

Education Assistance Program (EAP) Application

Web Product Procedures

April 2026





Notes

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Introduction

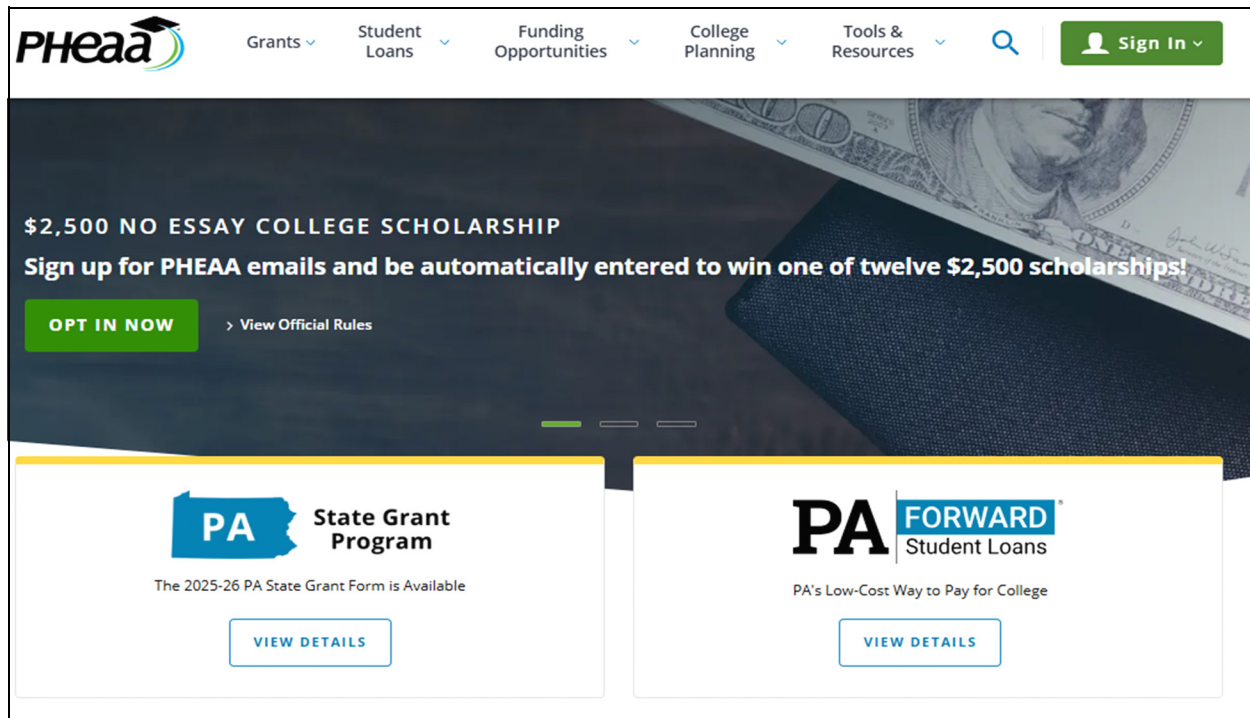
The Pennsylvania Higher Education Assistance Agency (PHEAA) and the Pennsylvania Department of Military and Veterans Affairs (DMVA) administer the Education Assistance Program to provide assistance for students who enter into a service commitment with the Pennsylvania National Guard for a period of six years. The PA National Guard Educational Assistance Program (EAP) application is an online application available through the PHEAA Account Access portal, which may be accessed through www.pheaa.org.

This user guide describes how to access and complete the online EAP application.

Access from the PHEAA Website

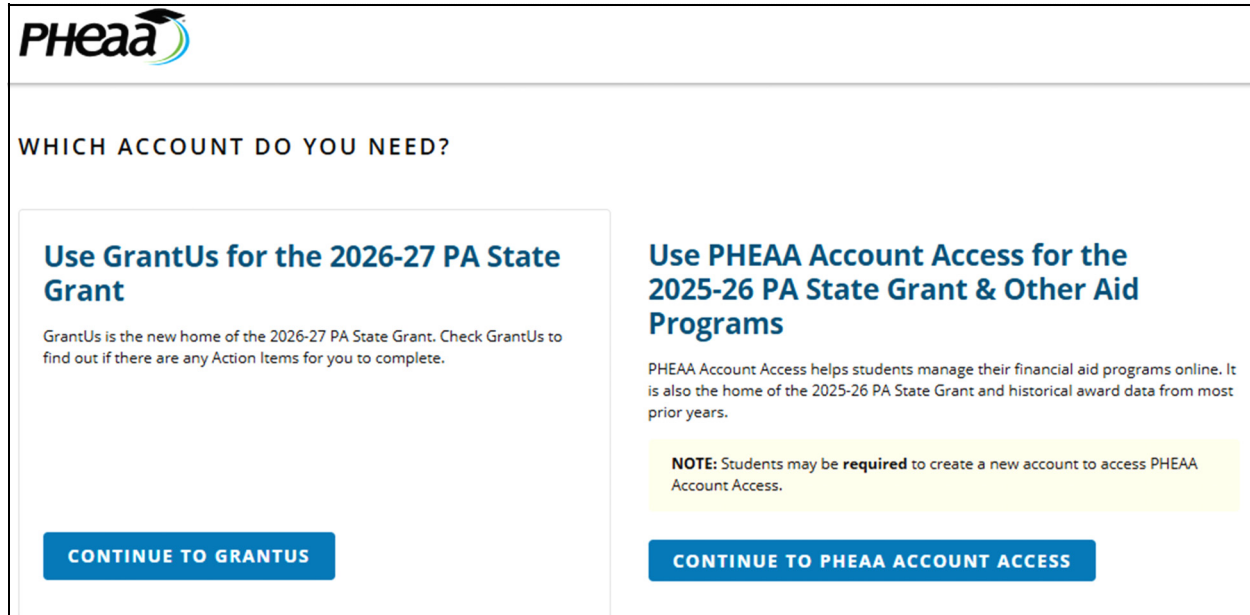
1. Enter the following URL in a Web browser: www.pheaa.org.

The PHEAA home page displays.



2. Click **Sign In** and then **PHEAA Account Access** at the top corner of the screen.

The **Which Account Do You Need?** page displays.



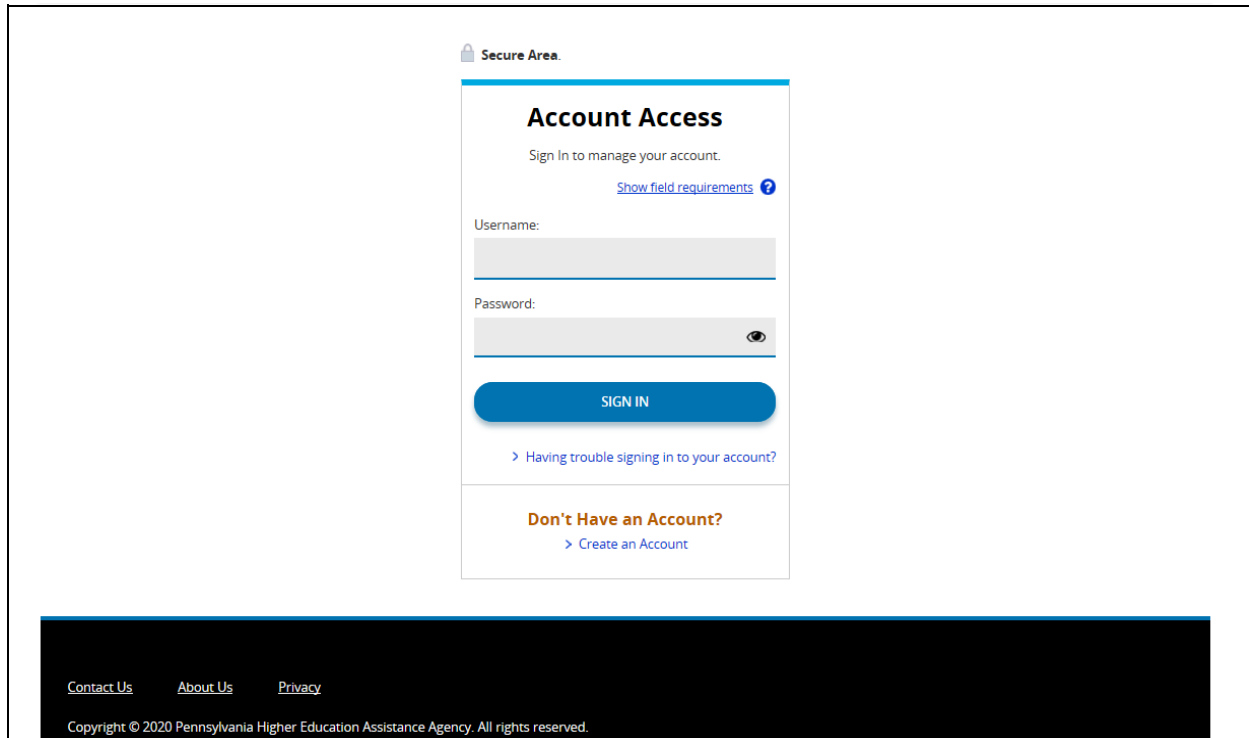
The screenshot shows a page titled "WHICH ACCOUNT DO YOU NEED?". It features two main options:

- Use GrantUs for the 2026-27 PA State Grant**
GrantUs is the new home of the 2026-27 PA State Grant. Check GrantUs to find out if there are any Action Items for you to complete.
[CONTINUE TO GRANTUS](#)
- Use PHEAA Account Access for the 2025-26 PA State Grant & Other Aid Programs**
PHEAA Account Access helps students manage their financial aid programs online. It is also the home of the 2025-26 PA State Grant and historical award data from most prior years.
NOTE: Students may be **required** to create a new account to access PHEAA Account Access.
[CONTINUE TO PHEAA ACCOUNT ACCESS](#)

This page explains when to select GrantUs and when to select PHEAA Account Access.

3. Click **Continue to PHEAA Account Access**.

The **Account Access Sign In** page displays. Students may be required to create a new account to access PHEAA Account Access.



Secure Area

Account Access

Sign In to manage your account.

[Show field requirements](#) ?

Username:

Password:

SIGN IN

[> Having trouble signing in to your account?](#)

Don't Have an Account?

[> Create an Account](#)

[Contact Us](#) [About Us](#) [Privacy](#)

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4. In the **Username** field, enter the consumer's name.
5. In the **Password** field, enter the consumer's password.
6. Click **SIGN IN**.

The **Account Summary** page displays for the consumer.



7. Click **Grant Programs for Pennsylvania National Guard Programs Educational Assistance**.

The **PA National Guard Programs** page displays.



The screenshot shows the 'PA National Guard Programs' page. On the left is a navigation menu with the following items: Account Summary, Application Status, Repayment Plan, Deferment/Forbearance, Discharge/Forgiveness, PA National Guard Programs (highlighted), and Contact Us & FAQ. The main content area is titled 'PA National Guard Programs' and features a blue banner with the text 'Not sure which program to apply for? Let us help you decide!' and 'Take our quick quiz to determine your eligibility as well as which program is a fit for you and your family.' Below the banner is a 'HELP ME DECIDE' button. Underneath are two program cards: 'Educational Assistance Program (EAP)' and 'Military Family Education Program (MFEP)'. Each card contains a brief description and an 'APPLY NOW' button.

8. If the consumer is unsure which program to apply for, click **HELP ME DECIDE**. Refer to the National Guard Quiz section for more details.
9. Click **APPLY NOW** under the Educational Assistance Program (EAP) section to apply for the Educational Assistance Program.

NOTE: Refer to the user guide for the Military Family Education Program (MFEP) to review more information about applying for the Military Family Education Program.

The **PA National Guard Education Assistance Program (EAP)** page displays.

PA National Guard Educational Assistance Program (EAP) CCYY - YY

Are you a Service Member in the Pennsylvania National Guard?

[Privacy Policy](#) [Online Services Terms of Use](#) [Right to Know](#) [Contact Us](#)


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PHEAA conducts its student loan servicing operations commercially as American Education Services (AES)

10. Click **Yes** or **No** to answer the following question: **Are you a Service Member in the Pennsylvania National Guard?**

The **Statement of Understanding** message displays.

PA National Guard Educational Assistance Program (EAP) CCYY - YY

Are you a Service Member in the Pennsylvania National Guard?

 **Before starting the application you will be asked to complete your Statement of Understanding.**

Statement of Understanding

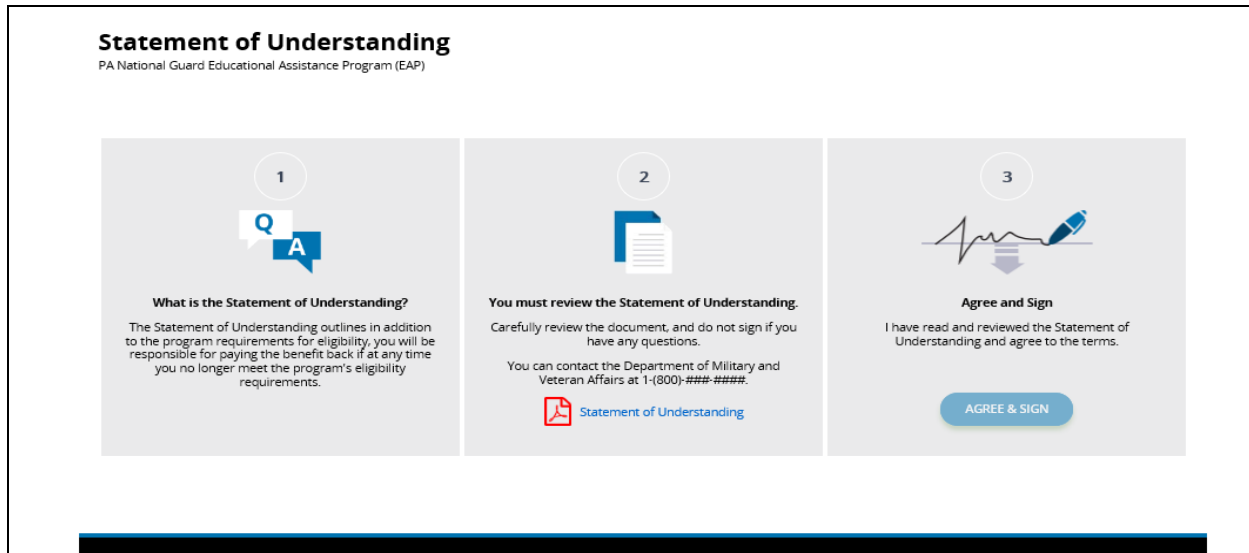
Before starting the application, the consumer must complete and read the Statement of Understanding.

