

# Military Family Education Program (MFEP) Application

Web Product Procedures

April 2026





**Notes**



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# Military Family Education Program (MFEP) Application

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## Introduction

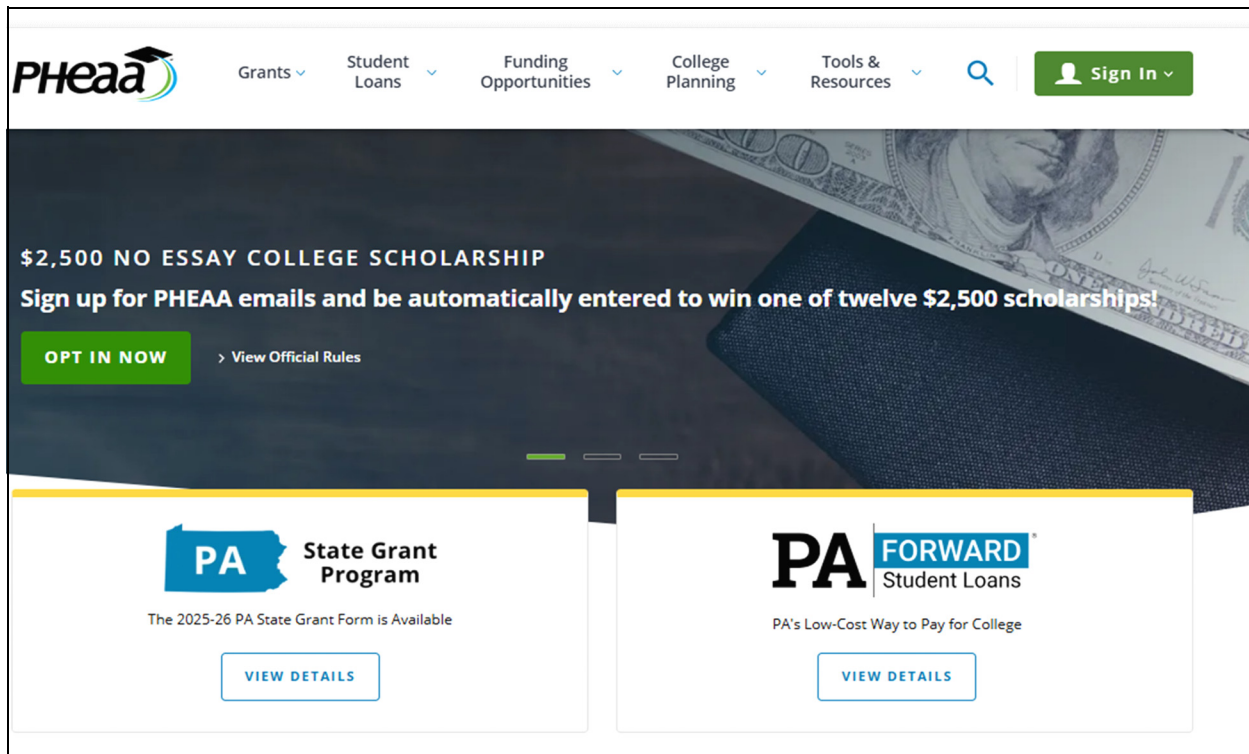
The Pennsylvania Higher Education Assistance Agency (PHEAA) and the Pennsylvania Department of Military and Veterans Affairs (DMVA) administer the Military Family Education Program to provide assistance for active National Guard personnel who have a family member attending or planning to attend school. The PA Military Family Education Program (MFEP) application is an online application available through the PHEAA Account Access portal, which may be accessed through [www.pheaa.org](http://www.pheaa.org).

This user guide describes how to access and complete the online MFEP application for National Guard members and their beneficiary family members in school.

## Access from the PHEAA Website

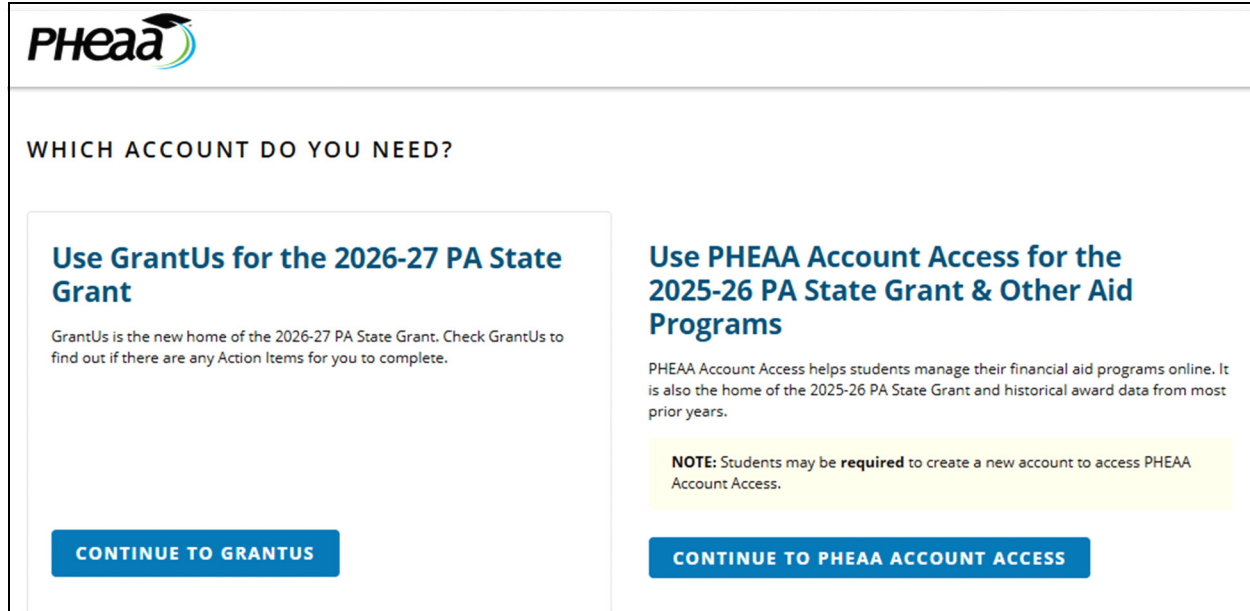
1. Enter the following URL in a Web browser: [www.pheaa.org](http://www.pheaa.org).

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.



**PHEAA**

WHICH ACCOUNT DO YOU NEED?

**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.

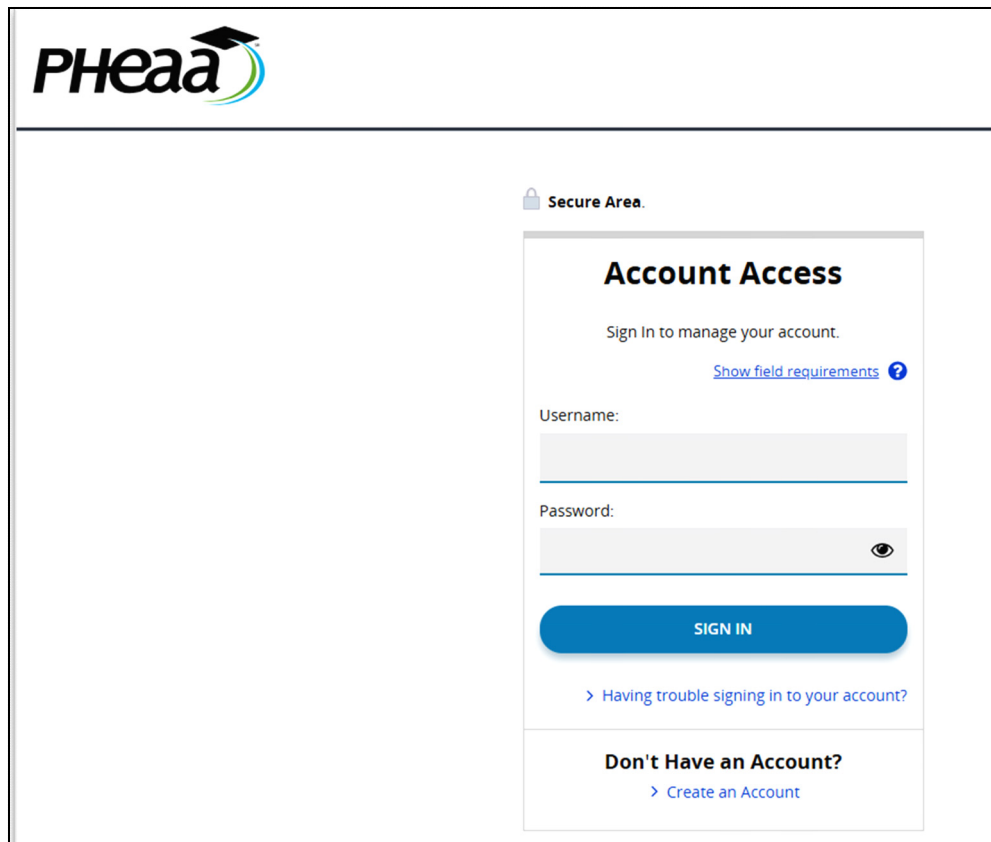
**NOTE:** Students may be **required** to create a new account to access PHEAA Account Access.

**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** to view the **PHEAA Access Sign In** page.

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

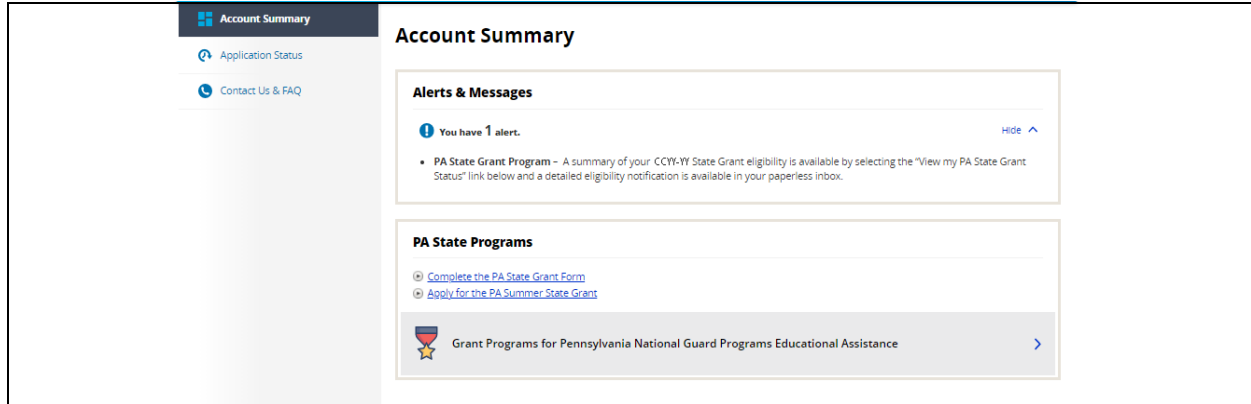


The screenshot shows the PHEAA logo in the top left corner. Below it, the text "Secure Area." is displayed with a lock icon. The main content area is titled "Account Access" and contains the following elements:

- Text: "Sign In to manage your account."
- Link: "[Show field requirements](#)" with a question mark icon.
- Form field: "Username:" with an input box.
- Form field: "Password:" with an input box and an eye icon for toggling visibility.
- Button: "SIGN IN" (blue button).
- Link: "> [Having trouble signing in to your account?](#)"
- Section: "Don't Have an Account?" with a link "> [Create an Account](#)".

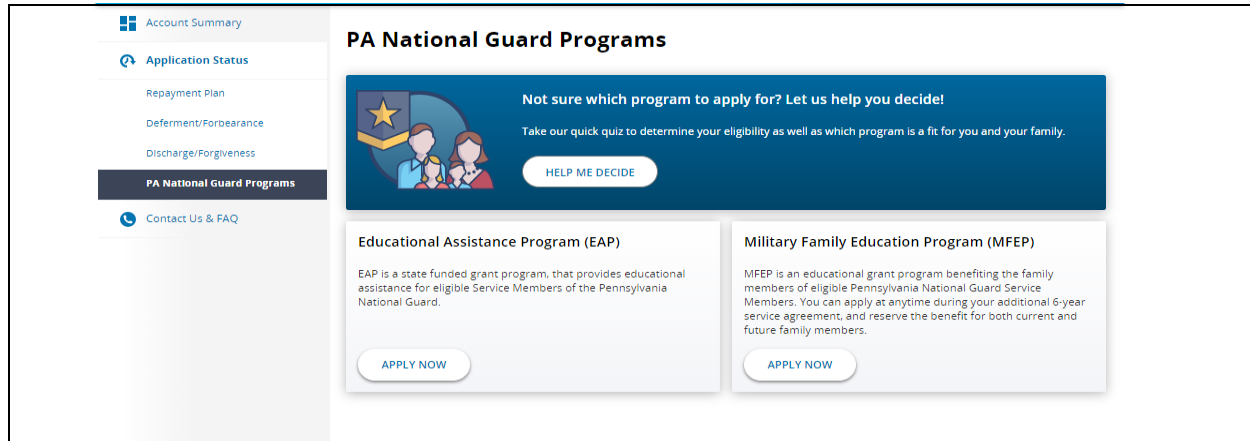
4. In the **Username** field, enter the user name.
5. In the **Password** field, enter the user's password.
6. Click **Sign In**.

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



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

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



8. If the customer is unsure which program to apply for, click **HELP ME DECIDE**. Refer to the [Help Me Decide](#) section for more details.
9. Click **APPLY NOW** under the Military Family Education Program (MFEP) section to apply for the Military Family Education Program.

**NOTE:** Refer to the user guide for the Educational Assistance Program (EAP) to review more information about applying for the Educational Assistance Program.


## Service Member Application Statement of Understanding

The **Statement of Understanding** page displays.

**PA National Guard Programs**

Before you start your MFEP application you need to acknowledge your Statement of Understanding.


1



**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 anytime you no longer meet the program's eligibility requirements.

2




**You must review the Statement of Understanding.**

Carefully review the document, and do not sign if you have any questions. You can contact the Pennsylvania Department of Military and Veteran Affairs at 1-(717) 861-8894.

