

## Military Tuition Assistance (TA) Application Process

- \_\_\_\_\_ 1. Each branch of service handles tuition assistance (TA) slightly different and they often use a slightly different form so it is important that you contact your unit first and foremost.
- \_\_\_\_\_ 2a. Each semester, the officially approved and signed Tuition Assistance or Financial Assistance form must be submitted to HonCC's Cashiers or Business Office at least five working days prior to the payment deadline.
- \_\_\_\_\_ 2b. 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.
- \_\_\_\_\_ 3. Students using Go Army Ed. are required to send in a copy of their graduation pathway with their name printed on it along with the schools name and their counselor's signature.

\*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.