NOTE: Only first-time applicants are required to complete the Statement of Understanding before completing the application.

11. Click **CONTINUE**.

Statement of Understanding

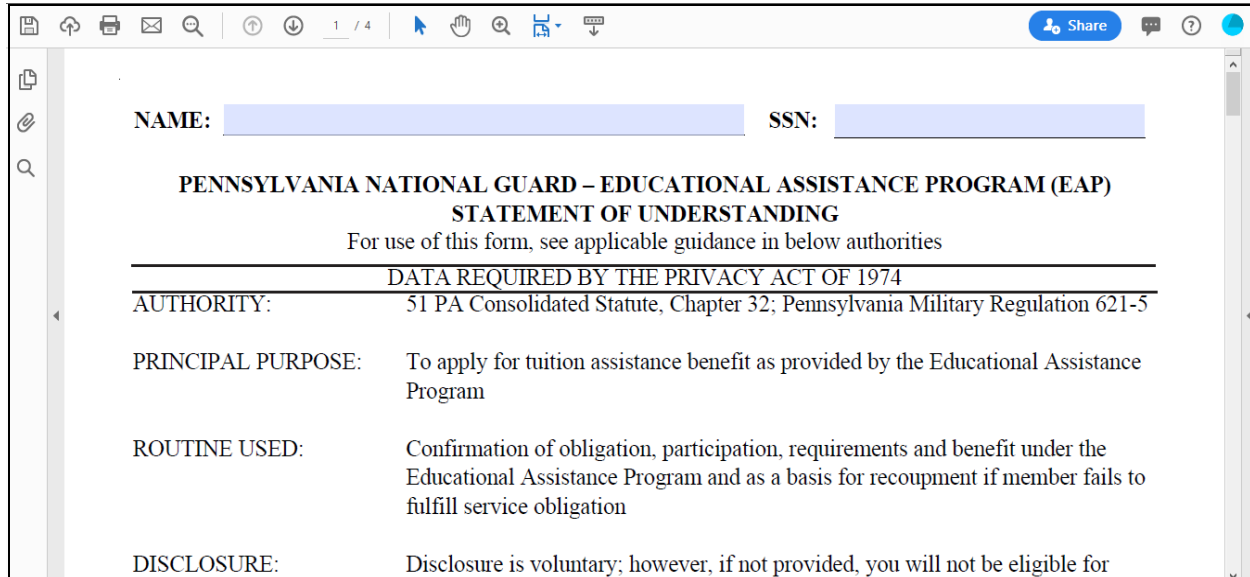
The **Statement of Understanding** page displays.



This screen describes the Statement of Understanding.

1. Click the PDF icon for the **Statement of Understanding** to open it.

The Statement of Understanding PDF opens.



NAME: SSN:

**PENNSYLVANIA NATIONAL GUARD – EDUCATIONAL ASSISTANCE PROGRAM (EAP)
STATEMENT OF UNDERSTANDING**

For use of this form, see applicable guidance in below authorities

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 51 PA Consolidated Statute, Chapter 32; Pennsylvania Military Regulation 621-5

PRINCIPAL PURPOSE: To apply for tuition assistance benefit as provided by the Educational Assistance Program

ROUTINE USED: Confirmation of obligation, participation, requirements and benefit under the Educational Assistance Program and as a basis for recoupment if member fails to fulfill service obligation


DISCLOSURE: Disclosure is voluntary; however, if not provided, you will not be eligible for

2. Scroll down to read each page.
3. Close the PDF.


The **Statement of Understanding** page redisplay.

Statement of Understanding

PA National Guard Educational Assistance Program (EAP)


- 

What is the Statement of Understanding?

The Statement of Understanding outlines in addition to the program requirements for eligibility, you will be responsible for paying the benefit back if at any time you no longer meet the program's eligibility requirements.
- 

You must review the Statement of Understanding.

Carefully review the document, and do not sign if you have any questions.

You can contact the Department of Military and Veteran Affairs at 1-(800) ###-####.
- 


Agree and Sign


I have read and reviewed the Statement of Understanding and agree to the terms.

4. Click **AGREE & SIGN**.

The **Statement of Understanding** page redisplay with the Congratulations message.

Statement of Understanding
PA National Guard Educational Assistance Program (EAP)

 **Congratulations!** You have successfully agreed to and signed your EAP Statement of Understanding. Please save the your signed document for your records.
[Save Document Now](#)

 **Before starting the application you will need the following information:**

- Your Unit Identification Code (UIC)
- Beginning Date of Six-Year Contract for Educational Assistance Program (EAP)
- Expiration of Term of Service (ETS) Date
- Tuition Cost and Number of Credits/Hours per semester
- Two References (Full Name, Address, Email)
- Employment information (if applicable)

Accepting Applications for: _____

CCYY-YY Academic Year **APPLY NOW**

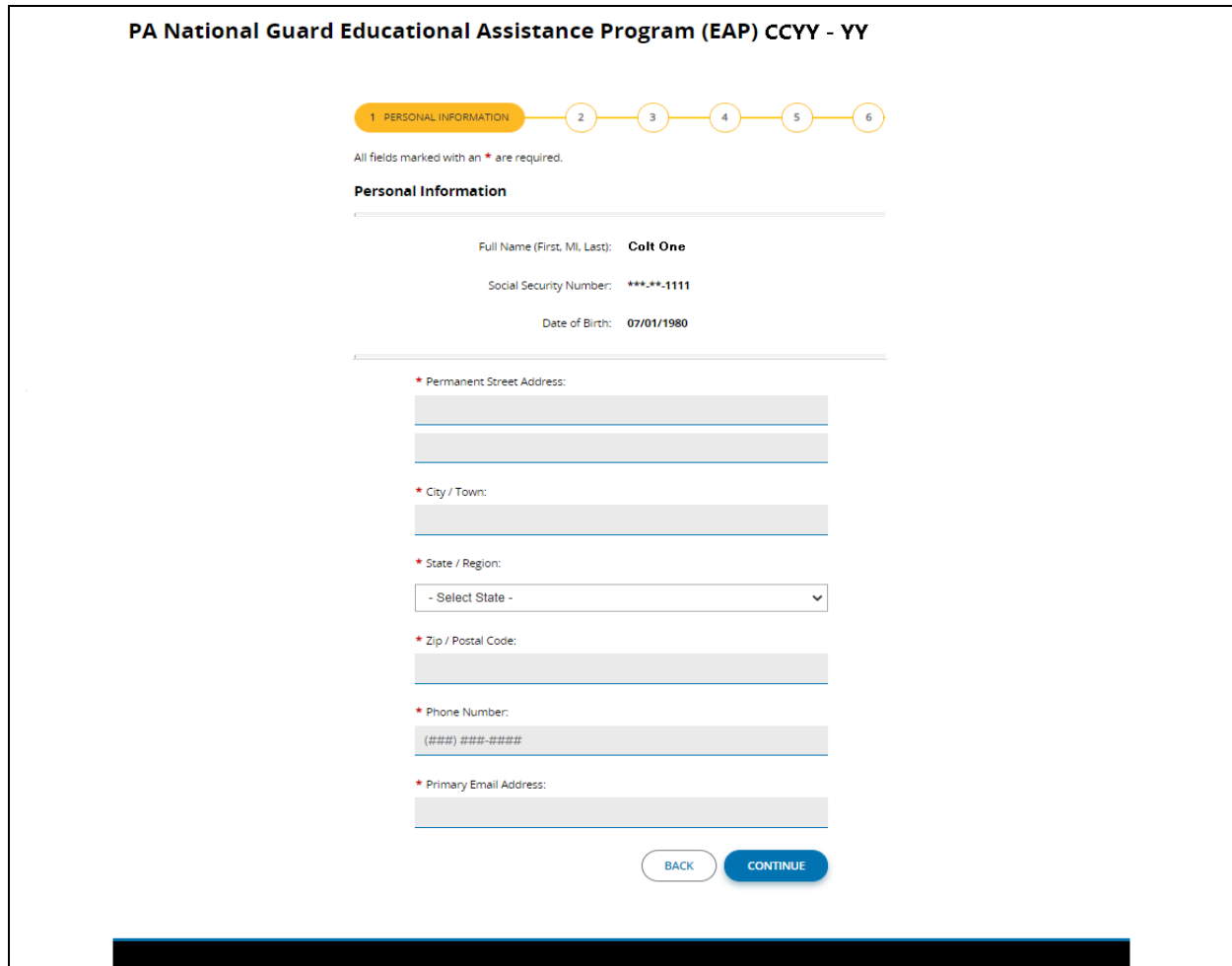
NOTE: Click **Save Document Now** under the Congratulations message to save the Statement of Understanding.

This page displays the list of additional information that is required in order to complete the EAP application.

5. If the consumer has their information available to apply, click **APPLY NOW**.

Personal Information

The **Personal Information** page displays.



PA National Guard Educational Assistance Program (EAP) CCYY - YY

1 PERSONAL INFORMATION 2 3 4 5 6

All fields marked with an * are required.

Personal Information

Full Name (First, MI, Last): **Colt One**

Social Security Number: *****.**-1111**

Date of Birth: **07/01/1980**

* Permanent Street Address:

* City / Town:

* State / Region:

- Select State -

* Zip / Postal Code:

* Phone Number:

(###) ###-####

* Primary Email Address:

BACK CONTINUE

The top of the page displays the service member’s full name, Social Security number and Date of Birth.

1. In the **Permanent Street Address** fields, enter one or two lines for the service member’s street address. This field is required.
2. In the **City/Town** field, enter the name of the service member’s city of residence. This field is required.
3. In the **State/Region** field, click the drop-down arrow to select the state or region of the service member’s residence. This field is required.

Education Assistance Program (EAP) Application

4. In the **Zip/Postal Code** field, enter the ZIP or postal code. This field is required.
5. In the **Phone Number** field, enter the service member's phone number. This field is required.
6. In the **Primary Email Address** field, enter the service member's primary email address. This field is required.
7. Click **CONTINUE**.

Military Information

The **Military Information** page displays.

PA National Guard Educational Assistance Program (EAP) CCYY - YY

1 2 **MILITARY INFORMATION** 3 4 5 6

All fields marked with an * are required.

Military Information

* Have you completed Basic Training?
 Yes
 No

* Have you been deployed or are you deployed with the PA National Guard?
 No
 Yes

* Branch:
 Army National Guard
 Air National Guard

* Status:
 AGR - Active Guard Reserve (full-time duty)
 M-Day - Traditional Guard Member
 Currently Deployed

* Rank:

* Unit Identification Code (UIC) & Unit Name:

Department of Defense (DDD) Identification Number:

* Beginning Date of Six-Year Contract for Educational Assistance Program (EAP):

* Expiration of Term of Service (ETS) or Mandatory Retirement Date (MRD):

1. Select **Yes** or **No** to the following question: **Have you completed Basic Training?** This field is required.
2. Select **Yes** or **No** to the following question: **Have you been deployed or are you deployed with the PA National Guard?** This field is required.
3. In the **Branch** section, select **Army National Guard** or **Air National Guard**. This field is required.

Education Assistance Program (EAP) Application

4. In the **Status** field, select the appropriate National Guard status. This field is required.
5. In the **Rank** field, click the drop-down arrow to select the military rank of the service member. This field is required.
6. In the **Unit Identification Code (UIC) & Unit Name** field, click on the field and select the Unit Identification Code and Name from the list. This field is required.
7. In the **Department of Defense (DOD) Identification Number** field, enter the DOD identification number.
8. In the **Beginning Date of Six-Year Contract for Education Assistance Program (EAP)** field, enter the beginning date of the contract for EAP in MM/DD/YYYY format. This field is required.
9. In the **Expiration of Term of Service (ETS) or Mandatory Retirement Date (MRD)** field, enter the term of service ending date or the mandatory retirement date in MM/DD/YYYY format. This field is required.
10. Click **CONTINUE**.

School Information

The **School Information** page displays.

PA National Guard Educational Assistance Program (EAP) CCYY - YY

1 — 2 — 3 SCHOOL INFORMATION — 4 — 5 — 6

All fields marked with an * are required.

Education Information

* Highest Level of Education Completed:

* Current Year in College during this application:

School Information 1

* Full Name of School / Branch Campus:

* Projected Graduation Date:

mm/yyyy

* Are you enrolled in any online, correspondence/distance learning classes?
 Yes
 No

* Please provide the following for Cost per Credit/Hour:

Semester	Expected Enrollment Status	Tuition	Total No. of Credits/Clock Hours
Fall 2020	<input type="text" value="Not Enrolled"/>	\$ <input type="text" value="0"/>	<input type="text" value="0"/>
Winter	<input type="text" value="Not Enrolled"/>	\$ <input type="text" value="0"/>	<input type="text" value="0"/>
Spring 2021	<input type="text" value="Not Enrolled"/>	\$ <input type="text" value="0"/>	<input type="text" value="0"/>
Summer 2021	<input type="text" value="Not Enrolled"/>	\$ <input type="text" value="0"/>	<input type="text" value="0"/>

I will be attending another school

1. In the **Highest Level of Education Completed** field, click the drop-down arrow to select the highest level of education. This field is required.
2. In the **Current Year of College during this Application** field, select the year in college. This field is required.
3. In the **Full Name of School/Branch Campus** field, enter the full name of the school or select from the list. This field is required.
4. In the **Projected Graduation Date** field, enter the projected graduation date in MM/DD/YYYY format. This field is required.

5. Select **Yes** or **No** to the following question: **Are you enrolled in any online, correspondence/distance learning classes?** This field is required.

In the tuition section, complete the following fields as needed for each semester or quarter. At least one row of enrollment and tuition information is required.