 [Statement of Understanding](#)

3



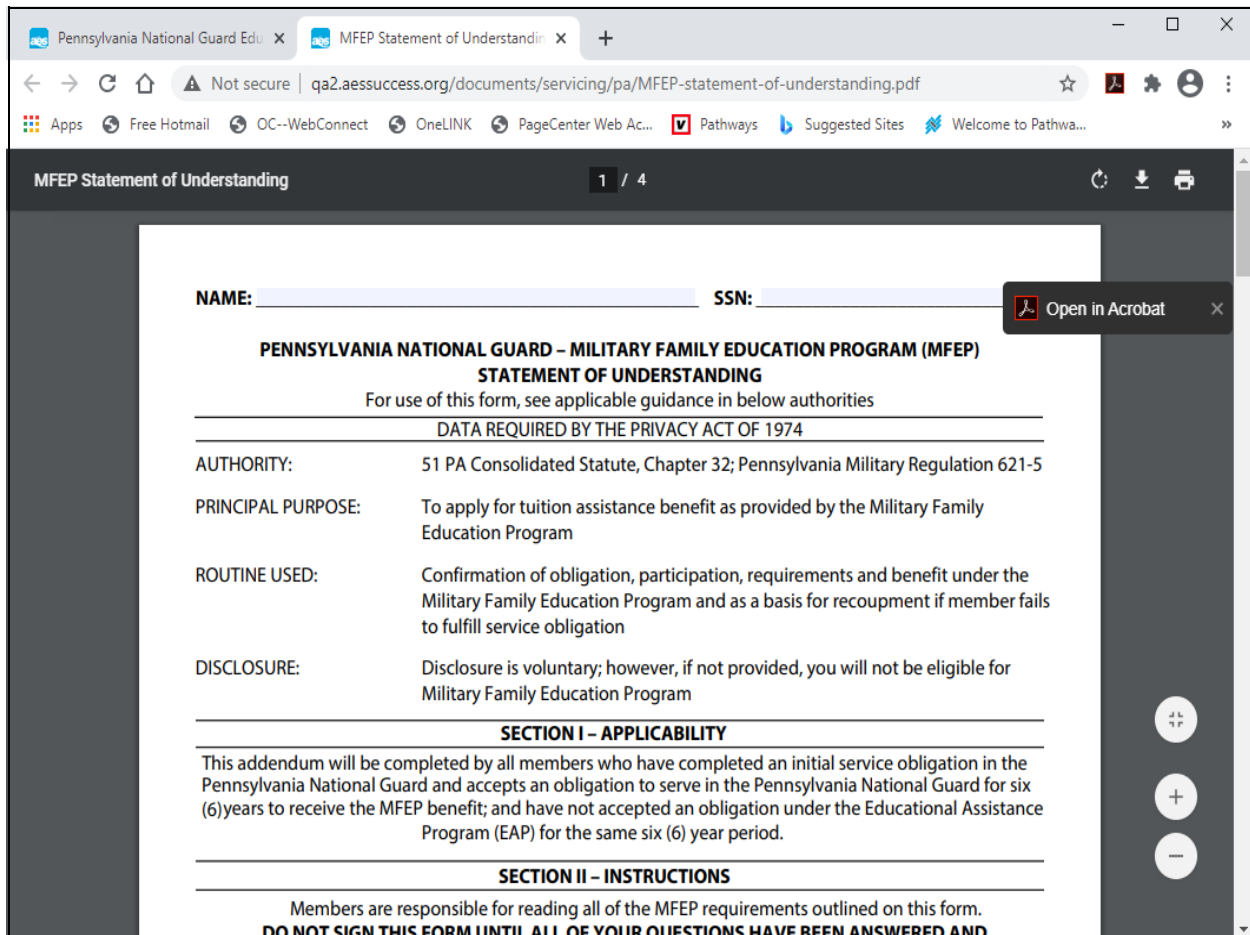
**You must acknowledge the Statement of Understanding**

By clicking Continue you are acknowledging you have been presented the Statement of Understanding, and understand the program's eligibility requirements. You will sign this document when you submit your application

**CONTINUE**

1. Click the PDF link for the Statement of Understanding.

The Statement of Understanding PDF opens in a new page.







2. Read the Statement of Understanding and electronically sign the bottom.
3. Click the X in the corner of the PDF to close it.

The **Statement of Understanding** page redisplay.

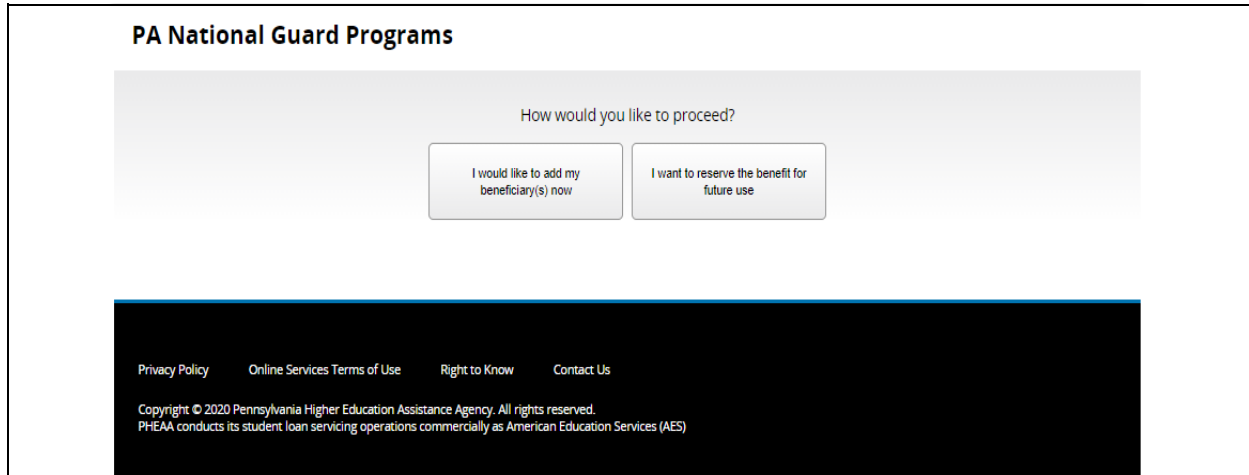
### PA National Guard Programs

Before you start your MFEP application you need to acknowledge your Statement of Understanding.

-   
**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 anytime 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 Pennsylvania Department of Military and Veteran Affairs at 1-(717) 861-8894.  
 [Statement of Understanding](#)
-   
**You must acknowledge the Statement of Understanding**  
By clicking Continue you are acknowledging you have been presented the Statement of Understanding, and understand the program's eligibility requirements. You will sign this document when you submit your application  
**CONTINUE**

4. Click **CONTINUE** to acknowledge the Statement of Understanding.

The benefits decision page displays.



5. Click one of the following options to the question: **How would you like to proceed?**
- I would like to add my beneficiary(s) now
  - I want to reserve the benefit for future use

The benefits decision page redisplay with the service member and the beneficiaries information that is required to complete the application, if the service member indicated to add a beneficiary now.

### PA National Guard Programs

How would you like to proceed?

**I would like to add my beneficiary(s) now** | I want to reserve the benefit for future use

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

- Your Unit Identification Code (UIC)
- Beginning Date of Six-Year Contract with Military Family Education Program (MFEP)
- Expiration of Term of Service (ETS) Date
- Two References (Full Name, Address, Phone Number, Email)
- Employment information (if applicable)

**For your beneficiary(s):**

- Full Legal Name
- Social Security Number
- Date of Birth
- Address
- Phone Number (Optional)
- Email Address (Optional)

**APPLY NOW**

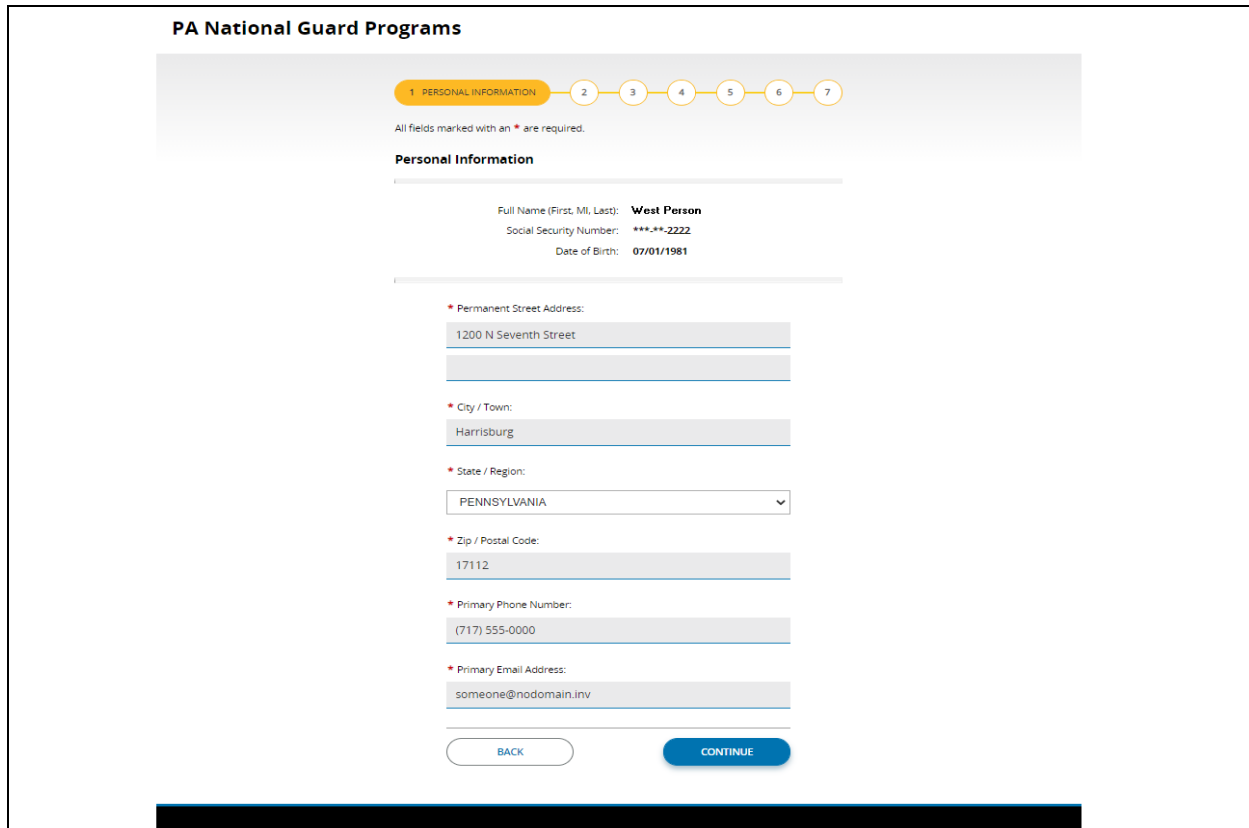
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PHEAA conducts its student loan servicing operations commercially as American Education Services (AES)

6. Click **APPLY NOW**.

## Personal Information

The **Personal Information** page displays.



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.
4. In the **Zip/Postal Code** field, enter the ZIP or postal code. This field is required.



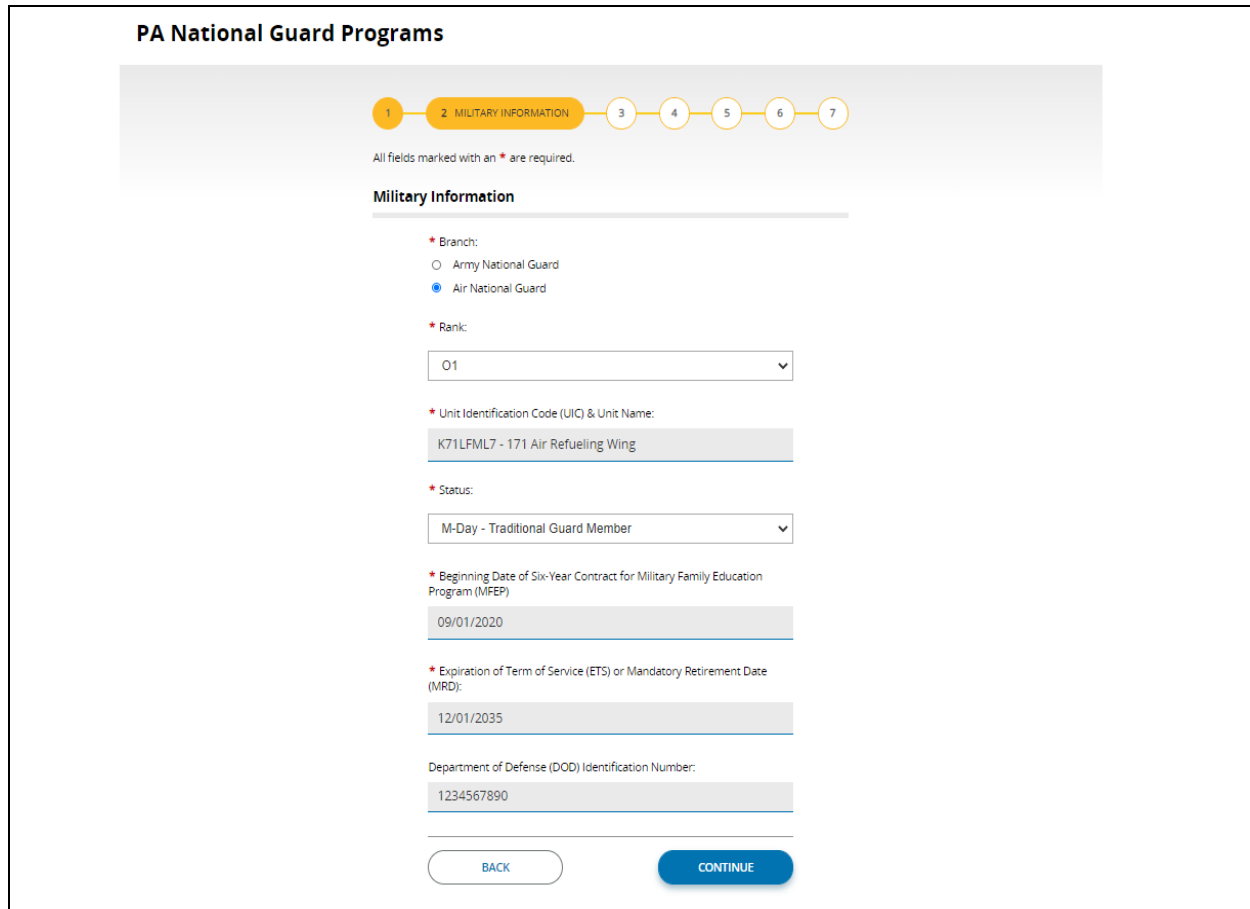
## Military Family Education Program (MFEP) Application

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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.



