Tuition Assistance steps: **Space Force**

**Step-by-step process**

1. **Meet with ESO.**
   - Obtain system-generated plan found on My ASU, include link for DARS and if you are a graduate student, see academic advisor for iPOS.

2. **Obtain class schedule from My ASU.**

3. **Obtain tuition receipt from My ASU Finances page.**
   - Check with online team if ESO asks for further info.

4. **Obtain TA voucher from ESO.**
   - Email approved voucher for invoicing to SponsorBilling@asu.edu.
   - DoD sends payment later in the term to ASU.

5. **Obtain TA voucher from ESO.**

6. **Email approved voucher for invoicing to SponsorBilling@asu.edu.**

7. **DoD sends payment later in the term to ASU.**

8. **ASU Sponsor Billing reviews payment and posts to account.**

9. **ASU Sponsor Billing reports grades after the term ends.**

10. **Report your graduation to your ESO.**

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**Recommend starting process four to six weeks prior to the start of classes.**

TA must be approved prior to the start of classes.

**Note:** Be sure to check with your ESO on the fiscal year cap, as funding and total credit allotments may change. Military students will likely have an out-of-pocket cost at some point within the academic year.

On average, TA covers only $250 per credit hour. ASU Online **undergraduate** students will automatically receive the Military Active Duty and Reservist Commitment Scholarship after submitting their approved tuition assistance voucher to SponsorBilling@asu.edu, to cover the rest of the tuition for the specific course(s) that TA was approved for. This scholarship covers only tuition and program tuition charges for approved course(s); any other student initiated fees or third party billing fees will be an out-of-pocket cost for the student. This scholarship is not available to students in a campus-based program and is not available to graduate students (scholarships.asu.edu/scholarship/41391).