6. In the **Expected Enrollment Status** field, click the drop-down arrow to select the expected enrollment status for the term.
7. In the **Tuition** field, enter the total amount of tuition for the term.
8. In the **Total No. of Credits/Clock Hours** field, enter the total number of credits or clock hours expected to be completed for the term.
9. Repeat steps 6 through 8 for each term as needed.
10. Click **I will be attending another school** to add information about another school.

NOTE: The service member can only enter one school per term.

11. Click **CONTINUE**.

References

The **References** page displays.

PA National Guard Educational Assistance Program (EAP) CCYY - YY

1 2 3 4 REFERENCES 5 6

All fields marked with an * are required.

Promissory Note

Reference 1

* First Name

Middle Initial:

* Last Name:

* Permanent Street Address:

* City / Town:

* State / Region:

* Zip / Postal Code:

* Phone Number:

Reference 2

* First Name

Middle Initial:

* Last Name:

* Permanent Street Address:

* City / Town:

* State / Region:

* Zip / Postal Code:

* Phone Number:

Two references are required for the application.

Education Assistance Program (EAP) Application

1. In the **Reference 1** section, enter the **First Name** of the first reference. This field is required.
2. In the **Middle Initial** field, enter the middle initial of the first reference.
3. In the **Last Name** field, enter the last name of the first reference. This field is required.
4. In the **Permanent Street Address** fields, enter one or two lines for the first reference's street address. This field is required.
5. In the **City/Town** field, enter the name of the first reference's city of residence. This field is required.
6. In the **State/Region** field, click the drop-down arrow to select the state or region of the first reference's residence. This field is required.
7. In the **Zip/Postal Code** field, enter the ZIP or postal code. This field is required.
8. In the **Phone Number** field, enter the first reference's phone number. This field is required.
9. In the **Reference 2** section, enter the **First Name** of the second reference. This field is required.
10. In the **Middle Initial** field, enter the middle initial of the second reference.
11. In the **Last Name** field, enter the last name of the second reference. This field is required.
12. In the **Permanent Street Address** fields, enter one or two lines for the second reference's street address. This field is required.
13. In the **City/Town** field, enter the name of the second reference's city of residence. This field is required.
14. In the **State/Region** field, click the drop-down arrow to select the state or region of the second reference's residence. This field is required.
15. In the **Zip/Postal Code** field, enter the ZIP or postal code. This field is required.
16. In the **Phone Number** field, enter the second reference's phone number. This field is required.
17. Click **CONTINUE**.

Employment

The **Employment** page displays.

PA National Guard Educational Assistance Program (EAP) CCYY - YY

1 —
 2 —
 3 —
 4 —
 5 EMPLOYMENT —
 6

All fields marked with an * are required.

Promissory Note

Employment I am not employed

* Place of Employment:

* Supervisor's First Name:

* Supervisor's Last Name:

* Permanent Street Address:

* City / Town:

* State / Region:

* Zip / Postal Code:

* Phone Number:

1. Check **I am not employed** if not employed while attending college or serving in the PA National Guard. If not employed, click **Continue** to access the next page.

If employed, all other fields are required.

2. In the **Place of Employment** field, enter the name of the employer. This field is required.
3. In the **Supervisor's First Name** field, enter the supervisor's first name. This field is required.
4. In the **Supervisor's Last Name** field, enter the supervisor's last name. This field is required.

Education Assistance Program (EAP) Application

5. In the **Permanent Street Address** field, enter up to two lines for the permanent street address of the employer. This field is required.
6. In the **City/Town** field, enter the name of the city or town of the employer. This field is required.
7. In the **State/Region** field, click the drop-down arrow to select the state or region. This field is required.
8. In the **Zip/Postal Code** field, enter the ZIP or postal code of the employer. This field is required.
9. In the **Phone Number** field, enter the phone number of the employer. This field is required.
10. Click **CONTINUE**.

Verify & Sign

The **Verify & Sign** page displays.

PA National Guard Educational Assistance Program (EAP) CCYY - YY

1
2
3
4
5
6. VERIFY & SIGN

Personal Information [Edit](#)

Full Name (First, MI, Last): **Colton One**
 Social Security Number: *****-**-1111**
 Date of Birth: **07/01/1980**
 Address: **1200 N State Street
 Harrisburg, PA 17112**
 Phone Number: **717720000**
 Primary Email Address: **someone@pheaa.org**

Military Information [Edit](#)

Have you completed Basic Training? **Yes**
 Have you been deployed or are you deployed with the PA National Guard? **No**
 Branch: **Army National Guard**
 Status: **AGR - Active Guard Reserve (full-time duty)**
 Rank: **E2**
 Unit Identification Code (UIC) and Unit Name: **W8BWFF - Pennsylvania Army National Guard**
 Department of Defense (DOD) Identification Number: **1234567890**
 Beginning Date of Six-Year Contract for Educational Assistance Program (EAP): **06/02/2020**
 Expiration of Term of Service (ETS) Date or Mandatory Retirement Date (MRD): **10/01/2030**

School Information [Edit](#)

Highest Level of Education Completed: **Some College**
 Current Year in College during this Application: **Second**

Full Name of School/Branch Campus 1: **HARRISBURG AREA COMMUNITY COLLEGE
 00327300 - HARRISBURG, PA**
 Projected Graduation Date: **08/2021**
 Are you enrolled in any online, correspondence distance learning classes? **No**
 Fall Cost and Credits/Hours: **Not Enrolled**
 Spring Cost and Credits/Hours: **Not Enrolled**
 Summer Cost and Credits/Hours: **\$3000 Tuition / 12 Credits**

References [Edit](#)

Reference 1 Full Name (First, Last): **John Person**
 Address: **100 N Seventh Street
 Harrisburg, PA 17112**
 Phone Number: **(717) 720-0000**

Reference 2 Full Name (First, Last): **Sally Someone**
 Address: **1200 N Seventh Street
 Harrisburg, PA 17112**
 Phone Number: **(717) 555-1234**

Employment Information [Edit](#)

Place of Employment: **PA National Guard**
 Supervisor's Full Name (First, Last): **Joe Gee**
 Employer Address: **100 Place Street
 Lebanon, PA 17064**
 Phone Number: **(717) 720-4321**

Before you can continue, you must [review and accept the Terms & Conditions](#).
 You will be signing both your EAP application and Master Promissory Note.

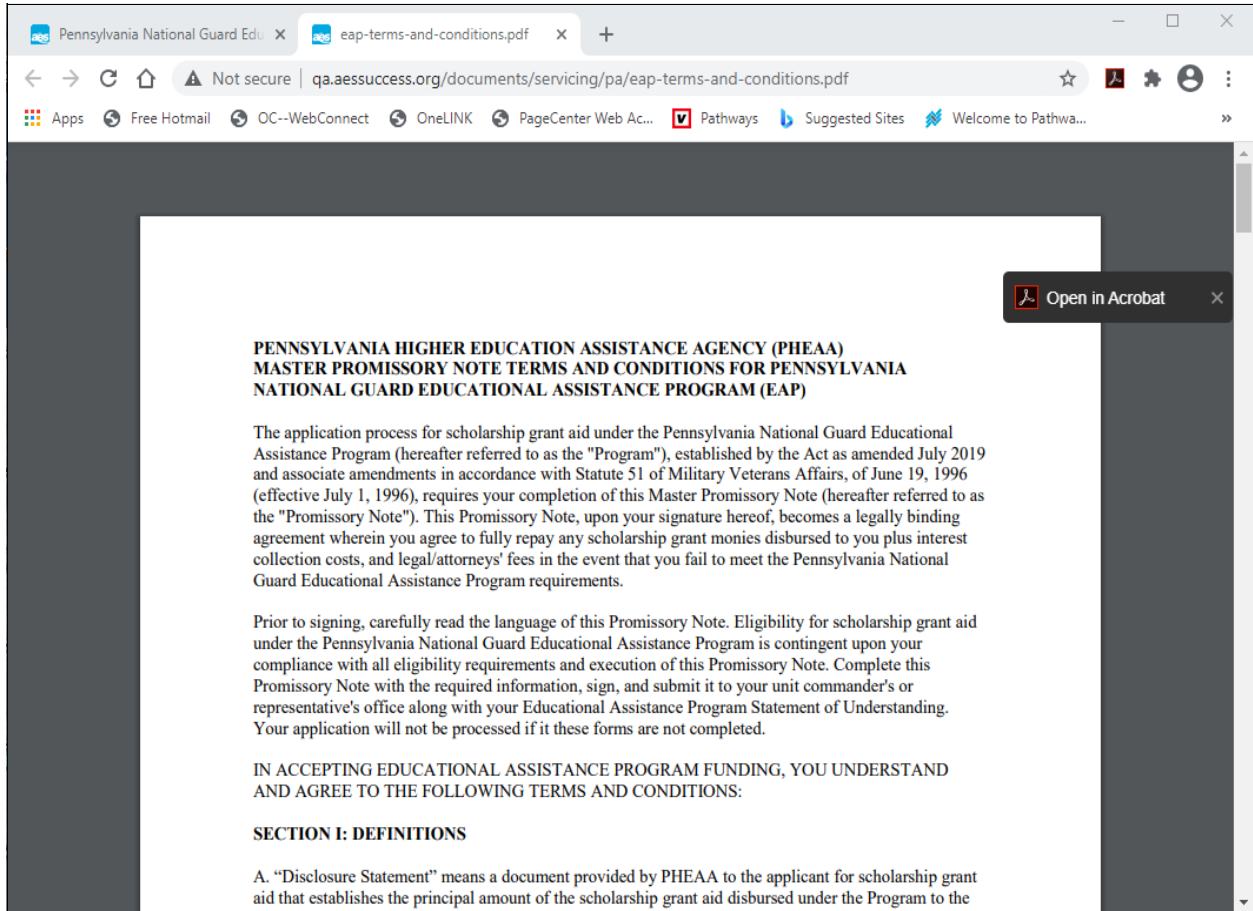
SIGN & SUBMIT

Education Assistance Program (EAP) Application

This page is used to verify the information entered and review and accept the terms and conditions.

1. If any information is incorrect, click **Edit** next to that section to return to that information page to make corrections.
2. Click **review and accept the Terms & Conditions** at the bottom of the page to review the Master Promissory Note, terms and conditions of the application.

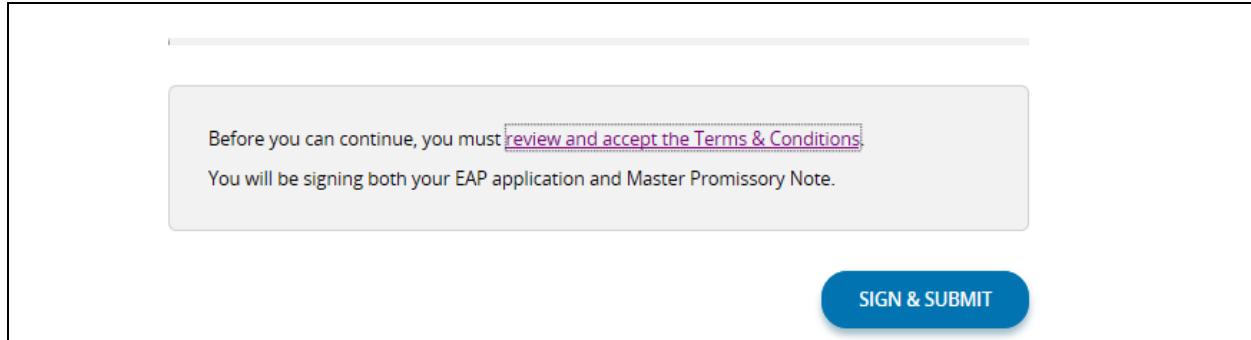
The Terms and Conditions PDF displays.



3. Review the Master Promissory Note terms and conditions and click the **X** in the upper right-hand corner of the PDF to close it.

Education Assistance Program (EAP) Application

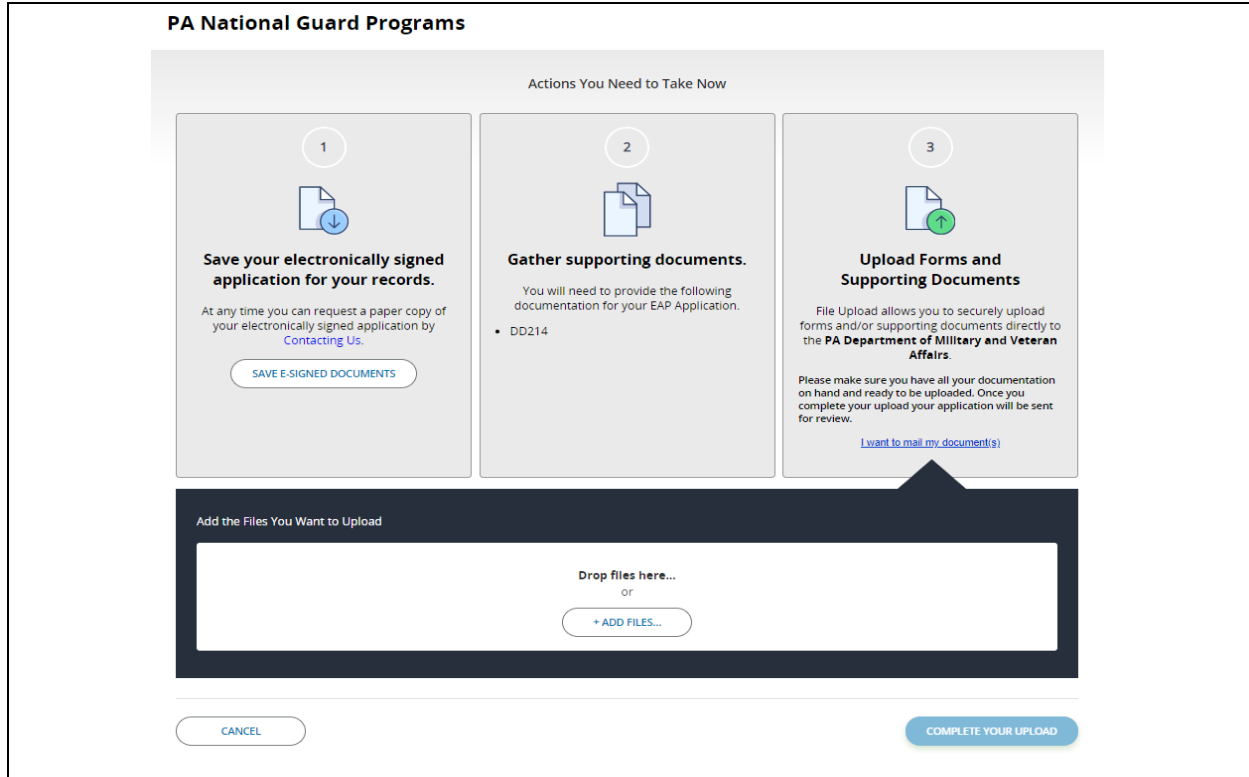
The **Verify & Sign** page redisplay with the **SIGN & SUBMIT** button available.