The screenshot shows a web form titled "PA National Guard Programs". At the top, there is a progress indicator with seven steps: 1, 2 (MILITARY INFORMATION), 3, 4, 5, 6, and 7. Below the progress indicator, a note states "All fields marked with an \* are required." The form section is titled "Military Information" and contains the following fields:

- \* Branch:** Radio buttons for "Army National Guard" and "Air National Guard". The "Air National Guard" option is selected.
- \* Rank:** A drop-down menu showing "O1".
- \* Unit Identification Code (UIC) & Unit Name:** A text field containing "K71LFML7 - 171 Air Refuelling Wing".
- \* Status:** A drop-down menu showing "M-Day - Traditional Guard Member".
- \* Beginning Date of Six-Year Contract for Military Family Education Program (MFEP):** A text field containing "09/01/2020".
- \* Expiration of Term of Service (ETS) or Mandatory Retirement Date (MRD):** A text field containing "12/01/2035".
- Department of Defense (DOD) Identification Number:** A text field containing "1234567890".

At the bottom of the form, there are two buttons: "BACK" and "CONTINUE".

1. In the **Branch** section, select **Army National Guard** or **Air National Guard**. This field is required.
2. In the **Rank** field, click the drop-down arrow to select the military rank of the service member. This field is required.
3. 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.
4. In the **Status** field, click on the field and select the status of the service member. This field is required.



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## Military Family Education Program (MFEP) Application

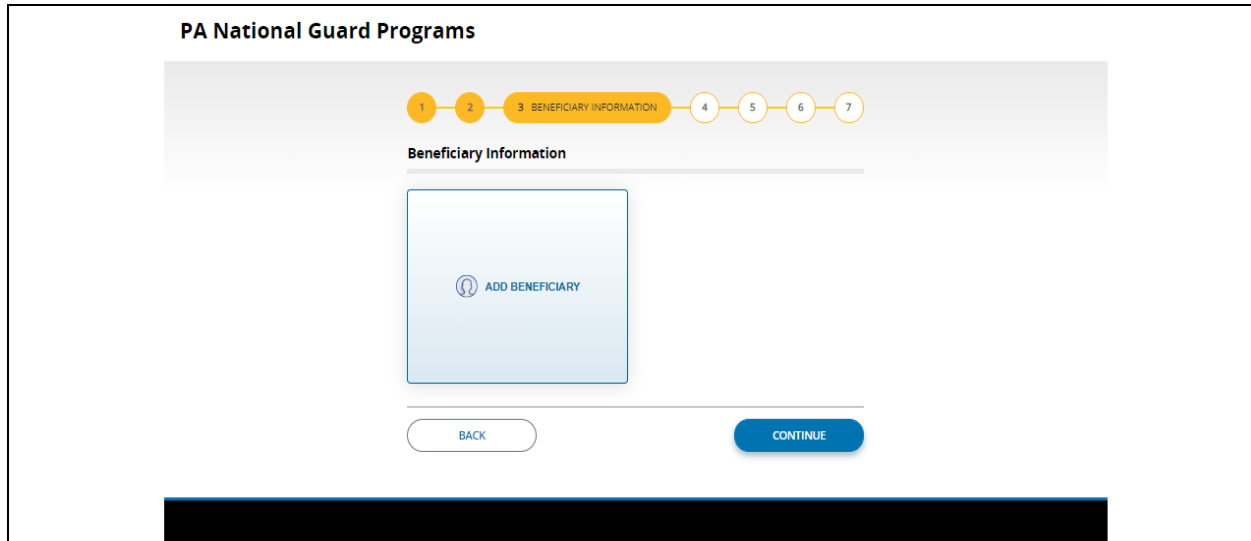
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5. In the **Beginning Date of Six-Year Contract for Education Assistance Program (EAP)** field, enter the beginning date of the contract for EAP in MM/DD/YYYY format. This field is required.
6. In the **Expiration of Term of Service (ETS) or Mandatory 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.
7. In the **Department of Defense (DOD) ID** field, enter the DOD identification number.
8. Click **CONTINUE**.

## Beneficiary Information

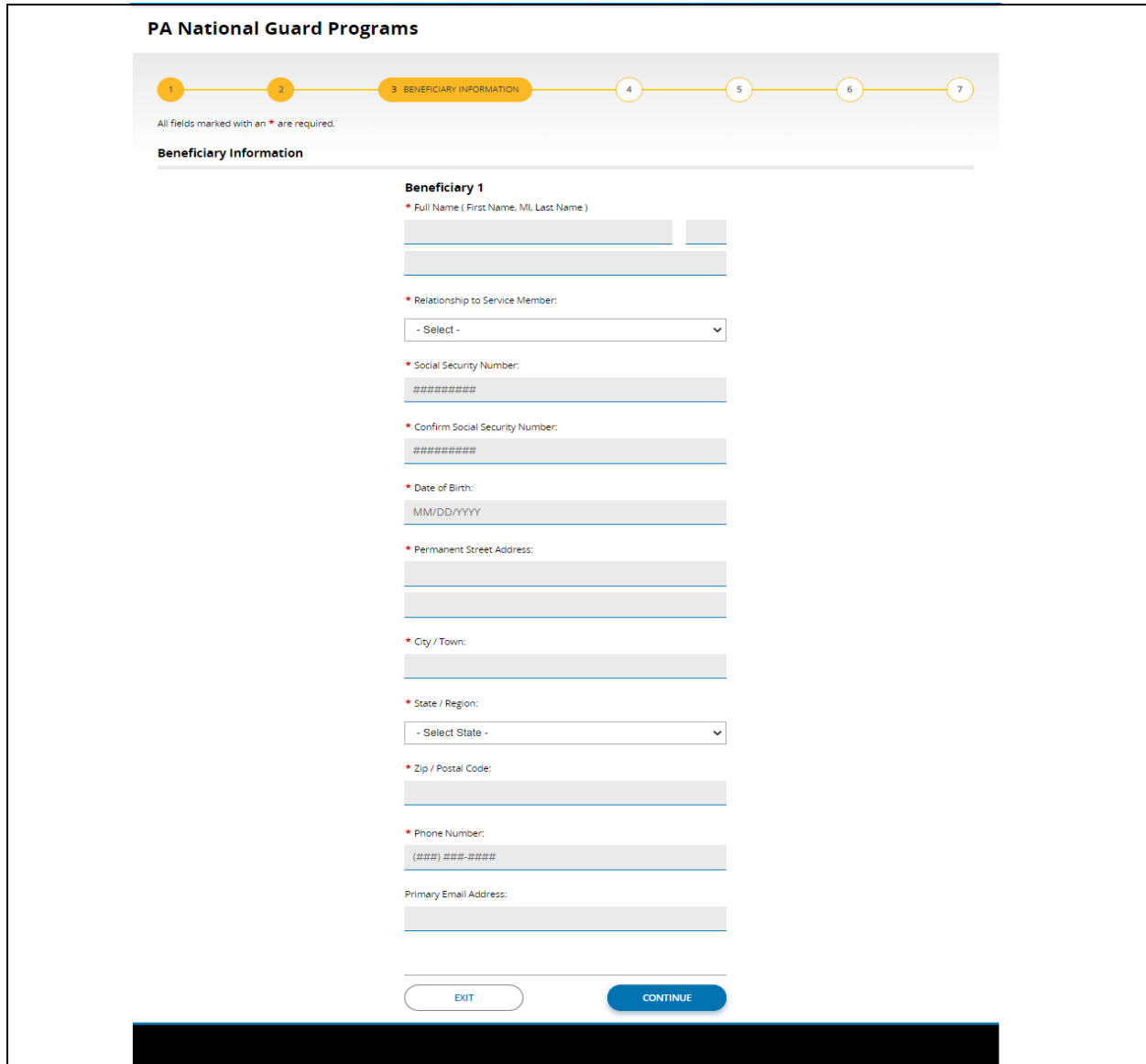
The **Beneficiary Information** page displays.

**NOTE:** This page does not display if the customer selected **I want to reserve the benefit for future use** and no beneficiaries are being added now.



1. Click the **ADD BENEFICIARY** icon.

The **Beneficiary Information - Beneficiary 1** page displays.



2. In the **Full Name (First Name, MI, Last Name)** fields, enter the first name, middle initial and last name of the beneficiary. This field is required.
3. In the **Relationship to Service Member** field, click the field and select the beneficiary’s relationship to the servicer member. This field is required.
4. In the **Social Security Number** field, enter the beneficiary’s Social Security number. This field is required.

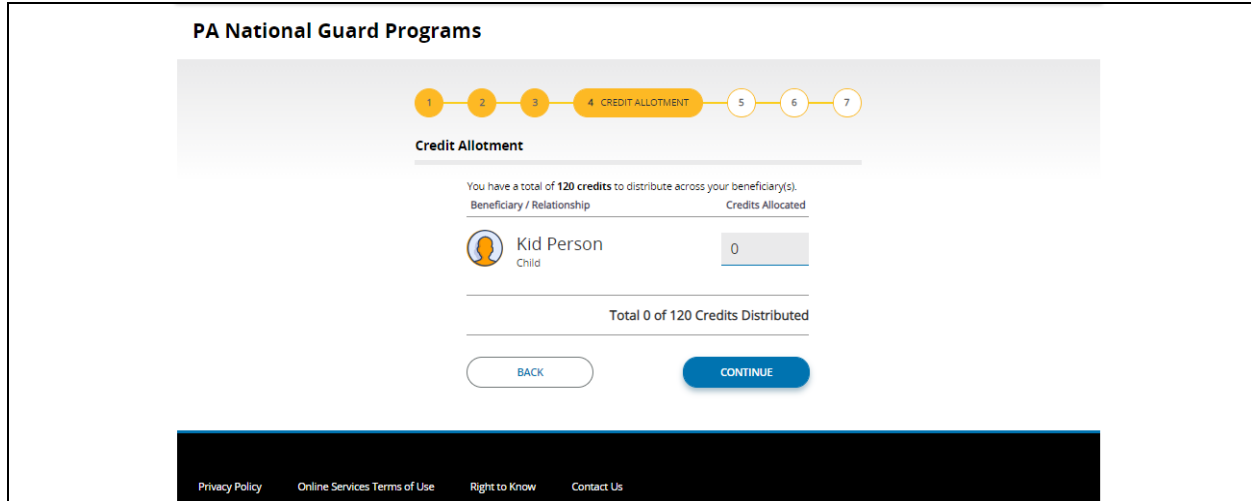
5. In the **Confirm Social Security Number** field, enter the beneficiary's Social Security number again. This field is required.
6. In the **Date of Birth** field, enter the beneficiary's date of birth in MM DD YYYY format. This field is required.
7. In the **Permanent Street Address** fields, enter up to two lines for the beneficiary's permanent street address. This field is required.
8. In the **City/Town** field, enter the name of the beneficiary's city or town. This field is required.
9. In the **State/Region** field, enter the name of the beneficiary's state or region. This field is required.
10. In the **Zip/Postal Code** field, enter the ZIP or postal code for the beneficiary's address. This field is required.
11. In the **Phone Number** field, enter the beneficiary's phone number in 10-digit format. This field is required.
12. In the **Primary Email Address** field, enter the beneficiary's primary email address.
13. Click **CONTINUE**.

**NOTE:** On the **Beneficiary Information** page, click the **ADD BENEFICIARY** icon to add another beneficiary or click **CONTINUE** to continue processing the application.

## Credit Allotment

The **Credit Allotment** page displays.

**NOTE:** This page does not display if the customer selected **I want to reserve the benefit for future use** and no beneficiaries are being added now.




**PA National Guard Programs**

1 2 3 **4 CREDIT ALLOTMENT** 5 6 7

**Credit Allotment**

You have a total of **120 credits** to distribute across your beneficiary(s).

Beneficiary / Relationship	Credits Allocated
 Kid Person Child	0

Total 0 of 120 Credits Distributed

[BACK](#) [CONTINUE](#)

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

This page displays the list of beneficiaries and the total credit allotment for the program.

1. In the **Credits Allocated** field next to each beneficiary, enter the number of credits allocated to the beneficiary.

**NOTE:** A total of 120 credits is available to be allocated.

2. Click **CONTINUE** when finished distributing the total credit allotment.

## References

The **References** page displays.

**PA National Guard Programs**

1 2 3 4 5 REFERENCES 6 7

Based on the information you provided, any grant awarded under the Military Family Education Program can convert to a loan if you do not honorably fulfill your obligation to the PA National Guard. In order to continue you must complete a Promissory Note.

All fields marked with an \* are required.

