

## MyCAA Application Process

- \_\_\_\_\_1. First, you should confirm with your spouse that you have been added to the DEERS system.
- \_\_\_\_\_2. Second, you should contact a SECO counselor at 800-342-9647. These counselors will help you register with SECO (Spouse Education & Career Opportunities) to determine if you are eligible to apply for MyCAA benefits. Note: MyCAA has several restrictions such as they will not pay for students majoring in Liberal Arts.
- \_\_\_\_\_3. Third, you must create an account on the MyCAA website (<https://aiportal.acc.af.mil/mycaa/default.aspx>).
- \_\_\_\_\_4. Fourth, make an appointment with one of our VA Counselors to complete the Verification Request form (Form F) and an educational degree plan. These documents will be submitted to the Records Office for processing. After it has been processed, the Records office will contact you to pick them up OR it will be mailed to you. If you are a new student, to make an appointment please contact one of our VA Counselors directly. If you are a continuing student, to make an appointment please:
  - Log in to your MyUH Portal
  - Click on the UHCC My Success Tab
  - Under My Success Network, Click on Honolulu CC Academic Counseling Center
  - Locate a VA Counselor, then click on Schedule Appointment and search for an available day and time.
  - Click on Sign Up to select an appointment date and time.
- \_\_\_\_\_5. Fifth, you must upload the Education and Training Plan into an electronic form and then submit it for approval via your MyCAA account.
- \_\_\_\_\_6. Sixth, refer back to your SECO counselor to help you put together an Individual Career Plan (ICP) and a request for financial assistance.
- \_\_\_\_\_7. Seventh, ensure that all of the information on the financial assistance forms is correct such as your course codes and titles and the correct dates for the semester.
- \_\_\_\_\_8a. Eighth and finally, each semester the officially approved and signed Tuition Assistance or Financial Assistance form must be submitted to HonCC's Cashiers or Business Office no more than five working days prior to the payment deadline.
- \_\_\_\_\_8b. If the Tuition Assistance or Financial Assistance forms are not received at least five working days prior to the payment deadline, then you will be required to pay for your own tuition and fees.\* But once the official forms are turned in then the University will process a refund.

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**\*Students are ultimately responsible for paying any unpaid balance. Students who fail to remit payment when due may be referred to a collection agency and other sanctions as defined in the University of Hawaii Administrative Rules, Chapter 20-10 (<http://www.hawaii.edu/offices/bor/adminrules/chapter10.pdf>) will be imposed. In addition, if the military programs do not pay the students' tuition and fees for any reason after being billed by HonCC and/or the University of Hawaii, then the students will be personally responsible to pay any unpaid balances on their accounts.**