A screenshot of a web application interface. At the top, there is a horizontal line. Below it, a light gray rounded rectangular box contains the text: "Before you can continue, you must [review and accept the Terms & Conditions](#). You will be signing both your EAP application and Master Promissory Note." Below this box, centered, is a blue rounded rectangular button with the text "SIGN & SUBMIT" in white capital letters.

4. Click **SIGN & SUBMIT**.

Gather and Mail Application

The **Gather and Mail Application** page displays.



PA National Guard Programs

Actions You Need to Take Now

- 1

Save your electronically signed application for your records.

At any time you can request a paper copy of your electronically signed application by [Contacting Us.](#)

[SAVE E-SIGNED DOCUMENTS](#)
- 2

Gather supporting documents.

You will need to provide the following documentation for your EAP Application.

 - DD214
- 3

Upload Forms and Supporting Documents

File Upload allows you to securely upload forms and/or supporting documents directly to the **PA Department of Military and Veteran Affairs.**

Please make sure you have all your documentation on hand and ready to be uploaded. Once you complete your upload your application will be sent for review.

[I want to mail my document\(s\)](#)

Add the Files You Want to Upload

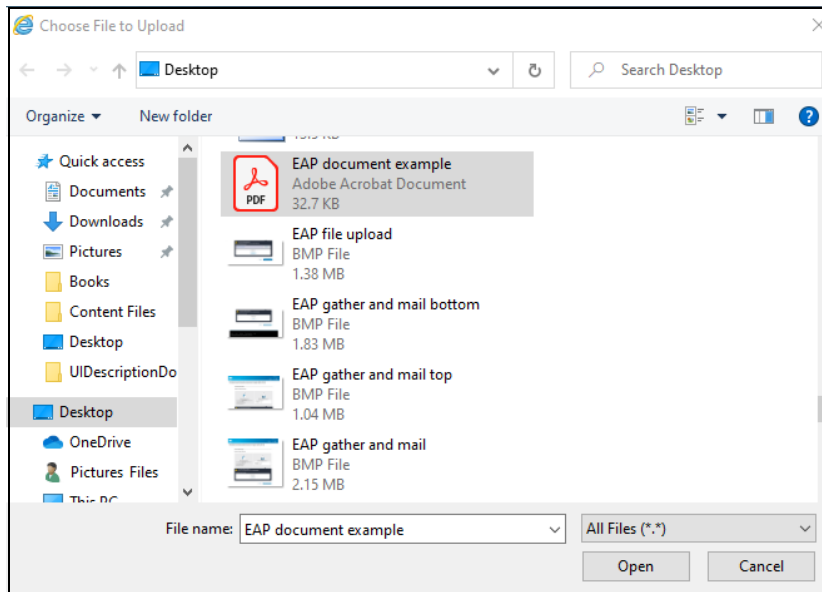
Drop files here...
or
[+ ADD FILES...](#)

[CANCEL](#) [COMPLETE YOUR UPLOAD](#)

This page displays **Actions You Need to Take Now** information to save the application, gather supporting documents and mail supporting documents. Consumers also have the option to upload supporting documents.

1. Click **SAVE SIGNED DOCUMENTS** to open a PDF version of the application, not shown, and save it or print it.
2. If the service member has supporting documentation available to be uploaded instead of being mailed to the Pennsylvania Higher Education Assistance Agency, drag the files to the **Add the Files You Want to Upload** section or click **ADD FILES**.

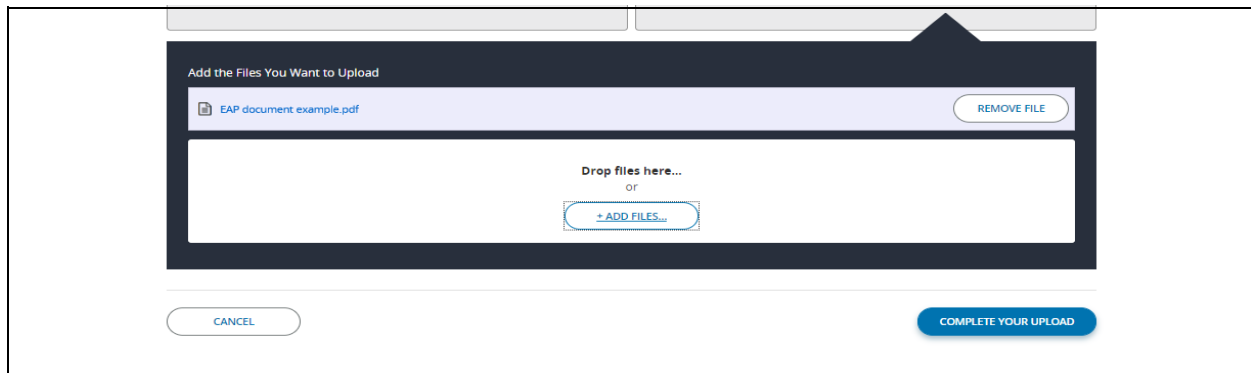
The **Choose File to Upload** box displays.



NOTE: Only certain types of files, such as PDF and JPEG, may be uploaded.

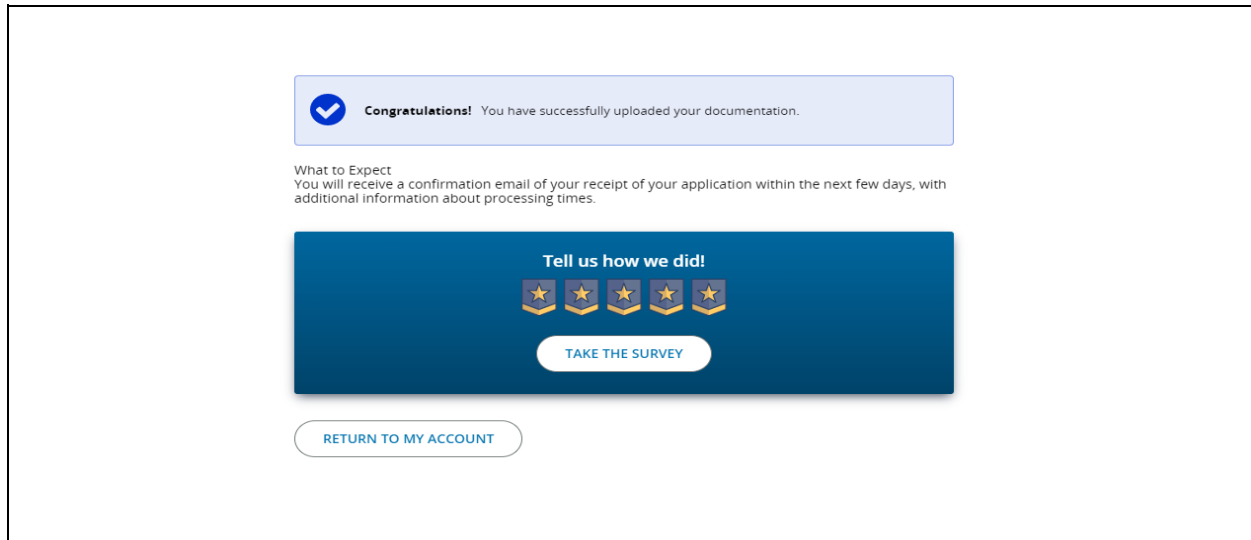
3. Select the document to be uploaded so that the name appears in the **File name** box.
4. Click **Open**.

The **Gather and Mail Application** page redisplay with the document file in the **Add the Files You Want to Upload** section.



5. Continue adding files as needed.
6. Click **COMPLETE YOUR UPLOAD** when all files are added.

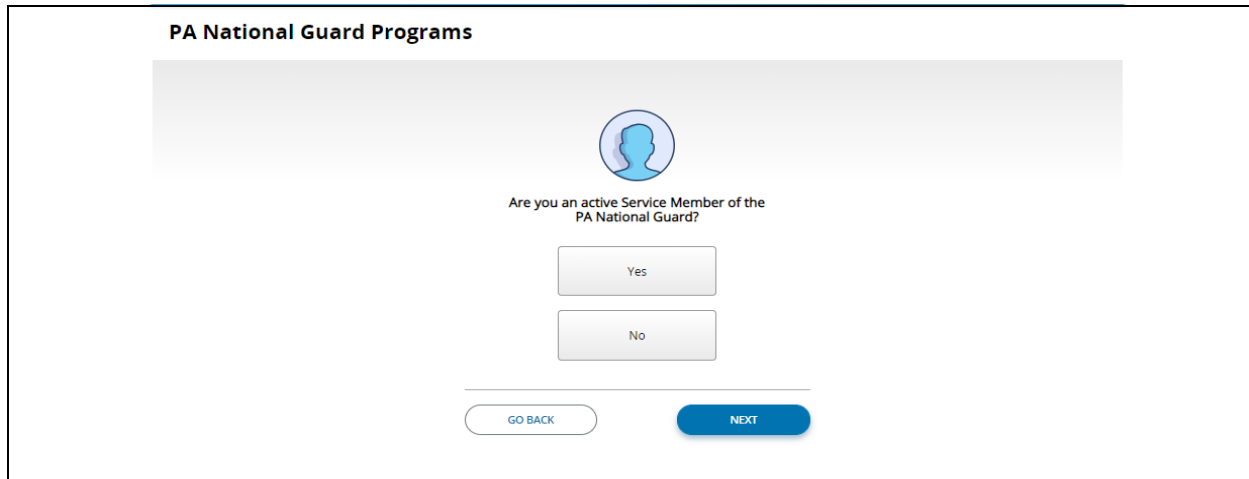
The **Congratulations! You have successfully submitted your required documentation** message displays after the upload is completed.



7. Click **TAKE THE SURVEY** to take a survey about the application process. Or click **RETURN TO MY ACCOUNT** to return to the online account summary.

Help Me Decide

If **Help Me Decide** was clicked on the **PA National Guard Programs** page, the active service member question displays.




The screenshot shows a web interface titled "PA National Guard Programs". In the center, there is a question: "Are you an active Service Member of the PA National Guard?". Above the question is a circular icon containing a blue silhouette of a person's head and shoulders. Below the question are two rectangular buttons: "Yes" and "No". At the bottom of the screen, there are two rounded buttons: "GO BACK" and "NEXT".

1. Click **Yes** or **No** to the question: **Are you an active Service Member of the PA National Guard?**
2. Click **NEXT**.

The **PA National Guard Programs** page displays the next question.

PA National Guard Programs



What best describes your current service with the PA National Guard?

I am working on completing my initial 6 year service commitment

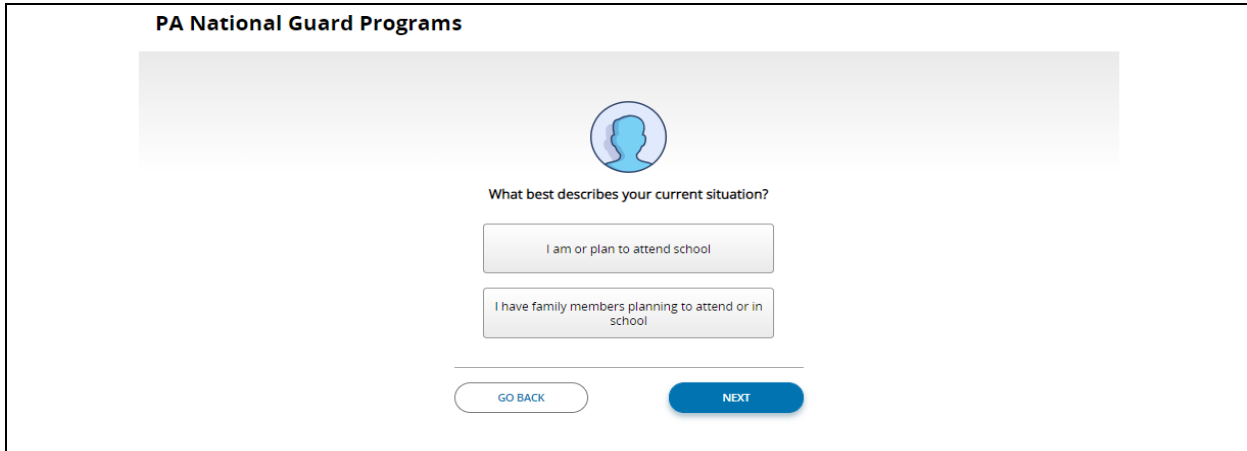
I have completed my initial service commitment and signed an additional 6 year contract

GO BACK NEXT

3. Click one of the following options to the question: **Which best describes your current service with the PA National Guard?**
 - I am working on completing my initial 6 year service commitment
 - I have completed my initial service commitment and signed an additional 6 year contract
4. Click **NEXT**.

Education Assistance Program (EAP) Application

The **PA National Guard Programs** page displays the next question if the service member signed an additional six-year service contract.



PA National Guard Programs

What best describes your current situation?