**References**

**Reference 1**

\* Full Name (First Name, MI, Last Name)  
john Doe

\* Permanent Street Address:  
100 State Street

\* City / Town:  
Middletown

\* State / Region:  
PENNSYLVANIA

\* Zip / Postal Code:  
17059

\* Phone Number:  
(717) 555-1234

Primary Email Address:

**Reference 2**

\* Full Name (First Name, MI, Last Name)  
jane Doe

\* Permanent Street Address:  
200 State Street

\* City / Town:  
Anytown

\* State / Region:  
PENNSYLVANIA

\* Zip / Postal Code:  
17078

\* Phone Number:  
(717) 555-4321

Primary Email Address:

BACK CONTINUE

**NOTE:** Two references are required to be entered.

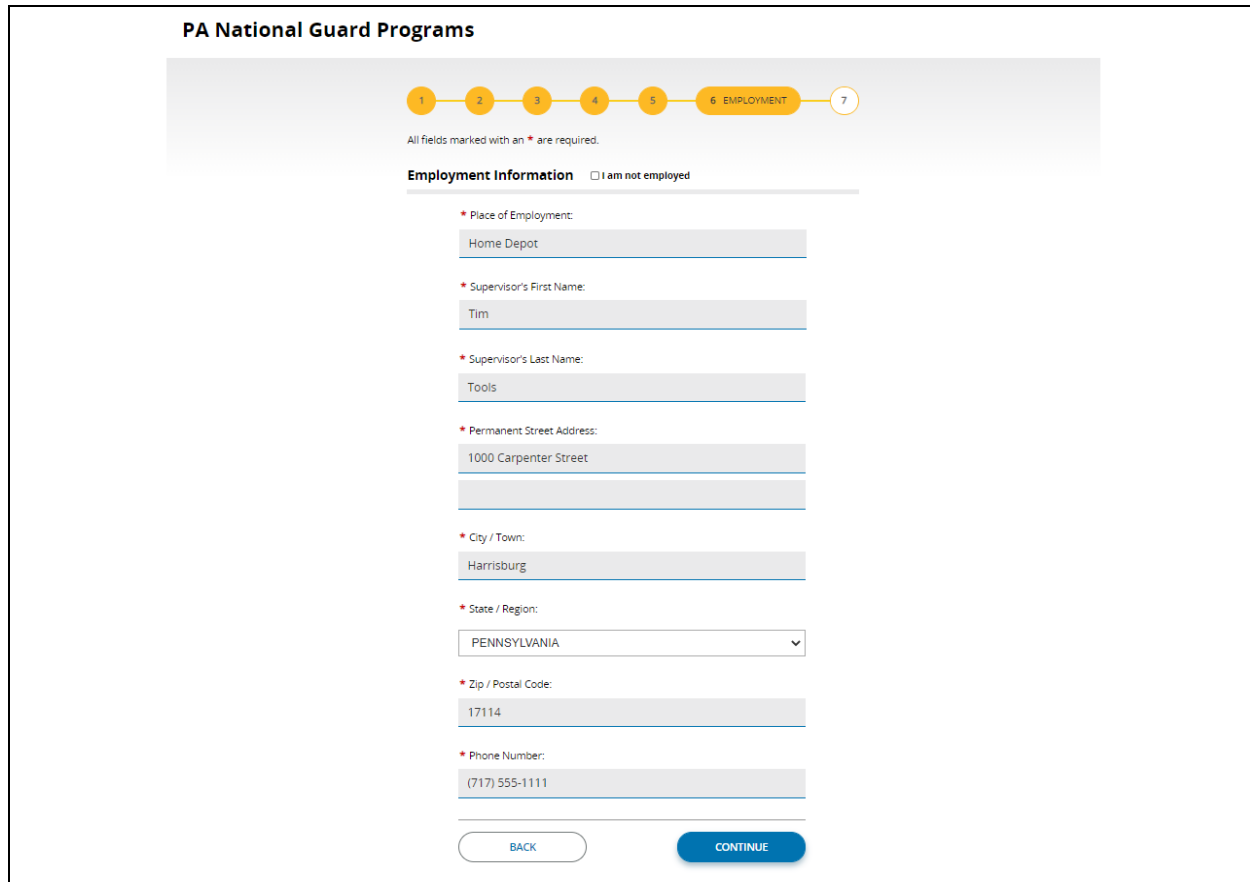


## Military Family Education Program (MFEP) Application

1. In the **Full Name (First Name, MI, Last Name)** field, enter the first name, middle initial and last name of the first reference. This field is required.
2. In the **Permanent Street Address** field, enter up to two lines for the first reference's permanent street address. This field is required.
3. In the **City/Town** field, enter the name of the first reference's city or town. This field is required.
4. In the **State/Region** field, click the drop-down arrow to select the state or region of the first reference's address. This field is required.
5. In the **Zip/Postal Code** field, enter the ZIP or postal code for the first reference's address. This field is required.
6. In the **Phone Number** field, enter the first reference's phone number in 10-digit format. This field is required.
7. In the **Primary Email Address** field, enter the first reference's primary email address.
8. In the **Full Name (First Name, MI, Last Name)** field, enter the first name, middle initial and last name of the second reference. This field is required.
9. In the **Permanent Street Address** field, enter up to two lines for the second reference's permanent street address. This field is required.
10. In the **City/Town** field, enter the name of the second reference's city or town. This field is required.
11. In the **State/Region** field, click the drop-down arrow to select the state or region of the second reference's address. This field is required.
12. In the **Zip/Postal Code** field, enter the ZIP or postal code for the second reference's address. This field is required.
13. In the **Phone Number** field, enter the second reference's phone number in 10-digit format. This field is required.
14. In the **Primary Email Address** field, enter the second reference's primary email address.
15. Click **CONTINUE**.

## Employment Information

The **Employment Information** page displays.



The screenshot shows a web form titled "PA National Guard Programs". At the top, there is a progress bar with seven steps: 1, 2, 3, 4, 5, 6 EMPLOYMENT (highlighted), and 7. Below the progress bar, it states "All fields marked with an \* are required." The form is titled "Employment Information" and includes a checkbox for "I am not employed". The form contains the following fields:

- \* Place of Employment: Home Depot
- \* Supervisor's First Name: Tim
- \* Supervisor's Last Name: Tools
- \* Permanent Street Address: 1000 Carpenter Street
- \* City / Town: Harrisburg
- \* State / Region: PENNSYLVANIA
- \* Zip / Postal Code: 17114
- \* Phone Number: (717) 555-1111

At the bottom of the form, there are two buttons: "BACK" and "CONTINUE".

1. Check the box **I am not employed** if the service member is not employed.
2. In the **Place of Employment** field, enter the name of the place of service member's employment. This field is required.
3. In the **Supervisor's Name (First Name, Last Name)** fields, enter the supervisor's first name and last name. This field is required.
4. In the **Employer Street Address** fields, enter up to two lines for the employer's street address. This field is required.
5. In the **City/Town** field, enter the name of the employer's city or town. This field is required.



## Military Family Education Program (MFEP) Application

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6. In the **State/Region** field, click the drop-down arrow to select the state or region of the employer's address. This field is required.
7. In the **Zip/Postal Code** field, enter the ZIP or postal code of the employer's address. This field is required.
8. In the **Phone Number** field, enter the phone number of the employer in 10-digit format. This field is required.
9. Click **CONTINUE**.

## Verify & Sign

The **Verify & Sign** page displays all of the information entered.

**PA National Guard Programs**

1
2
3
4
5
6
7 VERIFY & SIGN

**Personal Information** [Edit](#)

Full Name (First, MI, Last): **West Person**  
 Social Security Number: **\*\*\*-\*\*-2222**  
 Date of Birth: **07/01/1981**  
 Address: **1200 N Seventh Street  
 Harrisburg, PA 17112**  
 Phone Number: **(717) 555-0000**  
 Primary Email Address: **someone@nodomain.inv**

**Military Information** [Edit](#)

Branch: **Air National Guard**  
 Rank: **O1**  
 Status: **M-Day - Traditional Guard Member**  
 Beginning Date of Six-Year Contract: **09/01/2020**  
 Expiration of Term of Service (ETS) or  
 Mandatory Retirement Date (MIRD): **12/01/2025**  
 Unit Identification Code (UIC) and Unit  
 Name: **K71LFML7 - 171 Air Refueling Wing**  
 Department of Defense (DOD) ID: **1234567890**

**Beneficiary Information** [Edit](#)

**Beneficiary 1**

Full Name (First, MI, Last): **Kid Person**  
 Relationship to Service Member: **Child**  
 Social Security Number: **421-00-4444**  
 Date of Birth: **07/01/2001**  
 Permanent Address: **1200 N Seventh Street  
 Harrisburg, PA 17112**  
 Phone Number: **(717) 555-1221**  
 Email Address: **somewhere@nodomain.inv**

**Credit Allotment Information** [Edit](#)

Kid Person (Child): **30 Credits (100%)**

**References** [Edit](#)

**Reference 1**

Full Name (First, MI, Last): **John Doe**  
 Permanent Address: **100 State Street  
 Middletown, PA 17059**  
 Phone Number: **(717) 555-1234**  
 Email Address:

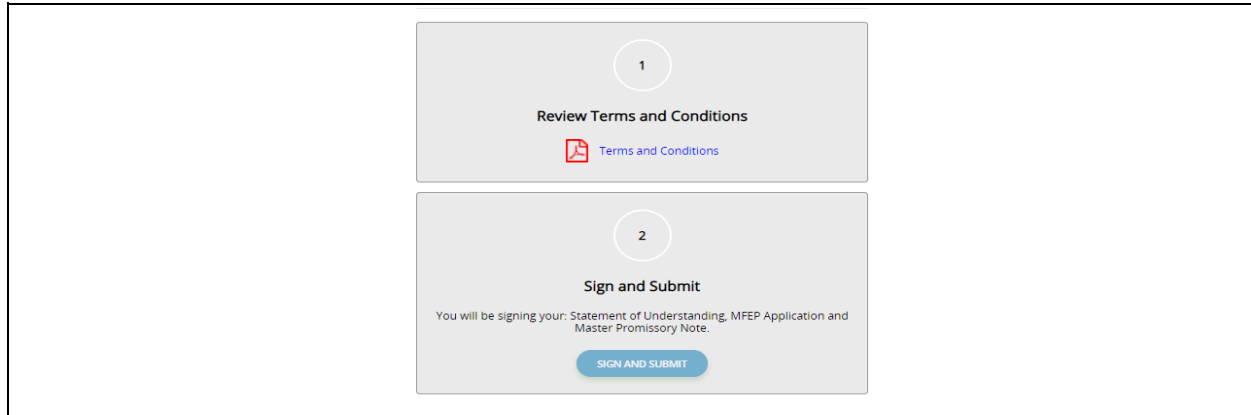
**Reference 2**

Full Name (First, MI, Last): **Jane Doe**  
 Permanent Address: **200 State Street  
 Anytown, PA 17078**  
 Phone Number: **(717) 555-4321**  
 Email Address:

**Employment Information** [Edit](#)

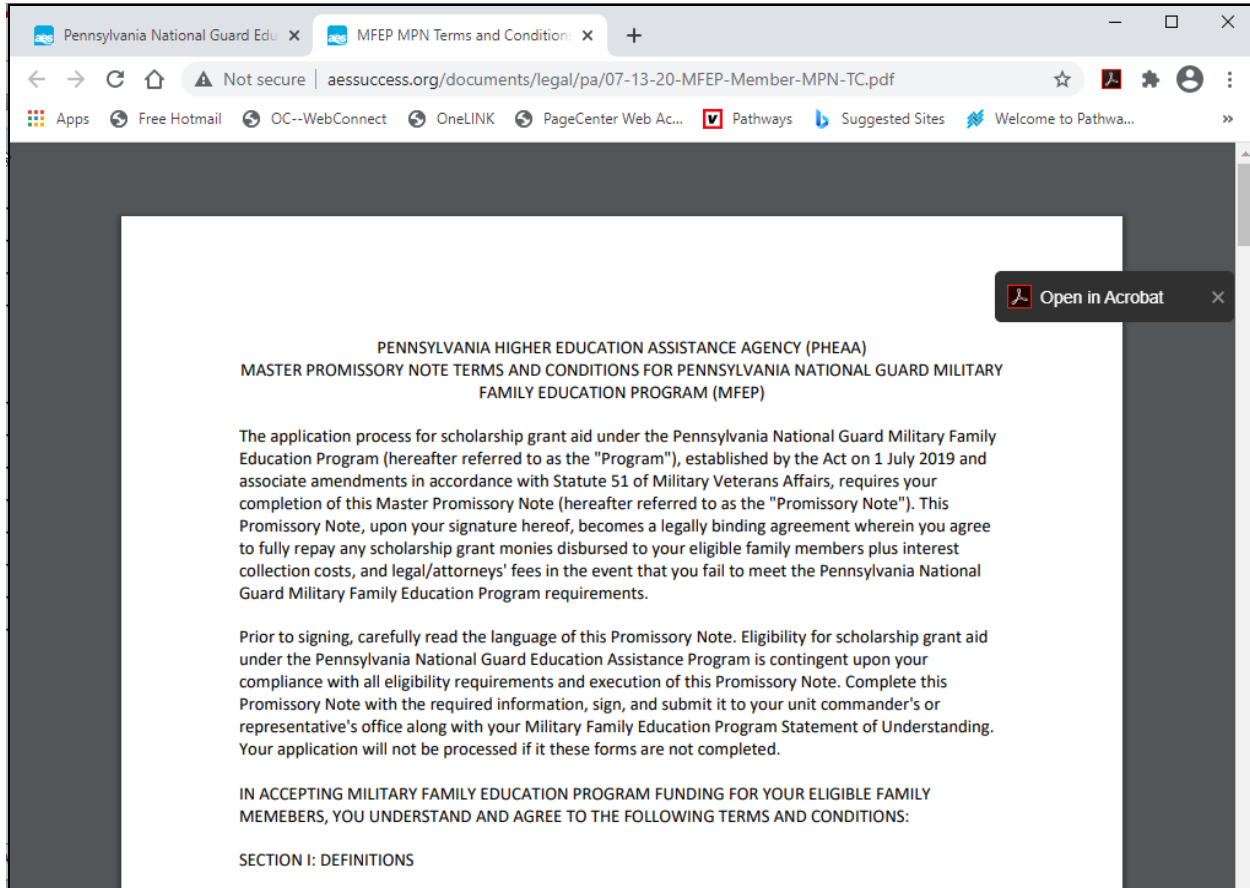
Place of Employment: **Home Depot**  
 Supervisor's Full Name (First, Last): **Tim Tools**  
 Employer Address: **1000 Carpenter Street  
 Harrisburg, PA 17114**  
 Phone Number:

1. Click **Edit** icon next to any section to return to that page to edit information.



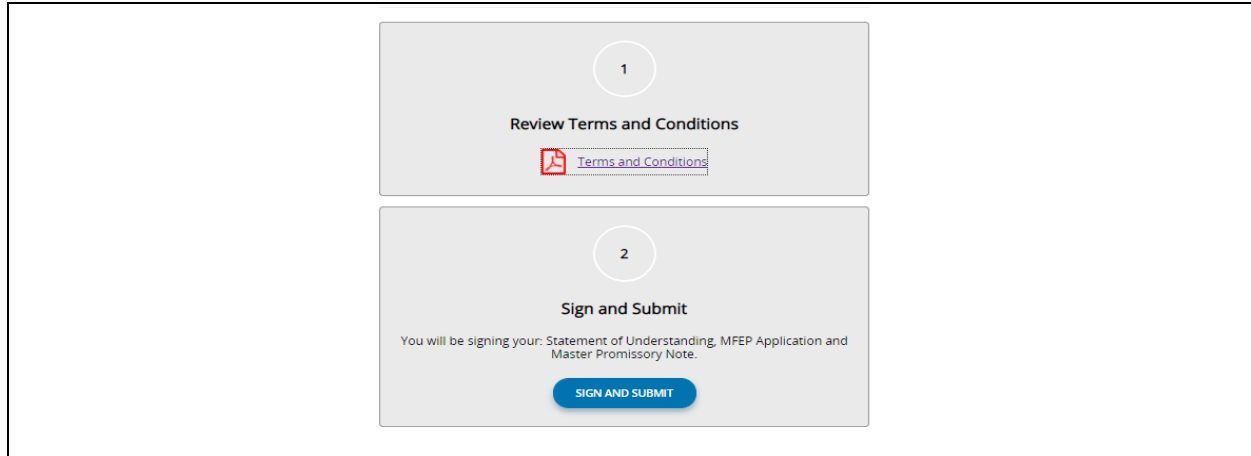
2. Click the **Terms and Conditions** PDF icon near the bottom of the page to review the Master Promissory Note, terms and conditions of the application.

