

# 6 Steps for Military Tuition Assistance (MiTA)

The Air Force will pay up to **\$4,500** per fiscal year for tuition!  
**(\$250 per semester hour or \$167 per quarter hour)\***

## STEP 1

Attend a MiTA brief at the Education Center.  
*Tuesdays 1000 & Thursdays 1330.*  
Complete the **Virtual Benefits Training** on AFVEC

## STEP 2

Complete an **Interest inventory**. Links can be found under the **Interest inventory Assessment tab** in AFVEC. Upload documents when finished. **Contact the Education Center for counseling**. Submit an Education Goal in AFVEC for approval.

## STEP 3

Visit the Education Center **for on base school options** or search for schools on TA Decide (<https://vpt.dodmou.com/TADECIDE>)  
<https://nces.ed.gov/collegenavigator/>  
<https://www.va.gov/education/gi-bill-comparison-tool/>

## STEP 4

Submit your education plan (degree plan) you received from your academic institution in your education goal in AFVEC (supporting documents) for approval with earned transcript credits if any were awarded. **CCAF students** - please visit MAFB Ed Center Advisors for audit review.

## STEP 5

Submit a Funding Request in AFVEC. Requests must be submitted up to 45 days in advance, but no later than **1 day before** the course starts.

## STEP 6

After your course is complete, ensure your grade has been submitted to AFVEC. Grade posting can take up to 14 days.

For further information, please contact the Minot AFB Education Center  
Phone: 701-723-2772

Email: [Minot.EdCenter@us.af.mil](mailto:Minot.EdCenter@us.af.mil)

Location: 156 Missile Avenue, Second Floor

Minot Air Force Base, ND

\*AFI 36-2681

# TIPS FOR STUDENT SUCCESS

**Build a long-term plan:** Associates (CCAF) → Bachelor's (AU-ABC) → Master's → Professional Certifications (AF Cool) → Civilian work experience (Skillbridge).

## CCAF & General Education Tips

- Visit the Education Center to review your CCAF Audit and review credits earned.
  - Send any previous college credit to **Air University**  
<https://www.airuniversity.af.edu/Registrar/Transcript-Requests/> .
  - **Use CLEP/DSST** exams to knock out general education requirements (math, English, history, etc.) for free. <https://www.collegeboard.org>
- Study guides: <https://modernstates.org/course> & **BASE Library**.
- Inform the MAFB Education Center when CCAF requirements are completed.

## Undergraduate Tips

- Utilize AU-ABC program.
- Acceptable passing grade using MILTA is **C** or better.
- Apply for the Pell Grant to assist with books, fees and supplies.
- Apply for Air Force-specific scholarships (e.g., Air Force Association, Air Force Sergeants Association, Spouse clubs).
- Pair core course with elective course to manage course workload effectively each term.

## Graduate Tips:

- Acceptable passing grade using MILTA is B or better.
- MILTA cap is \$250. Search for schools that offer your desired program at or below that cap to avoid student debt.

## Student tips:

- **Search for schools** at: <https://vpt.dodmou.com/TADECIDE>
- Keep your GPA above 3.0. W grade is a failure and must be repaid if using MILTA.
- Utilize class discussion groups, Tutor.com, Khan Academy, DOD MWR Library for study resources.
- MILTA will fund up to your graduate degree. Find a school that provides your desired degree path at each level.
- Visit your home state website for veteran benefits:  
<https://www.myairforcebenefits.us.af.mil/Benefit-Library/State/Territory-Benefits> .
- Utilize AF Cool and Skillbridge programs.