I am or plan to attend school

I have family members planning to attend or in school

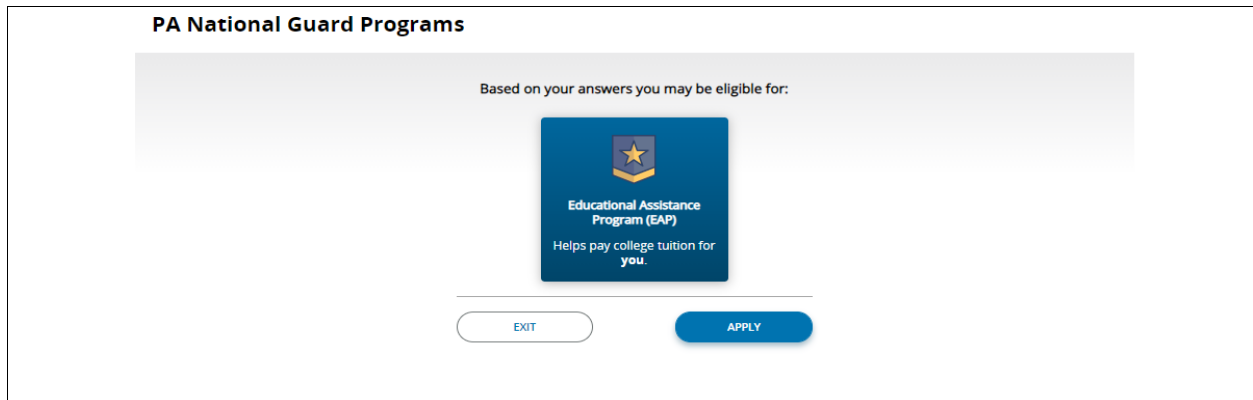
[GO BACK](#) [NEXT](#)

5. Click one of the following options to the question: **Which best describes your current situation?**
 - I am or plan to attend school
 - I have family members planning to attend or in school
6. Click **NEXT**.

NOTE: Customers must select **I am or plan to attend school** to be eligible for the Educational Assistance Program (EAP).

Education Assistance Program (EAP) Application

The message displays **Based on your answers you are eligible for: Educational Assistance Program (EAP).**



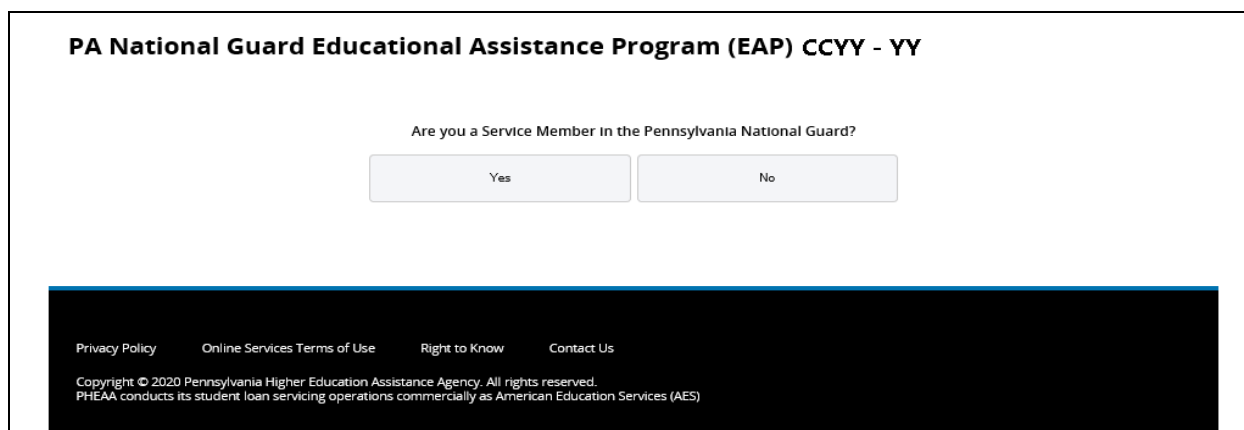
7. Click **APPLY** to continue processing.

NOTE: Refer to the [Statement of Understanding](#) section to add information for the EAP application. For instructions about submitting an application for the Military Family Education Program (MFEP), refer to the user guide for the Military Family Education Program (MFEP) Application.

Renewal Applications

If the service member was previously provided with an EAP award, they may renew an EAP application for a subsequent award year.

After logging into the consumer portal and verifying contact information, the **PA National Guard Education Assistance Program (EAP)** page displays.



PA National Guard Educational Assistance Program (EAP) CCYY - YY

Are you a Service Member in the Pennsylvania National Guard?

[Privacy Policy](#) [Online Services Terms of Use](#) [Right to Know](#) [Contact Us](#)

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PHEAA conducts its student loan servicing operations commercially as American Education Services (AES)

1. Click **Yes** or **No** to answer the following question: **Are you a Service Member in the Pennsylvania National Guard?**

Education Assistance Program (EAP) Application

The page redisplay with a list of information required to complete the application.

PA National Guard Educational Assistance Program (EAP) CCYY - YY

Are you a Service Member in the Pennsylvania National Guard?

Yes No

Before starting the application you must have completed Basic Training and will need the following information:

- Your Unit Identification Code (UIC)
- Beginning Date of Six-Year Contract for Educational Assistance Program (EAP)
- Expiration of Term of Service (ETS) Date
- Tuition Cost and Number of Credits/Hours per semester

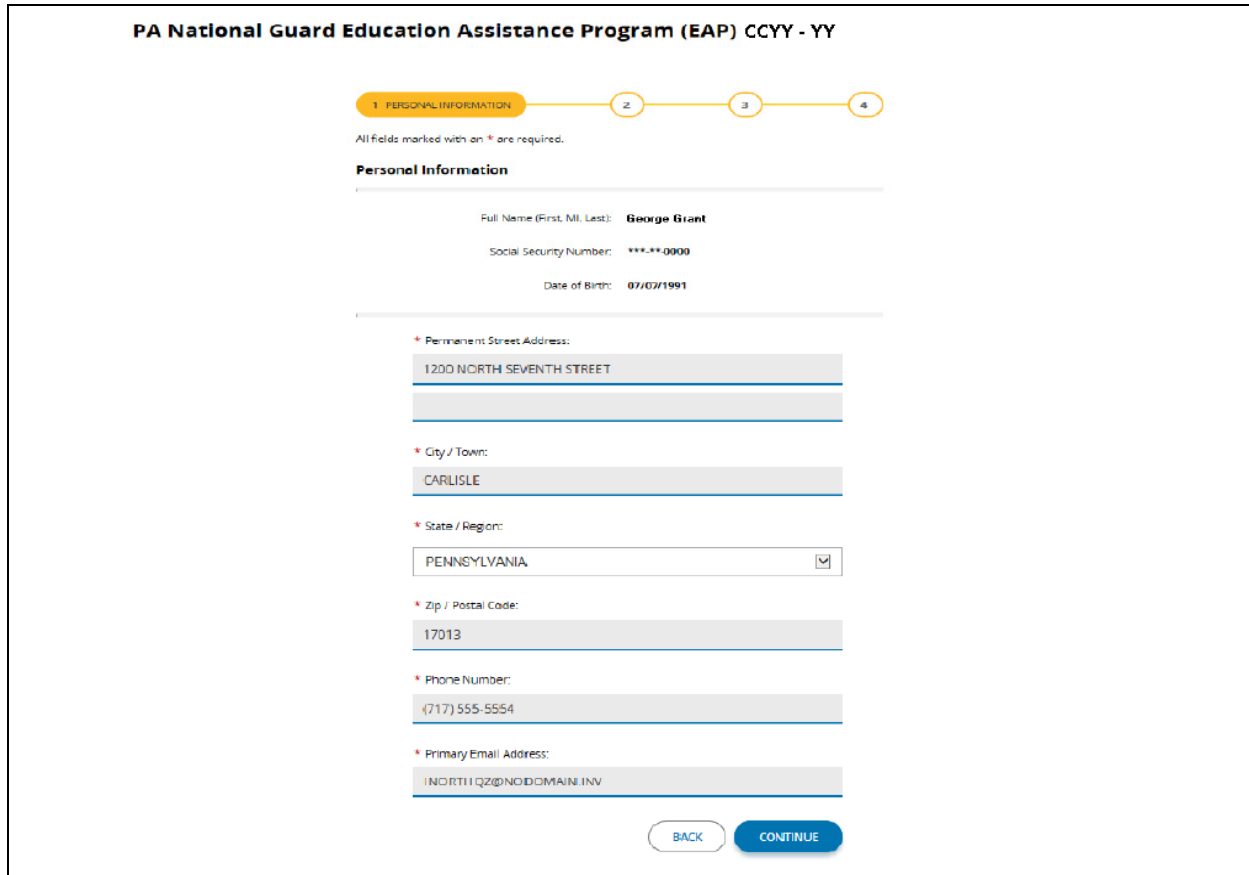
Accepting applications for:

CCYY-YY Academic Year

NOTE: A renewal application requires updated military information and school information; however, the references are not required for the renewal application.

2. Click **APPLY NOW**.

The **Personal Information** page displays.



PA National Guard Education Assistance Program (EAP) CCYY - YY

1 PERSONAL INFORMATION 2 3 4

All fields marked with an * are required.

Personal Information

Full Name (First, MI, Last): **George Grant**

Social Security Number: *****-**-0000**

Date of Birth: **07/07/1991**

* Permanent Street Address:
1200 NORTH SEVENTH STREET

* City / Town:
CARLISLE

* State / Region:
PENNSYLVANIA

* Zip / Postal Code:
17013

* Phone Number:
(717) 555-5554

* Primary Email Address:
INORTH1QZ@NOIDOMAIN.INV

BACK CONTINUE

The top of the page displays the service member’s full name, Social Security number and Date of Birth.

3. In the **Permanent Street Address** fields, enter one or two lines for the service member’s street address. This field is required.
4. In the **City/Town** field, enter the name of the service member’s city of residence. This field is required.
5. In the **State/Region** field, click the drop-down arrow to select the state or region of the service member’s residence. This field is required.
6. In the **Zip/Postal Code** field, enter the ZIP or postal code. This field is required.
7. In the **Phone Number** field, enter the service member’s phone number. This field is required.



Education Assistance Program (EAP) Application

8. In the **Primary Email Address** field, enter the service member's primary email address.
This field is required.

9. Click **CONTINUE**.

The **Military Information** page displays.

PA National Guard Education Assistance Program (EAP) CCYY - YY

1 —
 2. MILITARY INFORMATION —
 3 —
 4

All fields marked with an * are required.

Military Information

* Have you been deployed or are you deployed with the PA National Guard?

No
 Yes

* Branch:

Army National Guard
 Air National Guard

* Rank:

- Select -

* Unit Identification Code (UIC) & Unit Name:

WPOFAA - 228th Engineer Company

Department of Defense (DOD) Identification Number:

* Beginning Date of Six-Year Contract for Education Assistance Program (EAP):

04/17/2013

* Expiration of Term of Service (ETS) or Mandatory Retirement Date (MRD):

04/18/2019

BACK
CONTINUE

10. Select **Yes** or **No** to the following question: **Have you completed Basic Training?** This field is required.
11. Select **Yes** or **No** to the following question: **Have you been deployed or are you deployed with the PA National Guard?** This field is required.
12. In the **Branch** section, select **Army National Guard** or **Air National Guard**. This field is required.
13. In the **Rank** field, click the drop-down arrow to select the military rank of the student. This field is required.
14. In the **Department of Defense (DOD) Identification Number** field, enter the DOD identification number.
15. In the **Beginning Date of Six-Year Contract for Education Assistance Program (EAP)** field, enter the beginning date of the contract for EAP in MM/DD/YYYY format. This field is required.

16. In the **Expiration of Term of Service (ETS) or Mandatory Retirement Date (MRD)** field, enter the term of service ending date or the mandatory retirement date in MM/DD/YYYY format. This field is required.

17. Click **CONTINUE**.

The **School Information** page displays.

PA National Guard Education Assistance Program (EAP) CCYY - YY

1 —
 2 —
 3 SCHOOL INFORMATION —
 4

All fields marked with an * are required.

Education Information

* Highest Level of Education Completed:

- Select -
▾

* Current Year in College during this Application:

First
 Second
 Third
 Fourth
 Fifth (Plus)

School Information 1

* Full Name of School / Branch Campus:

* Projected Graduation Date:

MM/YYYY

* Are you enrolled in any online, correspondence/distance learning classes?

Yes
 No

* Please provide the total tuition charged for each semester:

Semester	Expected Enrollment Status	Tuition	Total No. of Credits/Clock Hours
Fall CCYY	Not Enrolled ▾	\$ <input type="text" value="0"/>	<input type="text" value="0"/>
Winter	Not Enrolled ▾	\$ <input type="text" value="0"/>	<input type="text" value="0"/>
Spring CCYY	Not Enrolled ▾	\$ <input type="text" value="0"/>	<input type="text" value="0"/>
Summer CCYY	Not Enrolled ▾	\$ <input type="text" value="0"/>	<input type="text" value="0"/>

will be attending another school

BACK
CONTINUE

18. In the **Highest Level of Education Completed** field, click the drop-down arrow to select the highest level of education. This field is required.
19. In the **Current Year of College during this Application** field, select the year in college. This field is required.
20. In the **Full Name of School/Branch Campus** field, enter the full name of the school or select from the list. This field is required.
21. In the **Projected Graduation Date** field, enter the projected graduation date in MM/DD/YYYY format. This field is required.

22. Select **Yes** or **No** to the following question: **Are you enrolled in any online, correspondence/distance learning classes?** This field is required.

In the tuition section, complete the following fields as needed for each semester or quarter. At least one row of enrollment and tuition information is required.

23. In the **Expected Enrollment Status** field, click the drop-down arrow to select the expected enrollment status for the term.

24. In the **Tuition** field, enter the total amount of tuition for the term.

25. In the **Total No. of Credits/Clock Hours** field, enter the total number of credits or clock hours expected to be completed for the term.

26. Repeat steps 23 through 25 for each term as needed.

27. Click **I will be attending another school** to add information about another school and repeat the steps above.

28. Click **Continue**.

Education Assistance Program (EAP) Application

The **Verify & Sign** page displays.