The Terms and Conditions PDF displays in a new window.



3. Review the Master Promissory Note, terms and conditions and click the X in the upper right corner to close the window.

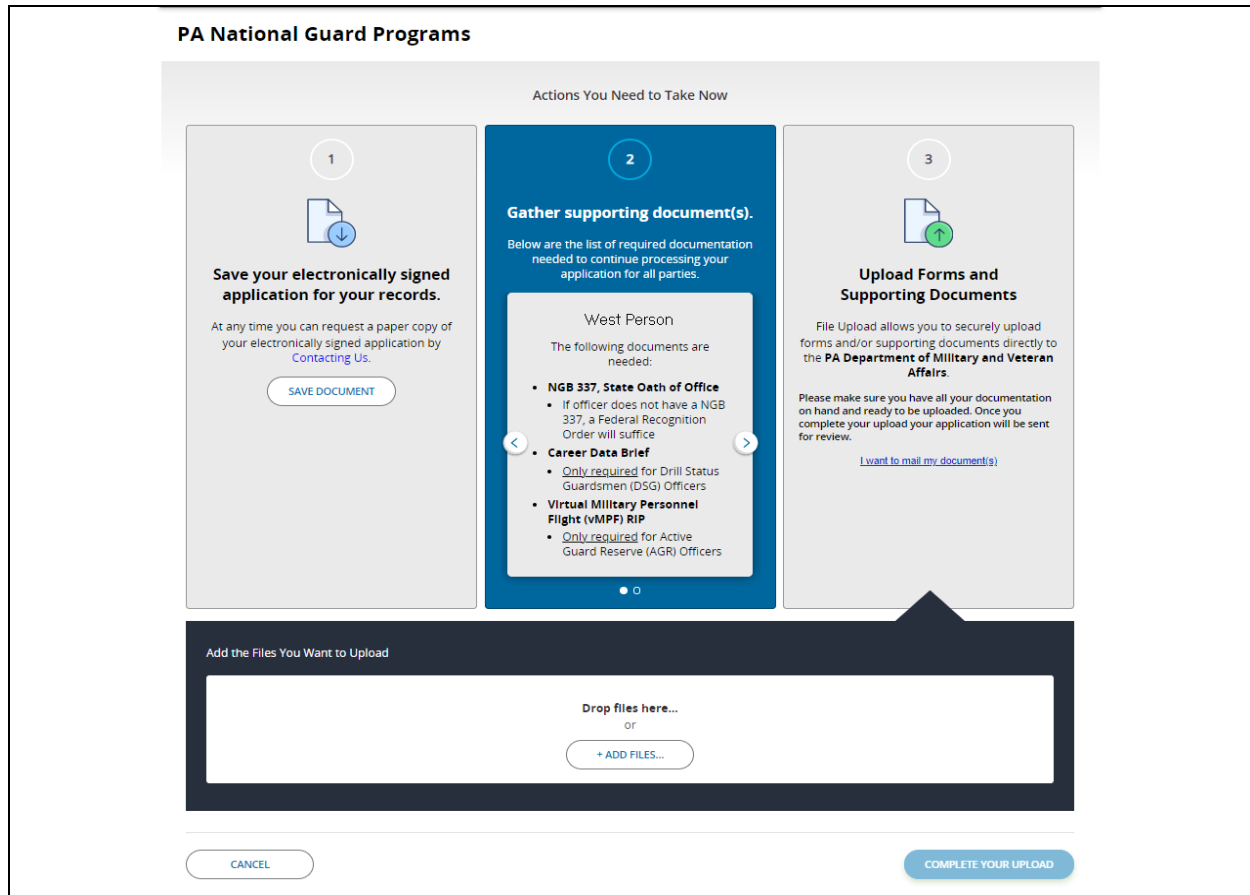
The **Verify & Sign** page redisplay with the **SIGN AND SUBMIT** button available.



4. In the **Sign and Submit** section, click **SIGN AND SUBMIT** to sign the Statement of Understanding, MFEP Application and Master Promissory Note and submit the information to PHEAA.

## Actions You Need to Take Now

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



1. Click **SAVE DOCUMENT** to save the application and electronically signed documents.

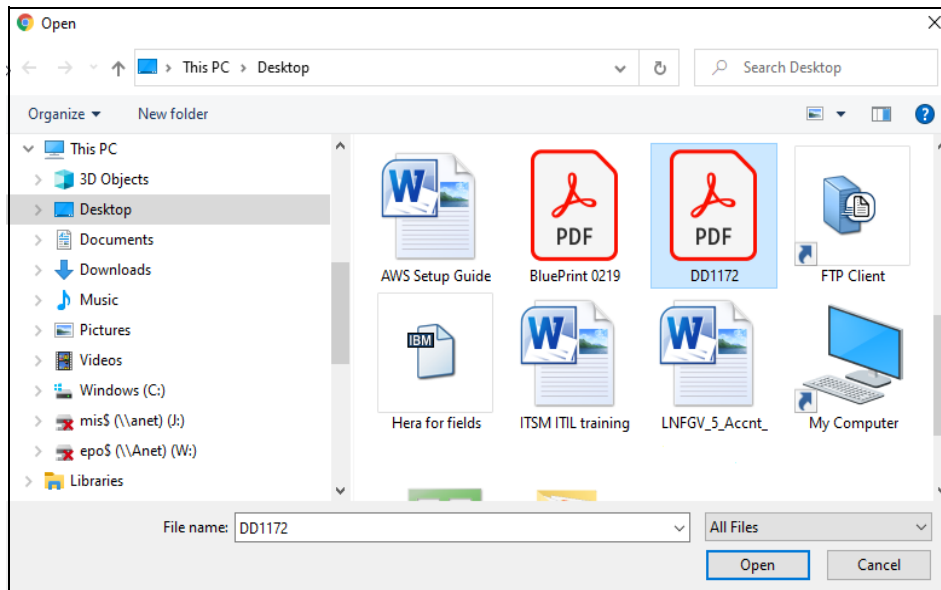
The **Gather supporting document(s)** section displays information about the types of supporting documents needed to verify the service member’s or the beneficiaries’ eligibility for the program.

2. Click the right arrow to scroll to view additional supporting documentation needed for the service member and any beneficiaries.

**NOTE:** In the **Upload Forms and Supporting Documents** section, click **I want to mail my documents** if the service member wishes to mail their supporting documents.

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

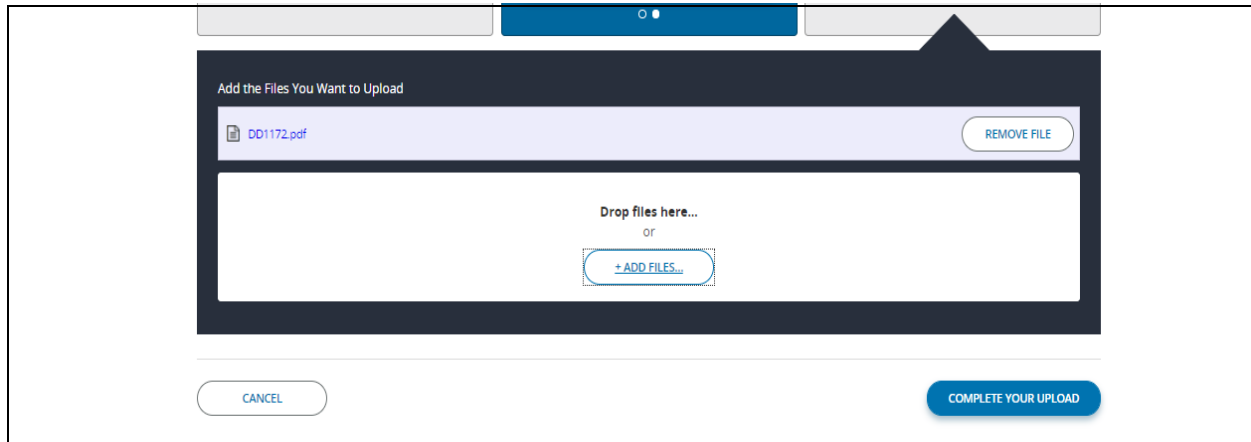
The **Open** dialog box displays.



**NOTE:** Only certain file types, such as PDF and JPEG, may be uploaded.

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

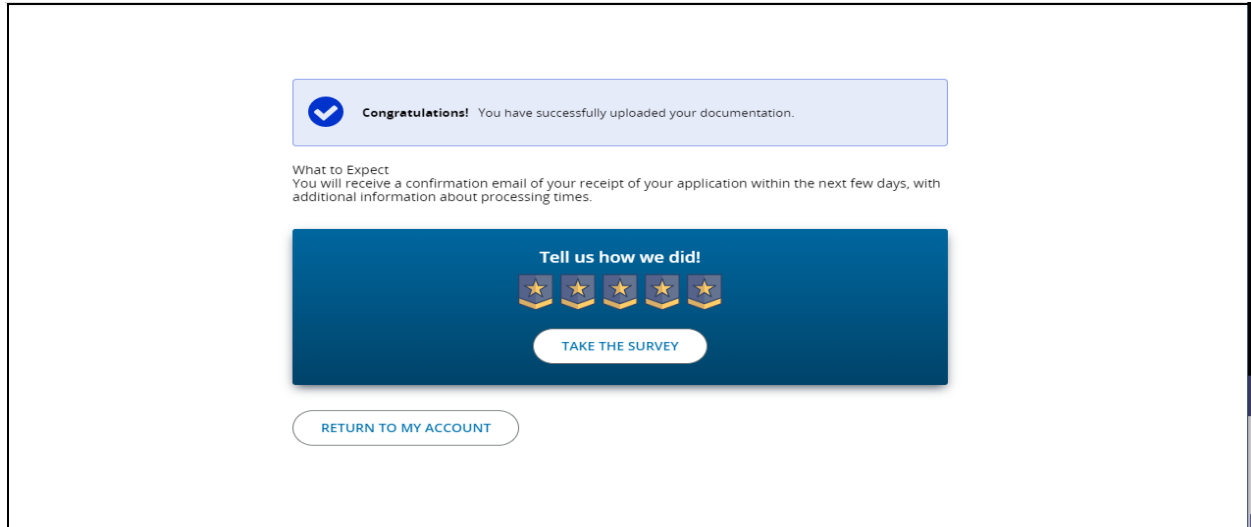
The **Actions You Need to Take Now** page redisplay with the document file in the **Add the Files You Want to Upload** section.



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

## Confirmation

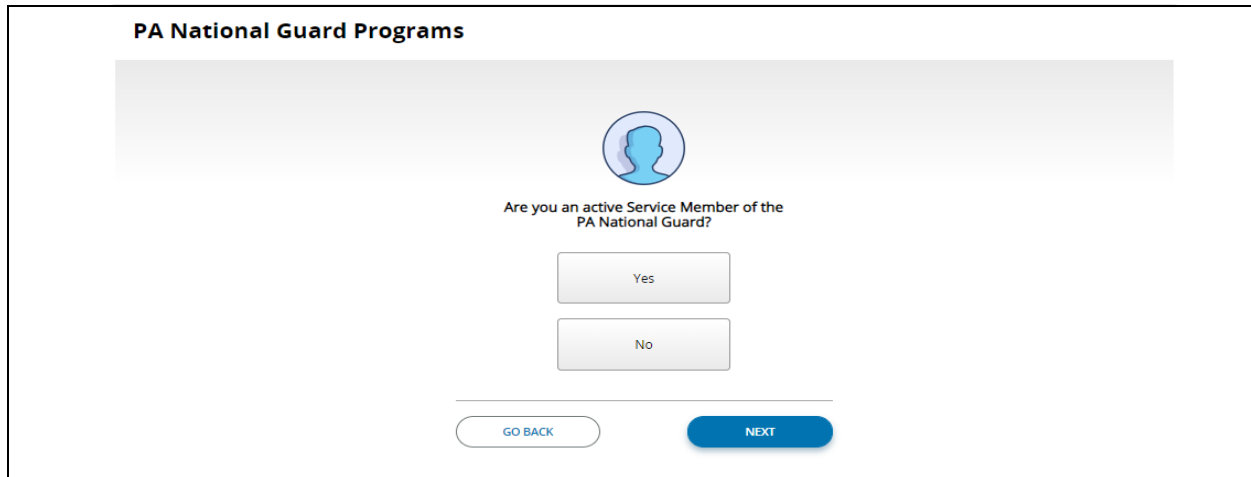
The following message displays: **Congratulations! You have successfully uploaded your documentation.**



1. Click **TAKE THE SURVEY** to take a survey about the application. Or click **RETURN TO MY ACCOUNT** to return to the user's online account.

