

Military Tuition Assistance and Top-up Benefits

What you need to know

Tuition Assistance (TA) can pay up to 100% of tuition and fees for eligible soldiers, sailors, marines, guardsmen, and airmen. Top-up benefits can pick up where TA leaves off.

What is the Tuition Assistance program?

It is financial assistance to Army, Navy, Marines, Air Force, and Coast Guard servicemembers for voluntary off-duty education programs including college courses. TA is not a loan; it is an entitlement you have earned.

What does Tuition Assistance pay for?

Tuition expenses up to a standard amount, which is listed below. The funds are paid directly to the institution by the service branch.

TA payment amounts:

- For institutions on a quarter schedule, TA pays \$166 per credit.
- For institutions on a semester schedule, TA pays \$250 per credit.
- There is a \$4500 annual maximum.

Does TA pay for books?

No. However some service branches may cover other expenses including enrollment fees, lab fees, and computer fees. Please check with your service branch for more information.

Who is entitled to use TA?

The program is open to active duty, reserve, and national guard servicemembers in the Army, Navy, Air Force, Marines, and Coast Guard. Each service has its own criteria for eligibility, obligated service requirements, application process, and restrictions. Visit your Education Center or www.military.com/education for more information.

The Army TA application process differs dramatically. Visit your Education Center, Education Service Officer, or www.goarmyed.com for more information.

How do I apply to use TA?

Contact your Military Education Office or Education Counselor to begin the application process.

How do I use this benefit at Capella?

Forward your authorized TA voucher to Capella. Please be sure the voucher is calculated in quarter (rather than semester) hours. Before the start of each quarter that you are registered, you'll need to submit an authorized TA voucher.

If TA doesn't cover all of my tuition, are there other funds available to me?

You may be able to use Top-up funds (see below). Or you may be eligible for other education programs for servicemembers. Contact your Education Center or the VA for more information.

Top-up

What is Top-up?

Top-up is a program that allows you to use the Montgomery GI Bill or Post-9/11 GI Bill to narrow the gap if your Tuition Assistance is not enough to cover 100% of college tuition.

What does Top-up pay for?

Top-up helps to pay for college tuition that isn't met by TA. It does not cover books or other fees.

Is Top-up the right solution for me?

You should carefully consider your situation. Using Top-up funds will decrease the amount of Montgomery GI Bill or Post-9/11 GI Bill educational assistance available to you. Check with your Education Officer or Education Center before applying for Top-up.

How do I know if I could be eligible?

You must be eligible to receive Montgomery GI Bill or Post-9/11 GI Bill benefits, still on active duty, and must have served at least two full years. You must already be using Tuition Assistance through a military branch.

How do I use Top-up at Capella?

If you have never used Top-up before:

- Complete an application for VA education benefits (VA Form 22-1990) via the VONAPP Web site, www.vabenefits.vba.va.gov. Or mail VA Form 22-1990 to the St. Louis Regional VA Processing Office: PO Box 66830, St. Louis, MO 63166-6830.
- Submit a copy of your approved TA voucher, indicating that you are using Top-up, to Capella. Mail a copy to the VA in St. Louis (the address is listed above).
- When you are approved for Top-up benefits, the VA will send the appropriate Top-up payment directly to you. You are then responsible to pay Capella any outstanding balance due.

If you have used Top-up before:

- Submit your approved TA authorization form, indicating that you are using Top-up, to the St. Louis Regional VA Processing Office. Send a copy to Capella.
- The VA will send the appropriate Top-up payment directly to you. You are then responsible to pay Capella any outstanding balance due.

Whether you're a new Top-up user or not, you need to submit documentation for each quarter that you plan to use this benefit.

Where can I get more information on Tuition Assistance and Top-up?

- For information on Tuition Assistance, contact your Education Center or visit www.military.com/education.
- For information on Top-up, visit the VA Web site at www.gibill.va.gov or call 1.888.GIBILL.1 (442.4551).

Opening doors of possibility for servicemembers, veterans, and their families.

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- Dedicated support services team for military affiliated students.
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- Selected as a Military Friendly School for 2010 by *G.I. Jobs* magazine.
- Designated a National Center of Academic Excellence in Information Assurance Education by the National Security Agency (NSA) and the U.S. Department of Homeland Security.

To learn more about your educational benefits and degree program options at Capella, visit www.capella.edu.

*ACCREDITATION

Capella University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools (NCA), www.ncahlc.org.

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