PA National Guard Education Assistance Program (EAP) CCYY - YY

Personal Information [Edit](#)

Full Name (First, MI, Last): **George Grant**
 Social Security Number: *****-**-0000**
 Date of Birth: **07/07/1991**
 Address: **1200 NORTH SEVENTH STREET
 Carlisle, PA 17012**
 Phone Number: **(717) 555-1234**
 Primary Email Address: **GGEORGE@NODDOMAIN INV**

Military Information [Edit](#)

Have you been deployed or are you deployed with the PA National Guard? **No**
 Branch: **Army National Guard**
 Rank: **O2**
 Unit Identification Code (UIC) and Unit Name: **WP9FAA - 228th Engineer Company**
 Department of Defense (DOD) Identification Number:
 Beginning Date of Six-Year Contract for Education Assistance Program (EAP): **04/17/2015**
 Expiration of Term of Service (ETS) Date or Mandatory Retirement Date (MRD): **04/18/2020**

School Information [Edit](#)

Highest Level of Education Completed: **Some College**
 Current Year in College during this Application: **Fourth**

Full Name of School/Branch Campus 1: **DELPHI UNIVERSITY
 00000000 - PHILADELPHIA, PA**
 Projected Graduation Date: **08/2020**
 Are you enrolled in any online, correspondence distance learning classes? **No**
 Fall Cost and Credits/Hours: **\$0 Tuition / 0 Credits**
 Winter Cost and Credits/Hours: **\$0 Tuition / 0 Credits**
 Spring Cost and Credits/Hours: **\$1000 Tuition / 6 Credits**
 Summer Cost and Credits/Hours: **\$1000 Tuition / 6 Credits**

Before you can continue, you must [review and accept the Terms & Conditions](#). You are signing your EAP application.

[SIGN & SUBMIT](#)

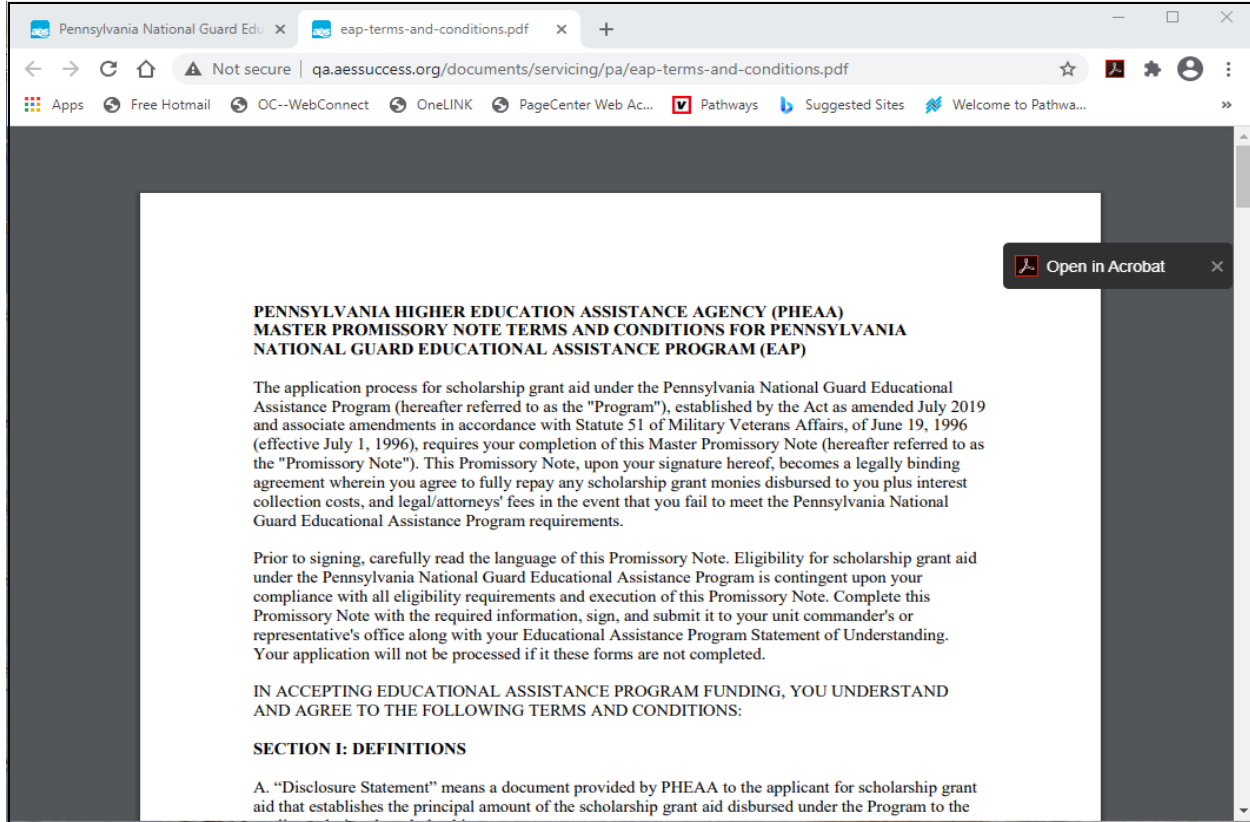
This page is used to verify the information and entered and review and accept the terms and conditions.

Education Assistance Program (EAP) Application

29. If any information is incorrect, click **Edit** next to that section to return to that information page to make corrections.

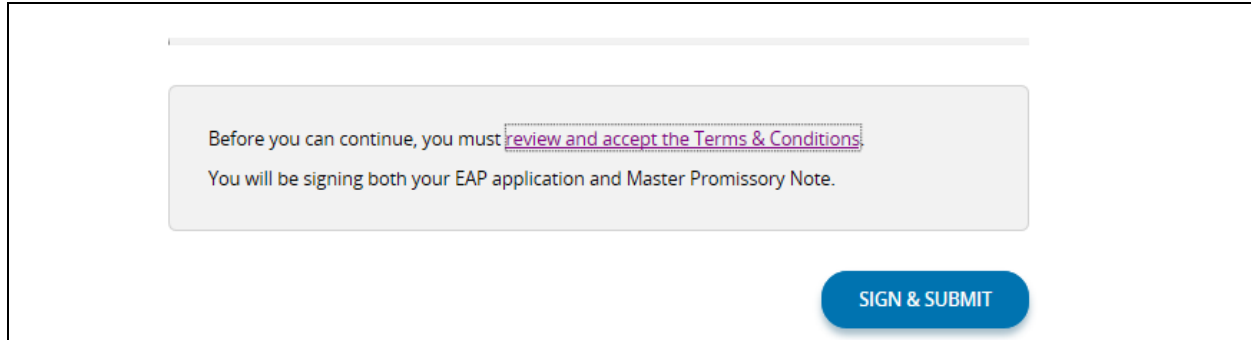
30. Click **review and accept the Terms & Conditions** at the bottom of the page to review the Master Promissory Note, terms and conditions for the application.

The Terms and Conditions PDF displays.



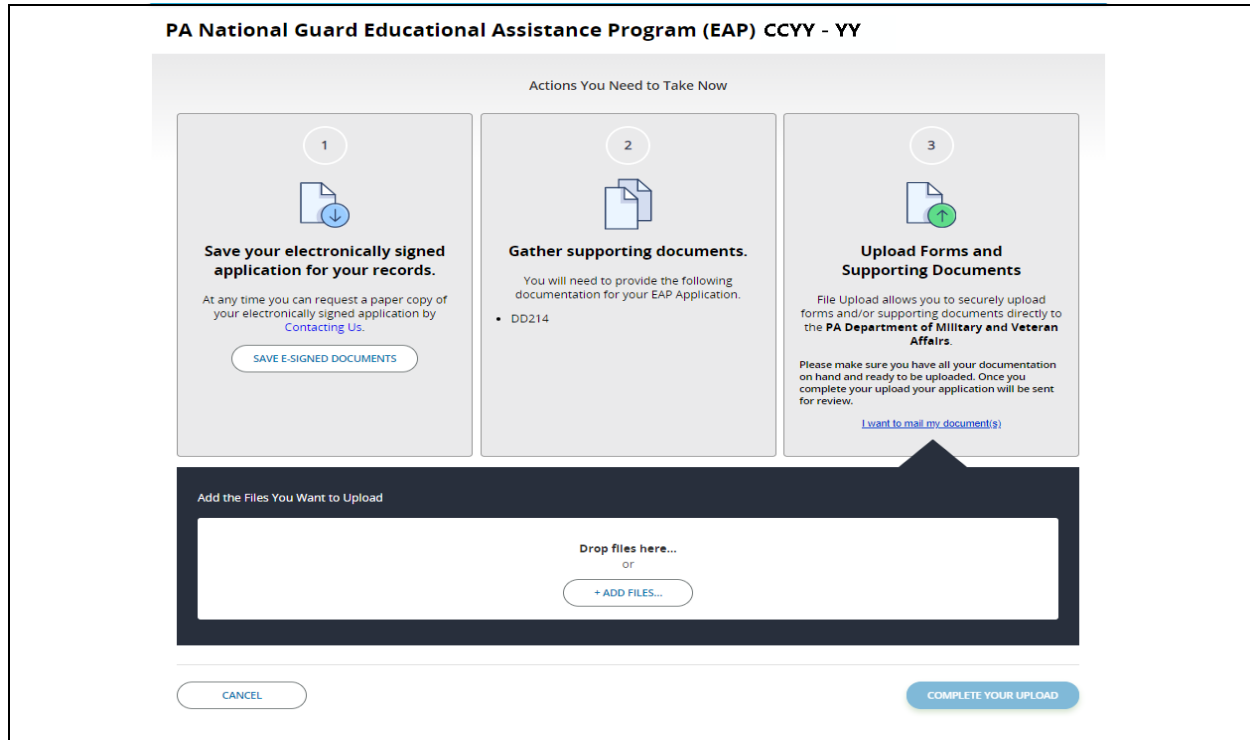
31. Review the terms and conditions and click the **X** in the upper right-hand corner of the PDF to close it.

The **Verify & Sign** page redisplay with the **SIGN & SUBMIT** button available.



32. Click **SIGN & SUBMIT**.

The **Gather and Mail Application** page displays.



PA National Guard Educational Assistance Program (EAP) CCYY - YY

Actions You Need to Take Now

- 1**
Save your electronically signed application for your records.
At any time you can request a paper copy of your electronically signed application by [Contacting Us](#).
[SAVE E-SIGNED DOCUMENTS](#)
- 2**
Gather supporting documents.
You will need to provide the following documentation for your EAP Application.
 - DD214
- 3**
Upload Forms and Supporting Documents
File Upload allows you to securely upload forms and/or supporting documents directly to the **PA Department of Military and Veteran Affairs**.
Please make sure you have all your documentation on hand and ready to be uploaded. Once you complete your upload your application will be sent for review.
[I want to mail my document\(s\)](#)

Add the Files You Want to Upload

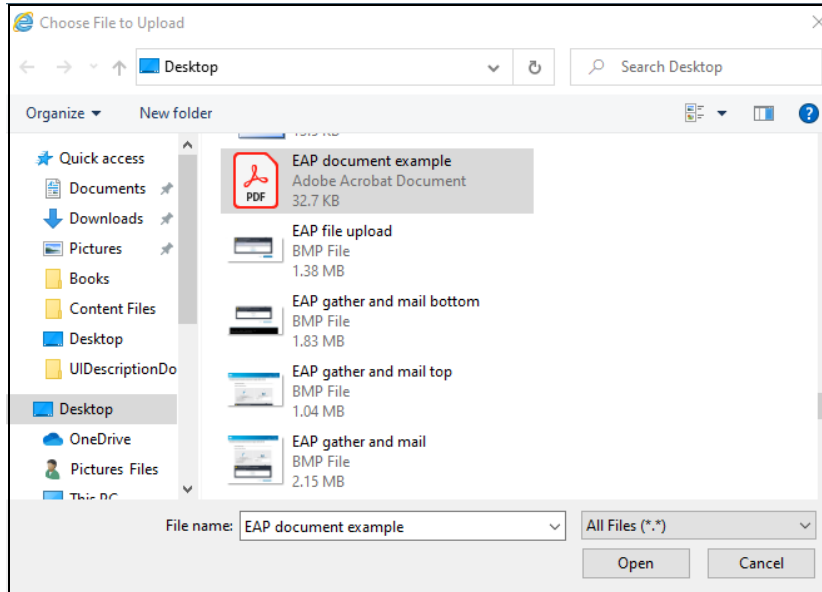
Drop files here...
or
[+ ADD FILES...](#)

[CANCEL](#) [COMPLETE YOUR UPLOAD](#)

This page displays **Actions You Need to Take Now** information to save the application, gather supporting documents and mail supporting documents. Service members also have the option to upload supporting documents.

33. Click **SAVE SIGNED DOCUMENTS** to open a PDF version of the application, not shown, and save it or print it.
34. If the service member has supporting documentation available to be uploaded instead of being mailed to American Education Services, drag the files to the **Add the Files You Want to Upload** section or click **ADD FILES**.

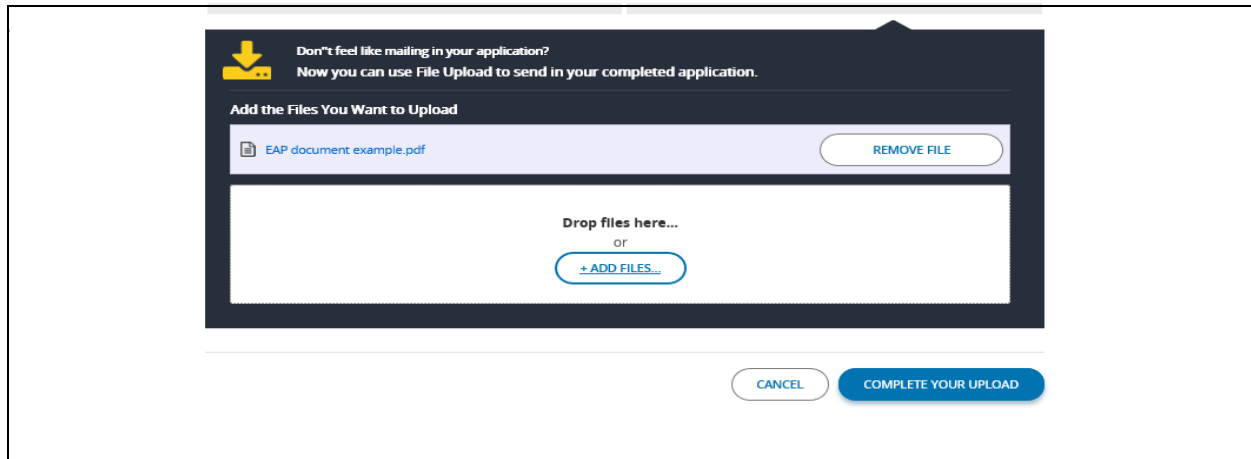
The **Choose File to Upload** box displays.