## Help Me Decide

If **Help Me Decide** was clicked on the **PA National Guard Programs** page for **Application Status**, the **PA National Guard Programs** page displays the next question.



**PA National Guard Programs**

Are you an active Service Member of the PA National Guard?

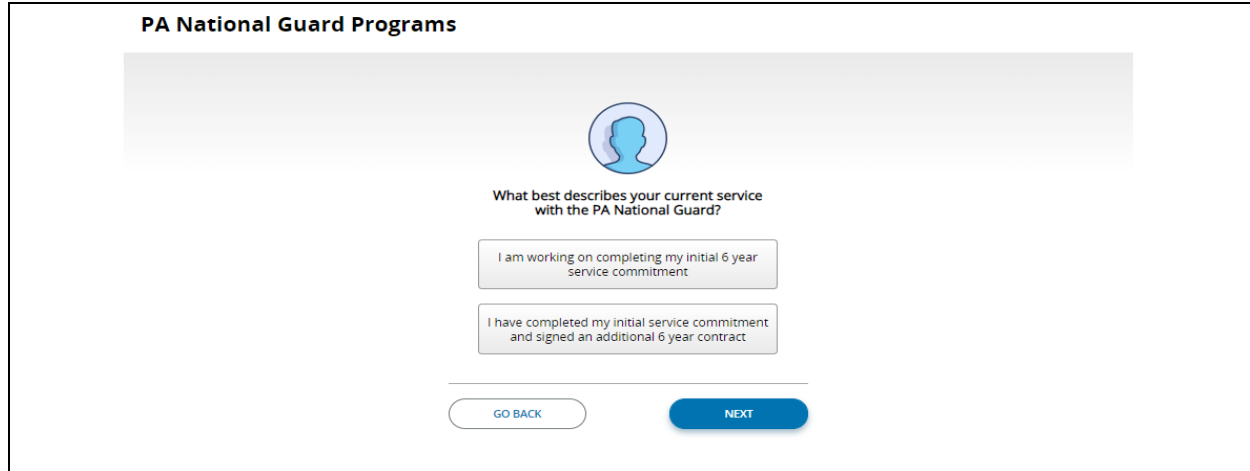
Yes

No

GO BACK NEXT

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

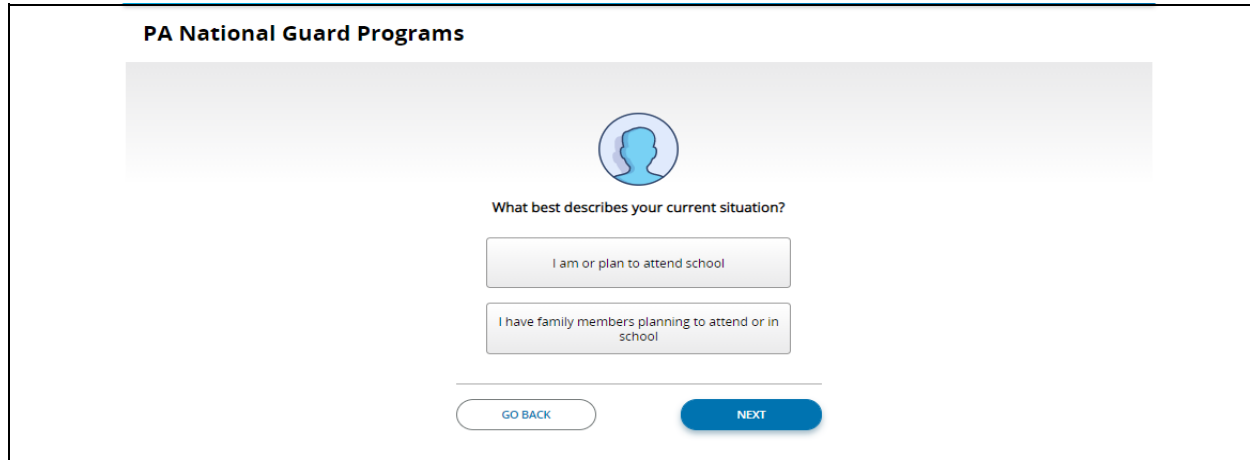
The **PA National Guard Programs** page displays the service question.



The screenshot shows a web interface titled "PA National Guard Programs". At the top center is a blue silhouette icon of a person's head. Below the icon is the question: "What best describes your current service with the PA National Guard?". There are two radio button options: "I am working on completing my initial 6 year service commitment" and "I have completed my initial service commitment and signed an additional 6 year contract". At the bottom of the form are two buttons: "GO BACK" and "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 agreement.
  - I have completed my initial service commitment and signed an additional 6 year contract.
4. Click **NEXT**.

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



**PA National Guard Programs**

What best describes your current situation?

I am or plan to attend school

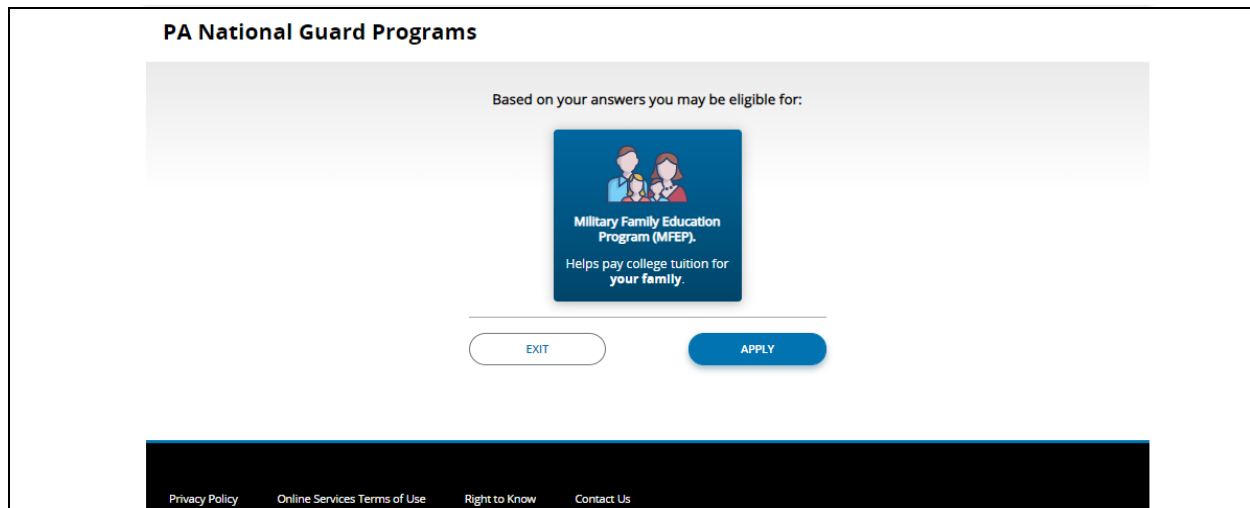
I have family members planning to attend or in school

[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 have family members planning or in school** to be eligible for the Military Family Education Program (MFEP).

The **PA National Guard Programs** page displays with the following message: **Based on your answers you may be eligible for: Military Family Education Program (MFEP).**

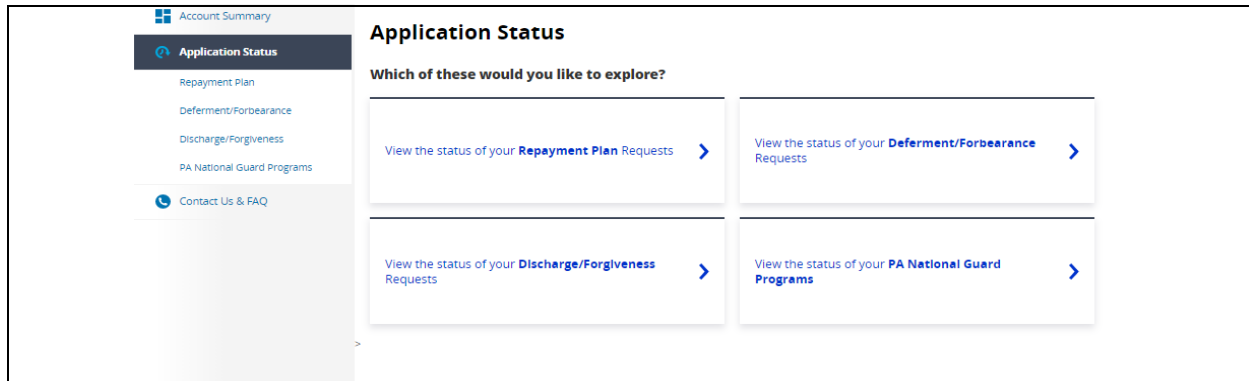


7. Click **APPLY**.

**NOTE:** Refer to the [Service Member Application](#) section to continue processing a Military Family Education Program (MFEP) application.

## Application Status

After a MFEP 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. After accessing the account, click **Application Status** in the left navigation menu.
2. On the **Application Status** page, click **View the status of your PA National Guard Programs**.

The **PA National Guard Programs Military Family Education Program (MFEP)** page displays.

**PA National Guard Programs**

**Military Family Education Program (MFEP)**

We have received your MFEP application and will notify you once it has been processed.

**Beneficiaries** [Manage >](#)

**Credit Allocation**

60 Credits

KID PERSON

0 of 60 Used

**KID PERSON**  
Child

Your request is being reviewed.  
For any questions regarding your beneficiary request please call the PA Department of Military and Veteran Affairs at 717-861-9959.

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

**Educational Assistance Program (EAP)**

EAP is a state funded grant program, that provides educational assistance for eligible Service Members of the Pennsylvania National Guard.

[APPLY NOW](#)

This page displays the status of the application, the **Credit Allocation** for each student beneficiary and the name of the beneficiary. The **Credit Allocation** section also displays the number of credits used out of the total number of credits allocated for the beneficiary.

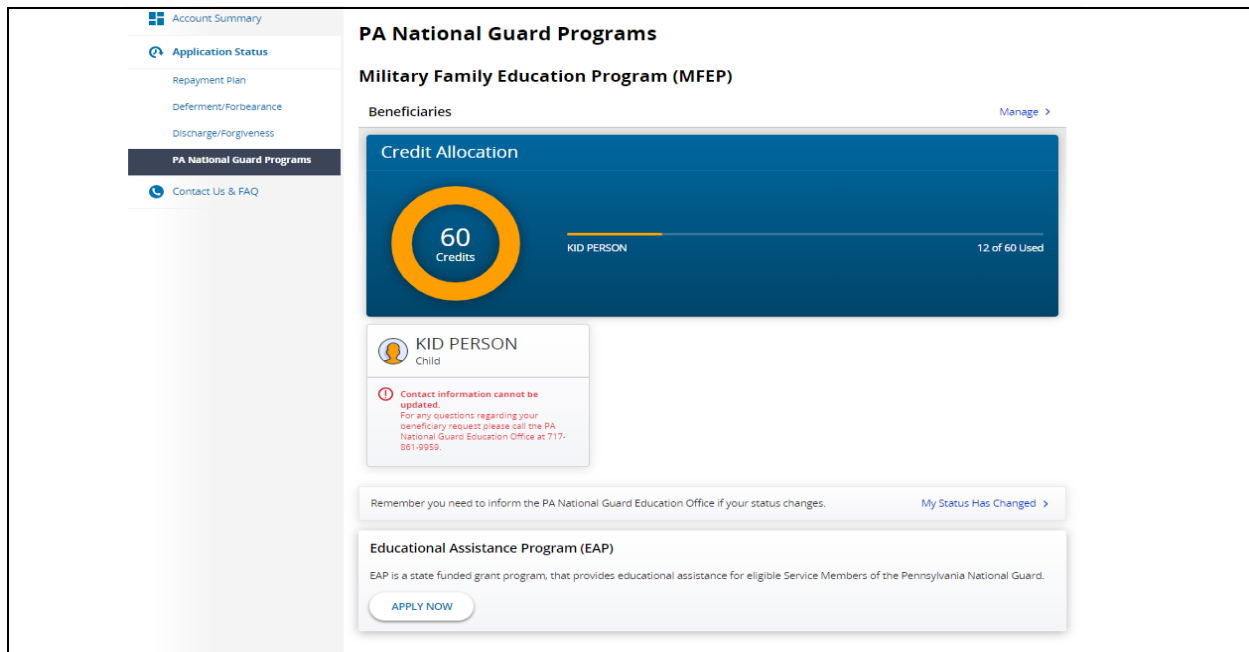
To update beneficiary information, click **Manage**. Refer to the [Manage Beneficiaries](#) section of this document for more details.

If the beneficiary needs to upload their application or other documentation, a document upload message displays. Click **Upload Documents** or click **My Status Has Changed** to access the page to upload documentation. Refer to the [Upload Documents](#) section of this document for more information.

