



Service Member Tuition Assistance from a Branch of Service

Steps for Tuition Assistance Processing:

1. Service member students seeking tuition assistance (TA) from one of the branches of service should begin the TA process at least 30 days from the beginning of a UI&U session or term.
2. Students will be screened and advised by a UI&U Enrollment Counselor and/or Program Advisor on the necessary steps to apply for TA.
3. Planned TA students need to meet with their UI&U Program Advisor and register for courses in an upcoming session/term. The student's registration will remain in "reserved registration" status until TA is approved.
4. After selecting a registration schedule, the student should request an UI&U invoice from the TA Assistance Resource member in the Business Office.
5. The student then submits their class schedule and the UI&U invoice to their Education Center/ESO.
6. The Education Center/ESO will notify the student with authorization if the TA is approved.
7. The student submits the TA authorization to the TA Assistance Resource member in the Business Office.
8. The TA Assistance Resource member in the Business Office then notifies the student's Program Advisor that TA authorization is received by UI&U and the student's registration schedule can be moved from "reserved" to "current" status; thus activating the student's registration schedule.