35. Select the document to be uploaded so that the name appears in the **File name** box.

36. Click **Open**.

The **Gather and Mail Application** page redisplay with the document file in the **Add the Files You Want to Upload** section.

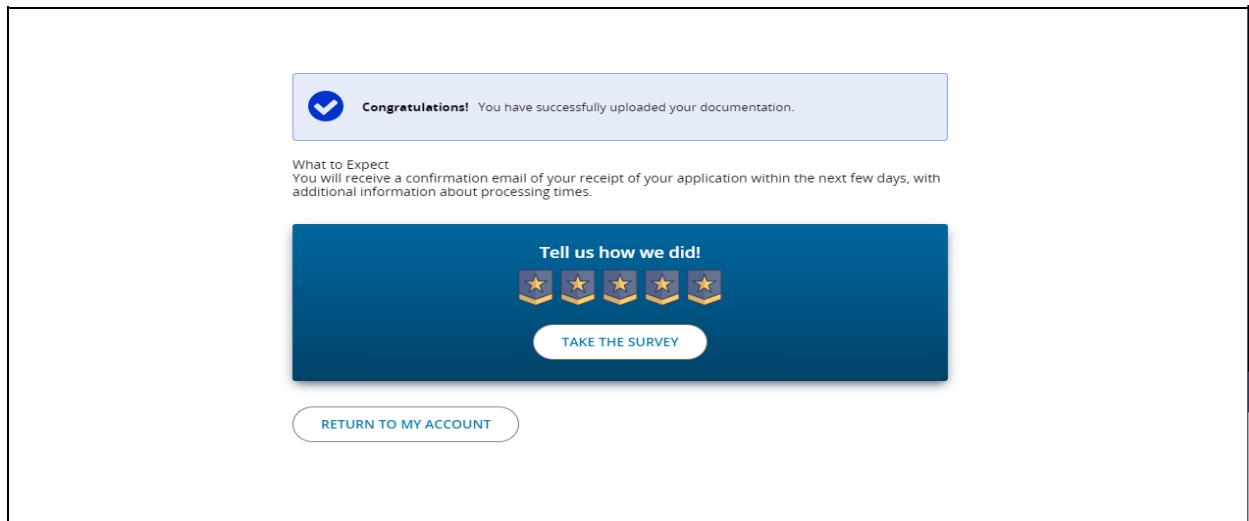


37. Continue adding files as needed.

38. Click **COMPLETE YOUR UPLOAD** when all files are added.

Education Assistance Program (EAP) Application

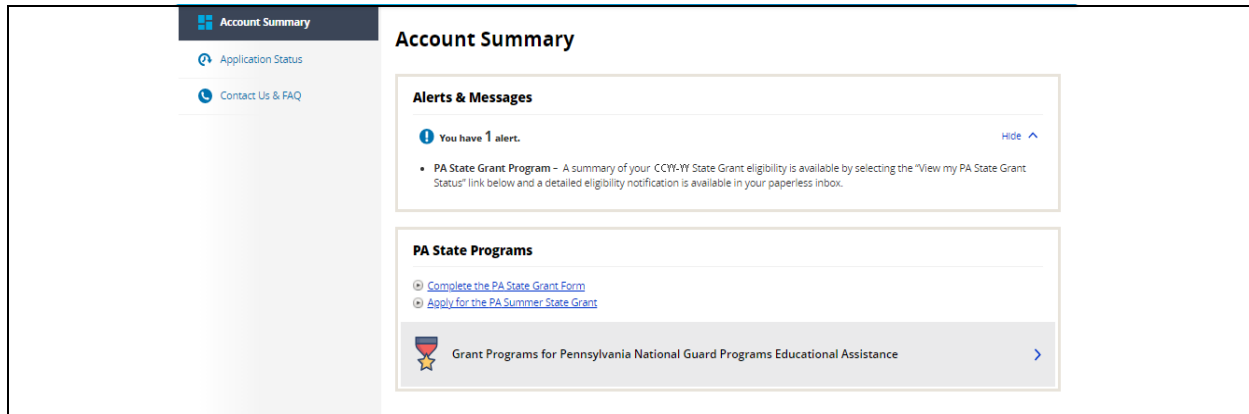
The **Congratulations! You have successfully uploaded your documentation** message displays after the upload is completed.



39. Click **TAKE THE SURVEY** to take a survey about the application process. Or click **RETURN TO MY ACCOUNT** to return to the online account summary.

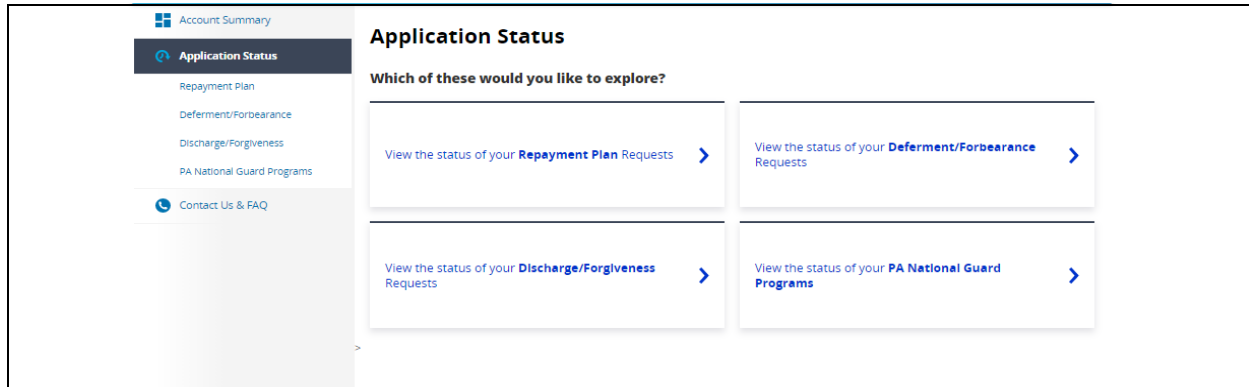
Application Status

After an EAP application has been submitted, the service member may return to the consumer portal to review the application status and any awards that were approved.



1. Click **Application Status** in the left navigation section on the **Account Summary** page.

The **Application Status** page displays.



2. Click **View the status of your PA National Guard Programs**.

The **PA National Guard Programs** application status page displays.

PA National Guard Programs

Educational Assistance Program (EAP) You currently have been awarded 0.5 of 5 years of awards.

CCYY-YY Academic Year
HARRISBURG AREA COMMUNITY COLLEGE School Name
Approved Status
\$3,000.00 Total Amount
View More Details

Remember you need to inform the PA Department of Military and Veteran Affairs (DMVA) if your status changes. [My Status Has Changed >](#)

Military Family Education Program (MFEP)

MFEP is an educational grant program benefiting the family members of eligible Pennsylvania National Guard Service Members. You can apply at anytime during your additional 6-year service agreement, and reserve the benefit for both current and future family members.

[APPLY NOW](#)

This screen displays the list of awards for which the service member has applied.

The total number of awards awarded displays next to the **Educational Assistance Program (EAP)** heading.

Each year includes the Academic Year dates, School Name, Status of the application and the Total Amount awarded, if applicable.

3. Click **View More Details** for a specific term to view more details of the award for that term.

NOTE: If the consumer needs to upload their application or other documentation, a document upload message displays. Refer to the [Document Upload](#) section of this document for more information.

The term and term award amount for the selected award expands with more details.

The screenshot displays the 'PA National Guard Programs' section of the PHEAA web application. On the left is a navigation menu with options: Account Summary, Application Status, Repayment Plan, Deferment/Forbearance, Discharge/Forbearance, PA National Guard Programs (highlighted), and Contact Us & FAQ. The main content area is titled 'PA National Guard Programs' and includes a sub-section for the 'Educational Assistance Program (EAP)'. A note states: 'You currently have been awarded 0.5 of 5 years of awards.' Below this is a table for 'CCYY-YY Academic Year' with columns for 'School Name', 'Status', and 'Total Amount'. The table shows 'HARRISBURG AREA COMMUNITY COLLEGE' with a status of 'Approved' and a total amount of '\$3,000.00'. A table with one row is shown below:

CCYY-YY Academic Year	School Name	Status	Total Amount
	HARRISBURG AREA COMMUNITY COLLEGE	Approved	\$3,000.00

Below the table is a button labeled 'UPDATE SCHOOL INFORMATION' and a link for 'View Less Details'.

The award amount for each term is listed individually, if applicable.

4. If the school information needs to be updated, click **UPDATE SCHOOL INFORMATION**.

Update School Information

The **Update School Information** page displays.

PA National Guard Educational Assistance Program (EAP) CCYY - YY

1 UPDATE SCHOOL INFORMATION
2
3

All fields marked with an * are required.

Update Military Information

* Have you been deployed or are you deployed with the PA National Guard?

No
 Yes

Update Education Information

* Current Year in College during this application:

Second ▼

* Projected Graduation Date:

12/2021

* Are you enrolled in any online, correspondence/distance learning classes?

Yes
 No

Update School Information 1

Full Name of School / Branch Campus: **HARRISBURG AREA COMMUNITY COLLEGE
00327300 - HARRISBURG, PA**

* Please provide the total tuition charged for each semester:

Semester	Expected Enrollment Status	Tuition	Total No. of Credits/Clock Hours
Fall 2020	Not Enrolled ▼	\$ 0	0
Winter	Not Enrolled ▼	\$ 0	0
Spring 2021	Not Enrolled ▼	\$ 0	0
Summer 2021	Enrolled ▼	\$ 3000	12

[+ I will be attending another school](#)

CANCEL
CONTINUE

1. Select **Yes** or **No** to the following question: **Have you been deployed or are you deployed with the PA National Guard?** This field is required.
2. In the **Current Year of College during this Application** field, select the year in college. This field is required.
3. In the **Projected Graduation Date** field, enter the projected graduation date in MM/DD/YYYY format. This field is required.

4. Select **Yes** or **No** to the following question: **Are you enrolled in any online, correspondence/distance learning classes?** This field is required.

In the tuition section, complete the following fields as needed for each semester or quarter. At least one row of enrollment and tuition information is required.

5. In the **Expected Enrollment Status** field, click the drop-down arrow to select the expected enrollment status for the term.
6. In the **Tuition** field, enter the total amount of tuition for the term.
7. In the **Total No. of Credits/Clock Hours** field, enter the total number of credits or clock hours expected to be completed for the term.
8. Repeat steps 5 through 7 for each term as needed.
9. Click **I will be attending another school** to add information about another school and repeat the steps above.
10. Click **CONTINUE**.

The **Verify** page displays.

PA National Guard Educational Assistance Program (EAP) CCYY - YY

1 — 2 **VERIFY** — 3

Updated Military Information [Edit](#)

Have you been deployed or are you deployed with the PA National Guard? **No**

Updated Education Information [Edit](#)

Current Year in College during this Application: **Second**

Projected Graduation Date: **12/2021**

Are you enrolled in any online, correspondence distance learning classes? **Yes**

Update School Information 1 [Edit](#)

Full Name of School/Branch Campus 1: **HARRISBURG AREA COMMUNITY COLLEGE
00327300 - HARRISBURG, PA**

Fall Cost and Credits/Hours: **\$0 Tuition / 0 Credits**

Spring Cost and Credits/Hours: **\$0 Tuition / 0 Credits**

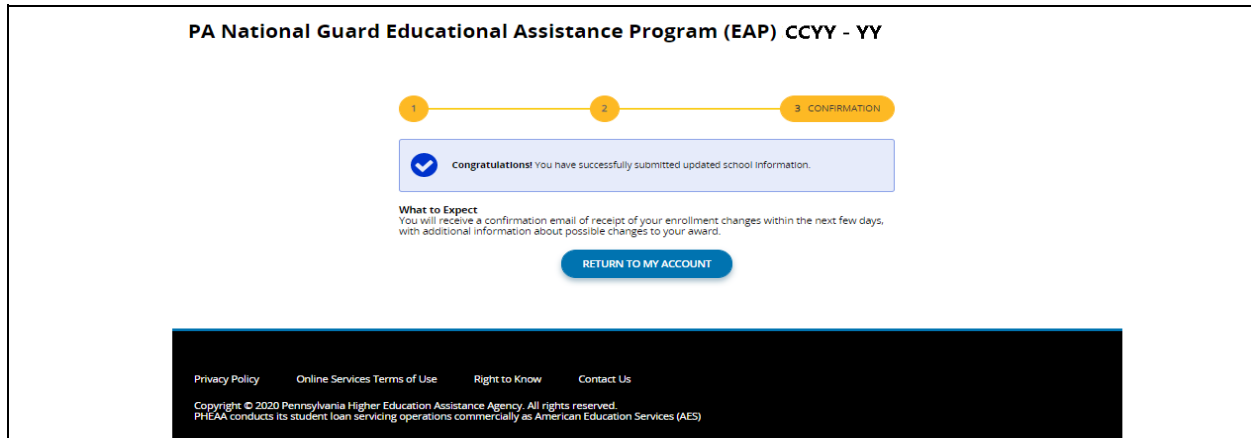
Summer Cost and Credits/Hours: **\$3000 Tuition / 12 Credits**

[BACK](#) [SUBMIT](#)