## Manage Beneficiaries

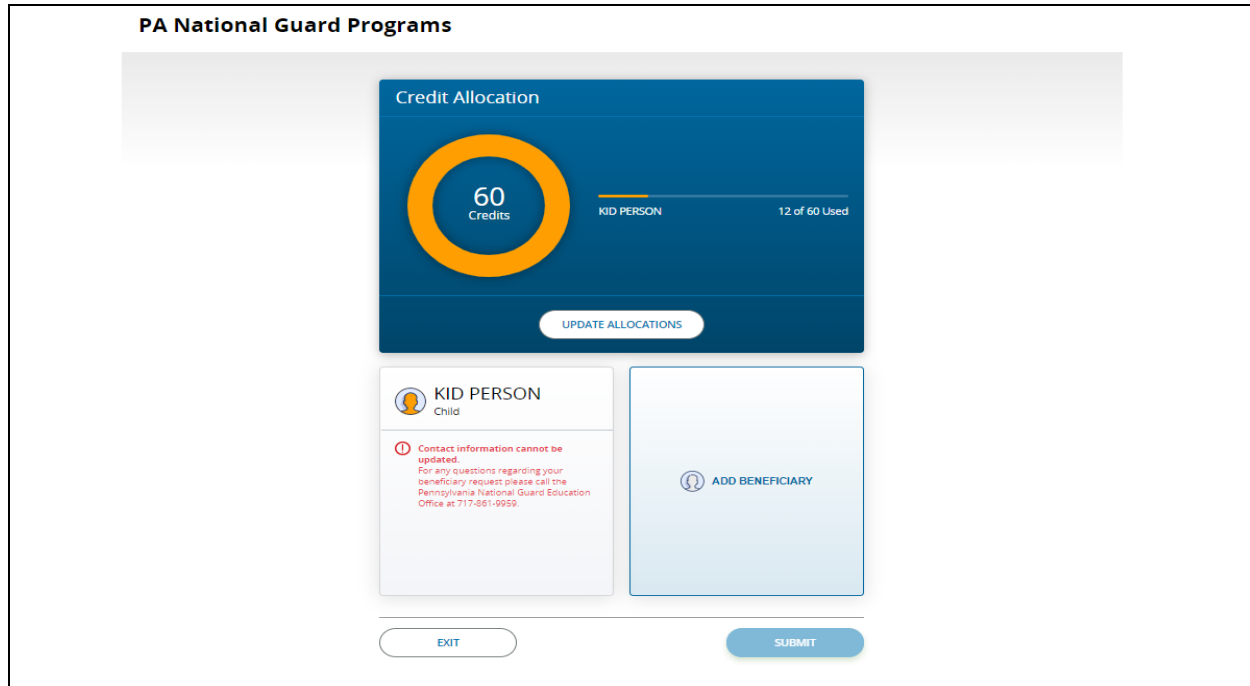
When a service member accesses their account, they may be able to add or update beneficiary information and the credit allotment.

The **PA National Guard Programs Military Family Education Program (MFEP)** page displays.



1. Click **Manage** above the **Credit Allocation** section.

The **Credit Allocation** page displays.



**PA National Guard Programs**

**Credit Allocation**

60 Credits

KID PERSON 12 of 60 Used

UPDATE ALLOCATIONS

**KID PERSON**  
Child

Contact information cannot be updated.  
For any questions regarding your beneficiary request please call the Pennsylvania National Guard Education Office at 717-661-9929.

ADD BENEFICIARY

EXIT SUBMIT

2. Click **ADD BENEFICIARY**.

**NOTE:** If only the allocations need to be updated, click **UPDATE ALLOCATIONS** to review and update the credit allocations.

The **Beneficiary Information** page displays.

**PA National Guard Programs**

All fields marked with an \* are required.

**Beneficiary Information**

**Beneficiary 2**

\* Full Name ( First Name, MI, Last Name )

\_\_\_\_\_

\_\_\_\_\_

\* Relationship to Service Member:

- Select -

\* Social Security Number:

#####

\* Confirm Social Security Number:

#####

\* Date of Birth:

MM/DD/YYYY

\* Permanent Street Address:

\_\_\_\_\_

\_\_\_\_\_

\* City / Town:

\_\_\_\_\_

\* State / Region:

- Select State -

\* Zip / Postal Code:

\_\_\_\_\_

\* Phone Number:

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

Primary Email Address:

\_\_\_\_\_

This page is used to enter beneficiary information for another beneficiary for the Military Family Education Program.

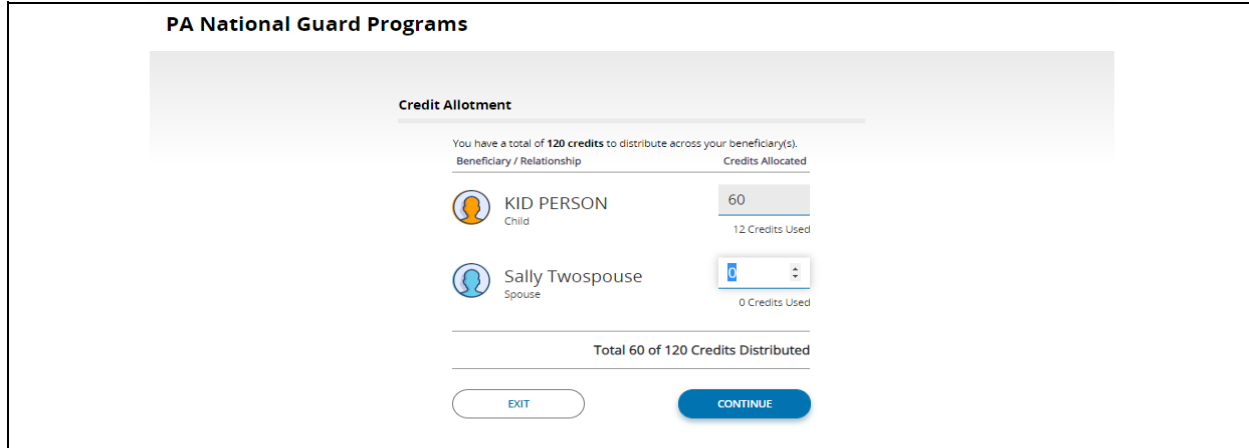
3. In the **Full Name (First Name, MI, Last Name)** fields, enter the first name, middle initial and last name of the beneficiary. This field is required.
4. In the **Relationship to Service Member** field, click the field and select the beneficiary’s relationship to the servicer member. This field is required.
5. In the **Social Security Number** field, enter the beneficiary’s Social Security number. This field is required.



## Military Family Education Program (MFEP) Application

6. In the **Confirm Social Security Number** field, enter the beneficiary's Social Security number again. This field is required.
7. In the **Date of Birth** field, enter the beneficiary's date of birth in MM DD YYYY format. This field is required.
8. In the **Permanent Street Address** fields, enter up to two lines for the beneficiary's permanent street address. This field is required.
9. In the **City/Town** field, enter the name of the beneficiary's city or town. This field is required.
10. In the **State/Region** field, enter the name of the beneficiary's state or region. This field is required.
11. In the **Zip/Postal Code** field, enter the ZIP or postal code for the beneficiary's address. This field is required.
12. In the **Phone Number** field, enter the beneficiary's phone number in 10-digit format. This field is required.
13. In the **Primary Email Address** field, enter the beneficiary's primary email address.
14. Click **ASSIGN CREDITS**.



The **Credit Allotment** page displays.



**PA National Guard Programs**

**Credit Allotment**

You have a total of **120 credits** to distribute across your beneficiary(s).

Beneficiary / Relationship	Credits Allocated
 <b>KID PERSON</b> Child	60 12 Credits Used
 <b>Sally Twospouse</b> Spouse	0 0 Credits Used

Total 60 of 120 Credits Distributed

[EXIT](#) [CONTINUE](#)

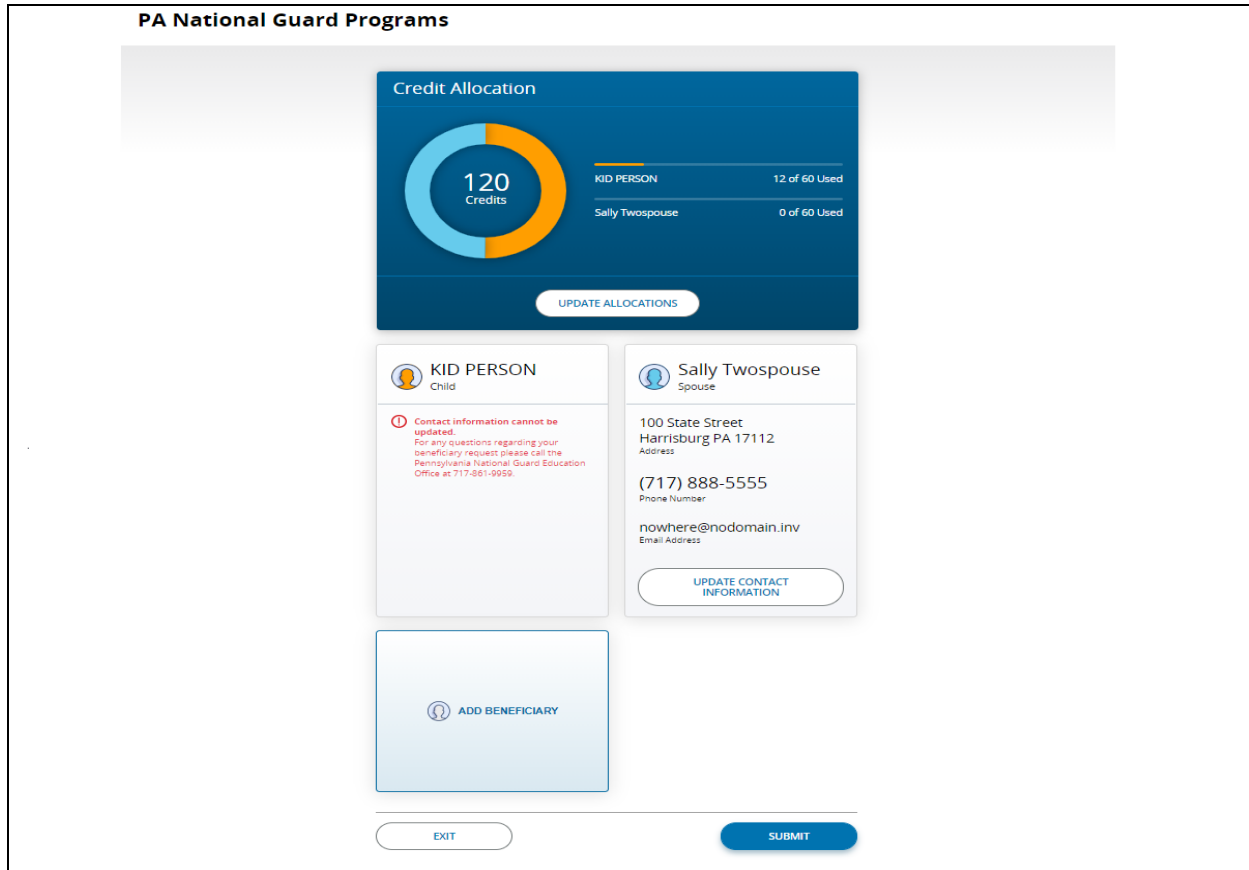
The name of each beneficiary on the account and their relationship to the service member is listed as well as the number of credits allocated and number of credits used.

15. For the beneficiary being added, enter the number of credits allocated for this beneficiary and use the up or down arrows as needed.

The **Total X of 120 Credits Distributed** line indicates the total number of credits allocated out of the 120 credits eligible for distribution.

16. Click **CONTINUE**.

The **Credit Allocation** page displays.



The credit allocation graphic displays the amount of credits allocated for each beneficiary.

The name of each beneficiary and their number of credits used out of the number of credits allocated displays. Click **UPDATE ALLOCATIONS** to return to the **Credit Allotment** page to update the allocations.


In this screen example, the child beneficiary no longer has their personal information displayed or available for updates.

The new spouse beneficiary displays the address, phone number and email address. Click **UPDATE CONTACT INFORMATION** to update the personal information for this beneficiary if needed.

17. Click **SUBMIT** to save the changes to the beneficiary.

The **Military Information** page displays periodically to verify the service member’s information is still accurate.

**PA National Guard Programs**

 Periodically we will present you with your military information, to ensure it's still accurate. Please review and confirm your military information is still correct and up to date.

All fields marked with an \* are required.

**Military Information**

If the following dates are not correct, please contact the Pennsylvania National Guard Education Office at 1-717-261-1959. You will also need to upload new forms indicating your new contract dates.

Beginning Date of Six-Year Contract: **09/01/2020**

Expiration of Term of Service (ETS) or  
Mandatory Retirement Date (MRD): **12/01/2035**

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\* Branch:

Army National Guard

Air National Guard

\* Rank:

\* Unit Identification Code (UIC) or Wing & Unit Name:

\* Status:

[THE ABOVE INFORMATION IS CORRECT](#)

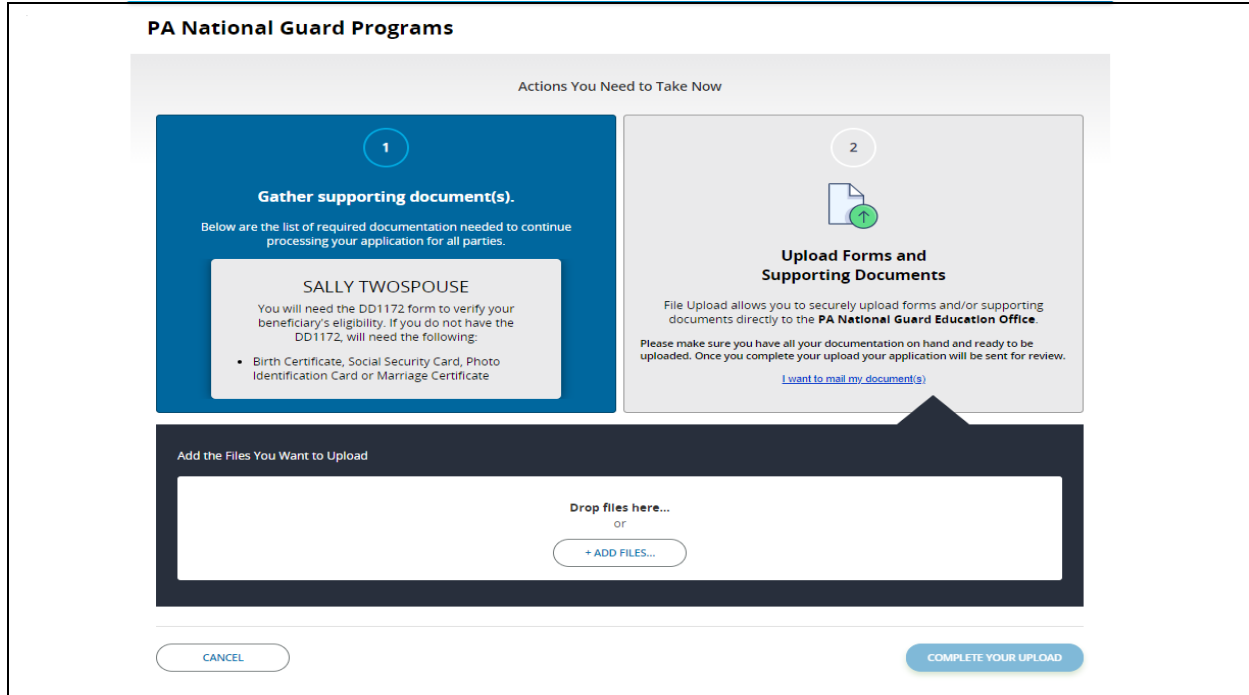
The **Beginning Date of Six-Year Contract** field displays the beginning date of the service member’s six-year contract.

