



NEW STUDENT CHECKLIST

Tuition Assistance (TA)

TA Briefing

- You Must attend a TA brief specific to your branch of service
- Army can access the Army Virtual TA brief on our VMA Forms page
- Air Force/Space Force TA brief instruction can be found in AFVEC How to Guide on our VMA Forms Page, which details your specific TA procedures
- VMA Forms page can be found at military.uccs.edu/current-students/forms

Apply to UCCS

- Go to uccs.edu/apply to apply to our university
- Upon admission to UCCS, undergraduate students should register for a Military-Specific Orientation at orientation.uccs.edu
- 1st year students must submit high school transcripts. Students w/previous college experience must submit all previous college transcripts

Submit Joint Services Transcript/CCAF

- Go to your services transcript request page: Army jst.doded.mil / Air Force/Space Force airuniversity.af.edu/Registrar/Transcript-Requests. Have your service specific transcript be sent to UCCS Admissions

Submit Military Certification Form

- This form is required **EVERY** term to be considered for classification as a Colorado resident for tuition purposes pursuant to Colorado Statute 23-7-103
- MCF can be found on our VMA Forms page at military.uccs.edu/current-students/forms

Set up 3rd Party Billing

- Students must submit a [Sponsor Billing Request](#) through their student portal in order to utilize their Tuition Assistance. This form is required **EVERY** term
- Go to your UCCS Portal > Student Financials (Bursar) > Sponsor Billing Request

Enroll in Classes

- Enroll in classes through student portal or by visiting registrar.uccs.edu/class-registration-guide for step-by-step instructions

Request for TA

- Army TA procedures can be found on our Forms page under TA 101: Get started.
- Additionally, no matter the rank all military members are required to get command approval prior to applying for TA
- Air Force/Space Force can find TA request instructions in AFVEC How to Guide on our VMA Forms Page, which details your specific TA procedures



Additional Information and Resources

☐ Financial Aid (FAFSA)

- Students receiving TA benefits can also use financial aid
- The UCCS Financial Aid office will email your student email address with an award offer once your application is processed
- You must then accept/decline any aid on your student portal by visiting the financial aid section

☐ College Opportunity Fund (COF)

- The COF is a trust fund created by the Colorado Legislature that provides a tuition stipend to CO residents pursuing undergraduate degrees
- Active-duty military students at UCCS may qualify for in-state tuition through a military exemption; however, this exemption is distinct from Colorado residency and does not automatically guarantee eligibility for the College Opportunity Fund (COF)
- Go to registrar.uccs.edu/student-resources/general-information/college-opportunity-fund to start the process

☐ HEROES Scholarship

- This scholarship bridges the gap between UCCS tuition, fees and required materials (through [TAAP](#)), and the \$250/credit hour covered by TA (excludes Colorado state tuition assistance)
- There is no application required for this scholarship. Those eligible will automatically receive the funds applied to their student accounts on or shortly after census date
- This scholarship is non-refundable
- This scholarship applies to undergraduate degree-seeking students receiving in state tuition rates only and does not apply to courses not approved for TA
- Students must apply for and authorize [College Opportunity Fund \(COF\)](#) to be eligible for scholarship. If COF has been maxed out or is not authorized, the student will be responsible for that amount
- UCCS currently does not drop students for non-payment. Your bill is your responsibility. Bills are emailed to your student email address
- Please be aware parking passes are not covered by TA or the HEROES Scholarship. You will be responsible for paying for your own parking

☐ Textbook Affordability and Access Program (TAAP)

- All Students are automatically enrolled in the TAAP program, if you do not opt out, the book fee will be added to your student bill and will be your responsibility.
- If you choose to opt out, you must do so each semester and will be responsible for finding all required textbooks. For more information visit: www.uccs.edu/taap