

## Department of Defense Tuition Assistance Instructions for TA Authorization

Prior to enrolling, complete the following steps to utilize your benefits through Central Alabama Community College (CACC):

- Step 1:** Initiate your Department of Defense Tuition Assistance (DoDTA) authorization with your base Education Support Officer (ESO) or via your military portal *prior* to enrolling.
- Step 2:** Once you receive your DoDTA authorization form, attach it to an email and send it to [jmiles@cacc.edu](mailto:jmiles@cacc.edu).
- Step 3:** Register for classes. Send an email to [jmiles@cacc.edu](mailto:jmiles@cacc.edu) notifying him that you have completed registration.
- Step 4:** CACC will then defer your authorized tuition amount and will send an invoice for payment to your Military Branch of Service.

***Note:** You will be responsible for paying anything outside of authorized tuition, including course and institutional fees, by the published tuition due date to prevent deletion of your course schedule.*

### Is a “Cost Verification” keeping you from getting your DoDTA authorization from your ESO or military portal?

Some branches require a Cost Verification and some do not. If you need a Cost Verification **BEFORE** you can get your DoDTA authorization, please follow these steps:

- Step 1:** Send an email to [jmiles@cacc.edu](mailto:jmiles@cacc.edu) with the subject line “Cost Verification Request.” In the body of the message, include your name, student ID, and the term or classes for which you need the cost verification.
- Step 2:** Watch for a return email from [jmiles@cacc.edu](mailto:jmiles@cacc.edu). The email will include the requested information and is generally sent within 3 business days after your request.

For further assistance or information with regards to these policies, please contact the Financial Aid Office at (256) 215-4251.