Department of Defense Tuition Assistance Instructions for TA Authorization

Prior to enrolling, please complete the steps listed below to utilize your benefits through Chattahoochee Valley Community College.

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 admissions@cv.edu.

Step 3:

Register for classes. Send an email to admissions@cv.edu notifying them that you have completed registration.

Step 4:

CVCC 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 any additional costs outside of authorized tuition, including course and institutional fees, but 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 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 Susan Bryant, Financial Aid Director, at susan.bryant@cv.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:   Monitor your College assigned email for a return email from Susan Bryant, Financial Aid Director, at susan.bryant@cv.edu. The email will include the requested information and is generally sent within three (3) business days after your request.

For further assistance or information with regards to these policies, please contact the Financial Aid Office at (334) 291-2914.