11. Verify the information in each section and click **Edit** to update any of the information if needed.

12. Click **SUBMIT** to submit the changes.

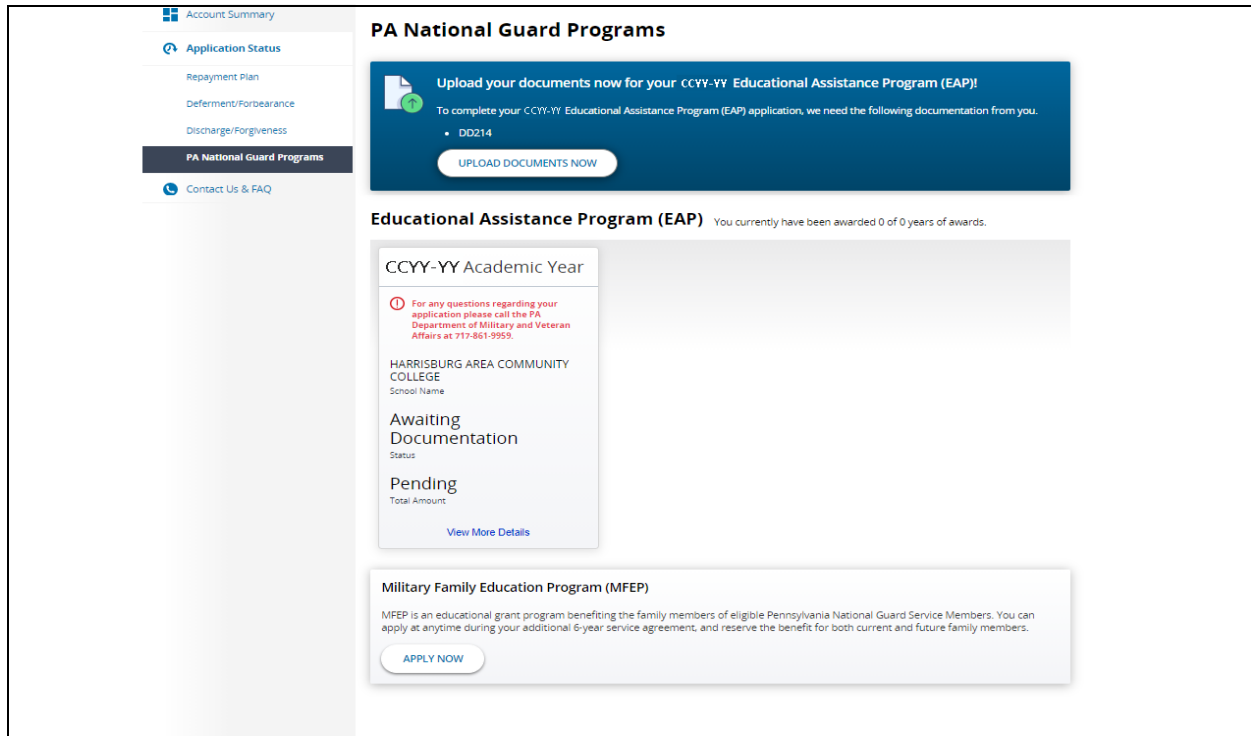
The **Confirmation** page displays the message: **Congratulations! You have successfully submitted updated school information.**



The screenshot shows the confirmation page for the PA National Guard Educational Assistance Program (EAP) for the current and next fiscal year (CCYY - YY). At the top, there is a progress indicator with three steps: 1, 2, and 3. Step 3, labeled 'CONFIRMATION', is the active step. Below the progress bar, a blue box with a checkmark icon contains the message: 'Congratulations! You have successfully submitted updated school information.' Underneath this message, there is a section titled 'What to Expect' which states: 'You will receive a confirmation email of receipt of your enrollment changes within the next few days, with additional information about possible changes to your award.' A blue button labeled 'RETURN TO MY ACCOUNT' is positioned below the 'What to Expect' section. At the bottom of the page, there is a dark footer area containing links for 'Privacy Policy', 'Online Services Terms of Use', 'Right to Know', and 'Contact Us'. Below these links, a small copyright notice reads: 'Copyright © 2020 Pennsylvania Higher Education Assistance Agency. All rights reserved. PHEAA conducts its student loan servicing operations commercially as American Education Services (AES)'.

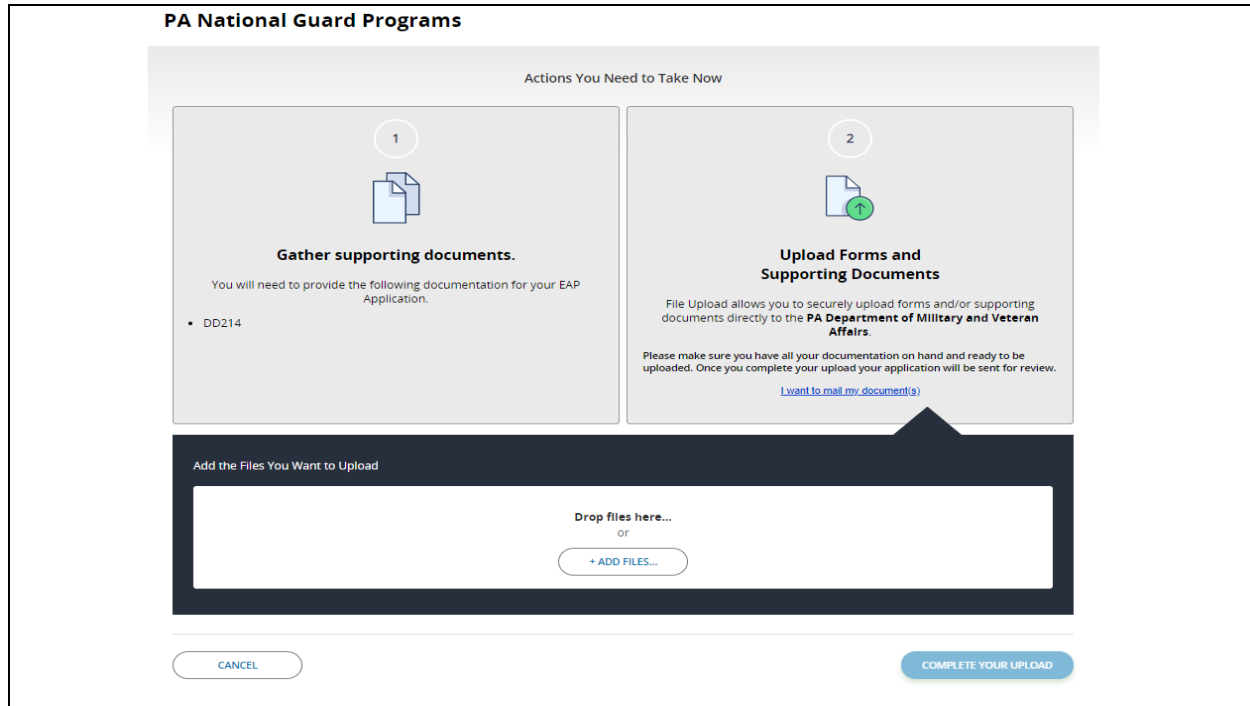
Document Upload

The **PA National Guard Programs** application status page displays for uploading documents if the service member did not return their application or supporting documents.



1. Click **UPLOAD DOCUMENTS NOW**.

The **Actions You Need to Take Now** page displays.



PA National Guard Programs

Actions You Need to Take Now

1

Gather supporting documents.

You will need to provide the following documentation for your EAP Application.

- DD214

2

Upload Forms and Supporting Documents

File Upload allows you to securely upload forms and/or supporting documents directly to the **PA Department of Military and Veteran Affairs**.

Please make sure you have all your documentation on hand and ready to be uploaded. Once you complete your upload your application will be sent for review.

[I want to mail my document\(s\)](#)

Add the Files You Want to Upload

Drop files here...
or
[+ ADD FILES...](#)

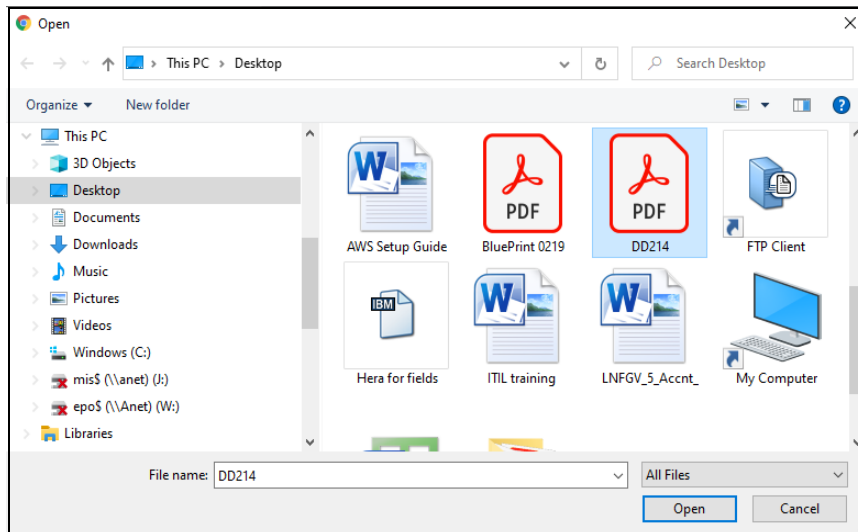
[CANCEL](#) [COMPLETE YOUR UPLOAD](#)

This screen displays a list of the documentation that is required to complete the application. The service member can mail the supporting documents or upload the files to the website.

2. To upload the files, drag and drop files to the **Add the Files You Want to Upload** section or click **ADD FILES**.

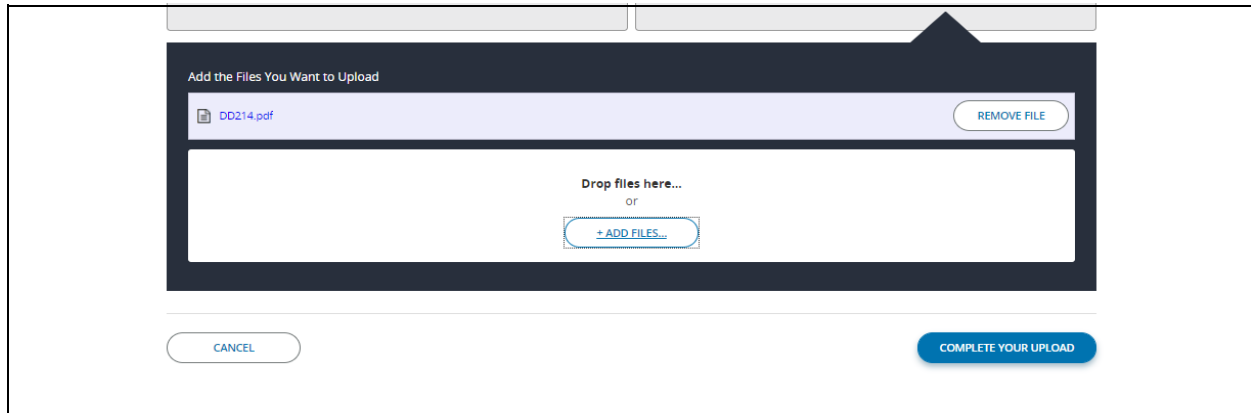
NOTE: If the service member wishes to mail the supporting documentation, click **I want to mail my documents** to view the address and instructions for mailing documentation.

The **Open** dialog box displays.



3. Select the document to be uploaded so that the name appears in the **File name** box.
4. Click **Open**.

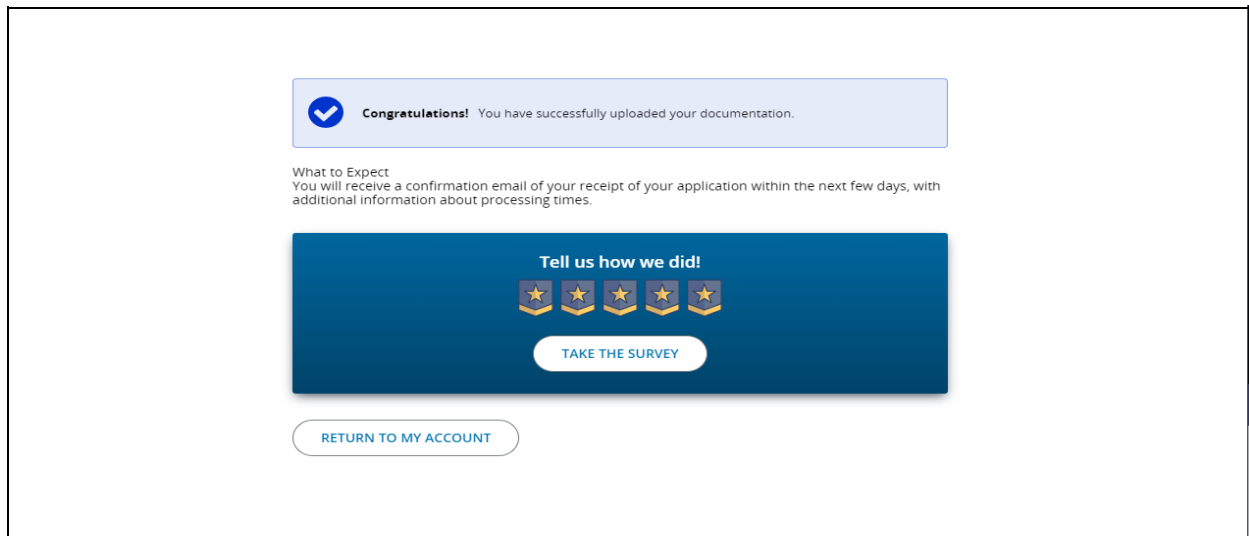
The **Actions You Need to Take Now** page redisplay with the document file in the **Add the Files You Want to Upload** section.



5. Continue adding files as needed.
6. Click **COMPLETE YOUR UPLOAD** when all files have been added.

Education Assistance Program (EAP) Application

The **Congratulations! You have successfully uploaded your documentation** message displays after the upload is completed.



7. Click **TAKE THE SURVEY** to take a survey about the application process. Or click **RETURN TO MY ACCOUNT** to return to the online account summary.

The Pennsylvania Higher Education Assistance Agency (PHEAA) was created by the Pennsylvania General Assembly in 1963 to provide affordable access to higher education for PA students and families. Through the years, PHEAA has evolved into one of the nation's leading providers of student financial aid services, including the Commonwealth's state-based student loan program—PA Forward. PHEAA also serves millions of students through guaranty, servicing, financial aid processing, and other programs.

PHEAA's earnings are used to support the Agency's public service mission and to pay operating costs, including the administration of the PA State Grant Program and other state-funded student aid programs. This contribution from PHEAA saves the Commonwealth millions of dollars each year. PHEAA continues to devote energy, resources, and imagination to developing innovative ways to ease the financial burden of higher education for students, families, schools, and taxpayers.

PHEAA conducts student loan servicing operations nationally as American Education Services (AES).

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Pennsylvania Higher Education Assistance Agency

1200 North Seventh Street, Harrisburg, PA 17102-1444 • 1-800-692-7392

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