



# MILITARY STUDENT INFORMATION

## HOW TO APPLY FOR YOUR TUITION DISCOUNT

- 1 Complete a the Military Status Affidavit form online.  
**Click here** to access the form.
- 2 Present official military ID or DD214 when admitted to Brenau University.
- 3 For active duty military spouses, submit a copy of your marriage certificate and a copy of your spouse's orders or military ID.
- 4 Dependent status must be verified in accordance with IRS guidelines using FAFSA or 1040 forms.

**Brenau staff at your local campus can assist you and send the affidavit on your behalf.**

Veterans (and dependents of veterans) utilizing VA or GI Bill Services, please contact Alex Kalagian in the Financial Aid Office: [akalagian@brenau.edu](mailto:akalagian@brenau.edu) or 770.718.5306.

For Post-9/11 GI Bill or other VA education benefits, please complete a Request to Receive VA Benefits form **from our website.**

All active duty service members and spouses utilizing MyCAA, who want to be included in the Military Student information network please contact Portia Clark, [pclark2@brenau.edu](mailto:pclark2@brenau.edu) or 770.538.4759.

# FORMS, FUNDS & FEES

Please keep all copies of DOD TA approval forms and send copies to the appropriate contact listed above. Please allow 60-90 days after notification for funds to be applied to your Brenau account, Once the funds are transferred, Brenau will credit back late fees on tuition amount. Fees, books, late fees and consequences of nonpayment of fees are the responsibility of the student. Portia Clark, Student Accounts Manager, is available to answer billing questions at [pclark2@brenau.edu](mailto:pclark2@brenau.edu) or 770.538.4759.

## Active Air Force, Air Force Reservists, Air National Guard and MyCAA Students (AI Portal users)

- 1 Register using Brenau's **CampusWEB**.
- 2 Send an electronic version of your Air Force or MyCAA Approval Form to Portia Clark at [pclark2@brenau.edu](mailto:pclark2@brenau.edu).
- 3 Register for your classes (both sessions, if allowed) at the AI/MyCAA portal.
- 4 Allow at least 60 days for funds to transfer.

## Active Navy, Naval Reservists, Coast Guard and Marines

- 1 Submit Navy Tuition Assistance authorization for semester session (A or B) to the Wide-Area Workflow system at [wawf@brenau.edu](mailto:wawf@brenau.edu).
- 2 After the drop/add period, requests for TA are submitted are submitted by Brenau University through the WAWF system via internet.
- 3 The session is validated by the WAWF coordinator and an email is sent to [wawf@brenau.edu](mailto:wawf@brenau.edu) to verify.
- 4 NETPDC sends the Brenau Accounting Office a check for the total amount validated.
- 5 Questions? Please contact Portia Clark at [pclark2@brenau.edu](mailto:pclark2@brenau.edu) or 770.538.4759.

## Active Army, Army National Guard and Army Reservists (GoArmyEd users)

- 1 Select Brenau University as your home school in the GoArmyEd system.
- 2 Send an email Portia Clark at [pclark2@brenau.edu](mailto:pclark2@brenau.edu). (NOTE: You must be accepted as a Brenau student through our admissions department before you can proceed.)
- 3 Register using Brenau's **CampusWEB**, then request an invoice from [pclark2@brenau.edu](mailto:pclark2@brenau.edu).
- 4 Request TA through your Education Officer, then forward TA approval forms to [pclark2@brenau.edu](mailto:pclark2@brenau.edu).
- 5 Your TA funds will transfer in 60-90 days.

For any additional questions or assistance please contact Director of Military and Veteran Student Services Rosanne Short at [rshort@brenau.edu](mailto:rshort@brenau.edu) or 770.531.3135.



The Navy, the Department of Defense, and the Federal Government of the United States do not officially endorse any company, sponsor, advertiser, or their products or services.