you can obtain T.A. authorization from your service branch. Once you receive it, submit your T.A. authorization to FCC's Student Finance Office at StudentAccounts@frederick.edu