The **Expiration of Term of Service (ETS) or Mandatory Retirement Date (MRD)** field displays the date of the date of the Expiration of Term of Service (ETS) or the Mandatory Retirement Date (MRD).

Review and update the following fields if needed.

18. In the **Branch** field, select **Army National Guard** or **Air National Guard** to indicate the appropriate branch of service. This field is required.
19. In the **Rank** field, select the service member’s rank from the drop-down arrow. This field is required.
20. In the **Unit Identification Code (UIC) or Wing & Unit Name** field, begin entering part of the UIC or Wing Code to select from the list. This field is required.
21. In the **Status** field, select the status of the service member from the drop-down arrow.
22. Click **THE ABOVE INFORMATION IS CORRECT** to continue processing.

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

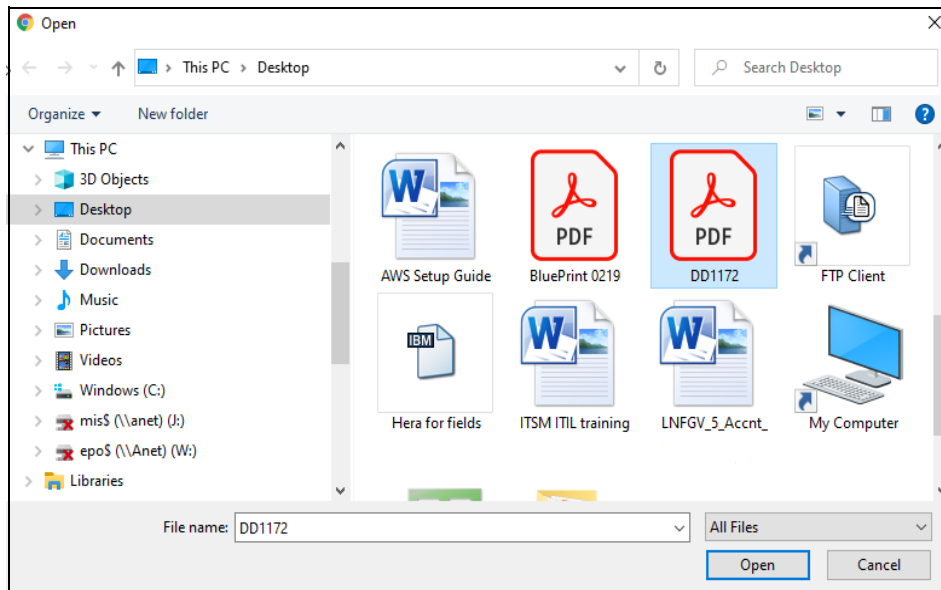


The **Gather Supporting Documents** section describes the type of documentation required to complete the application.

**NOTE:** In the **Upload Forms and Supporting Documents** section, click **I want to mail my documents** if the service member wishes to mail their supporting documents.

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

The **Open** dialog box displays.

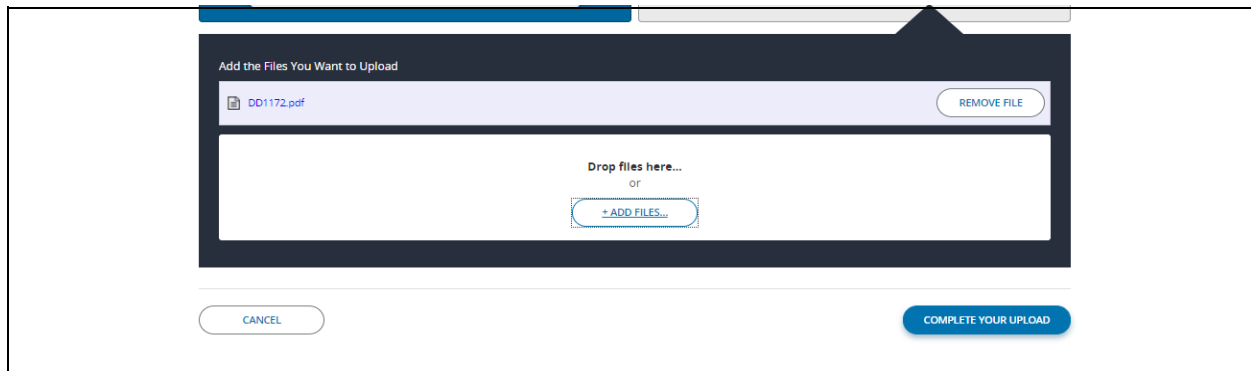


**NOTE:** Only certain file types, such as PDF and JPEG, may be uploaded.

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

25. Click **Open**.

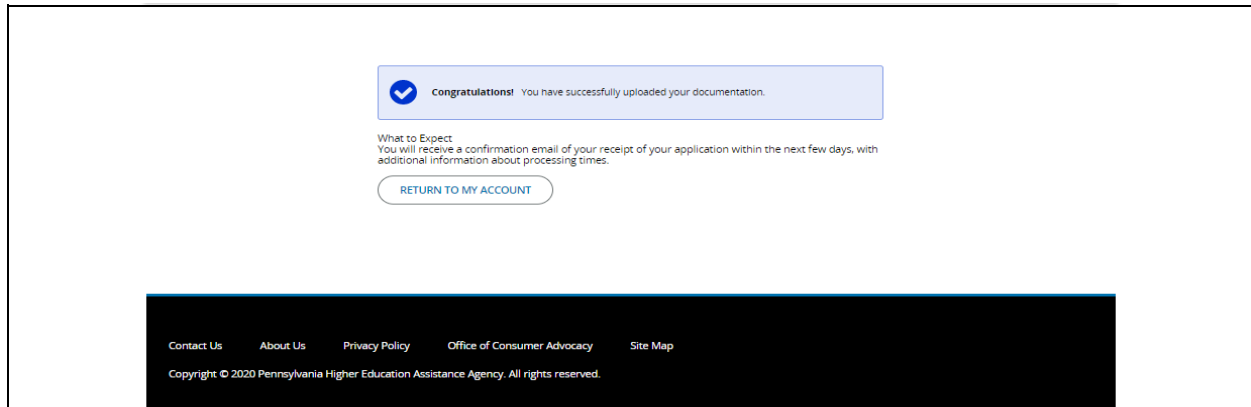
The **Actions You Need to Take Now** page redisplay with the document file in the **Add the Files You Want to Upload** section.



26. Continue adding files as needed.

27. Click **COMPLETE YOUR UPLOAD** when all files have been added.

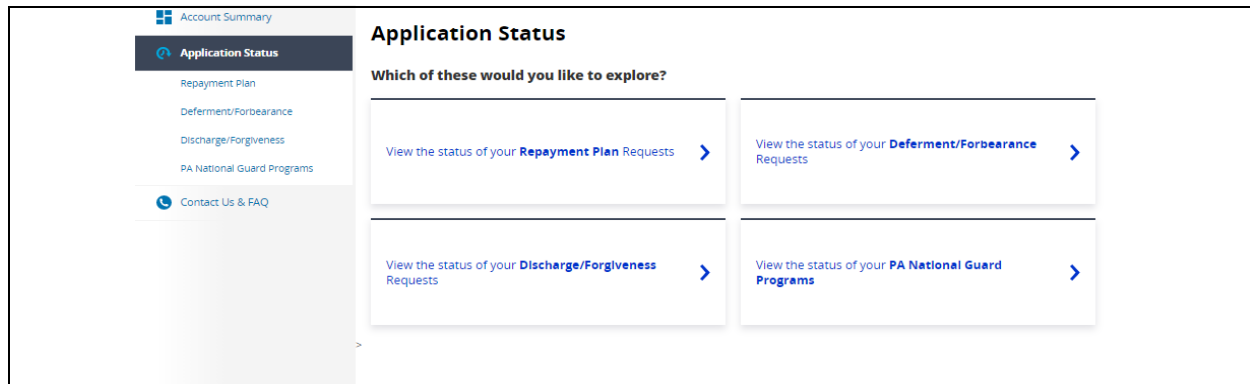
The following message displays: **Congratulations! You have successfully uploaded your documentation.**



28. Click **Return to My Account** to return to the user's online account.

## Beneficiary Application

After the service member's application is approved and the beneficiary information is reviewed by the PA Department of Military and Veterans Affairs, the beneficiary may create their beneficiary application. The beneficiary must create an account on the consumer portal to apply.



1. After accessing the account, click **Application Status** in the left navigation menu.
2. On the **Application Status** page, click **View the status of your Military Family Education Program Application**.

The **PA National Guard Programs Military Family Education Program (MFEP)** page displays.


This page displays the **Credits Awarded to You** section with the status of the application, the number of Credits Awarded out of the total number of credits Assigned, and the name of the Parent.

The **Grants Awarded to You** section displays the number of credits remaining to be rewarded and the academic year for the award.

3. Click **APPLY NOW** in the **Grants Awarded to You** section to apply for the MFEP award.

The next question displays.

### PA National Guard Programs



Are you an active Service Member of the PA National Guard?

Yes

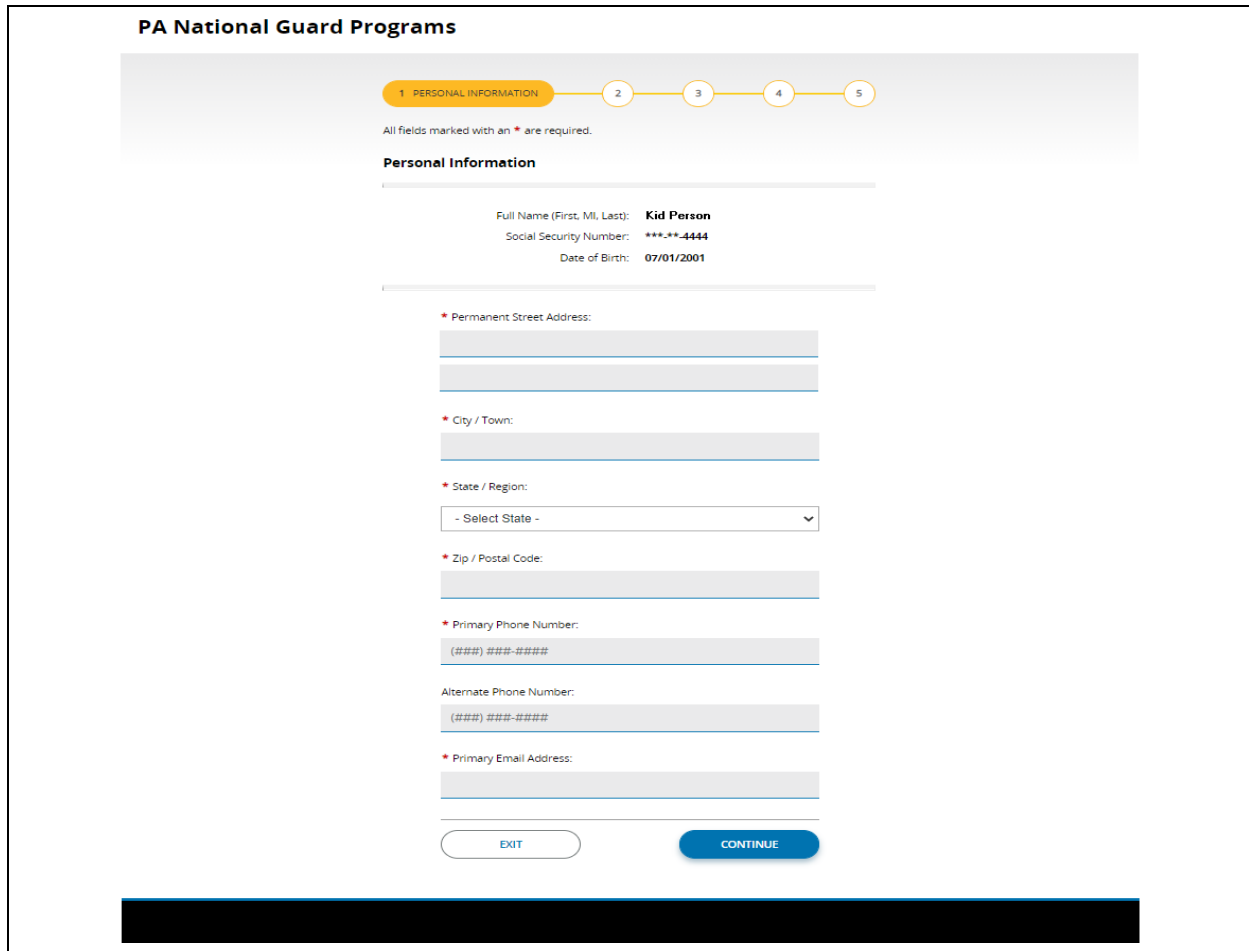
No

GO BACK NEXT

- Click **No** to the following question: **Are you an active Service Member of the PA National Guard?**

## Beneficiary Personal Information

The **Personal Information** page displays.



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

1. In the **Permanent Street Address** fields, enter one or two lines for the beneficiary’s street address. This field is required.
2. In the **City/Town** field, enter the name of the beneficiary’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 beneficiary’s residence. This field is required.



## Military Family Education Program (MFEP) Application

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

## Beneficiary School Information

The **School Information** page displays.

**PA National Guard Programs**

1 — 2 SCHOOL INFORMATION — 3 — 4 — 5

All fields marked with an \* are required.

**Education Information**

\* Highest Level of Education Completed:

- Select -
▼

**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	Not Enrolled ▼	\$ 0	0
Winter (Quarter School Only)	Not Enrolled ▼	\$ 0	0
Spring 2021	Not Enrolled ▼	\$ 0	0
Summer 2021	Not Enrolled ▼	\$ 0	0

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 **Full Name of School/Branch Campus** field, enter the full name of the school or select from the list. 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.

**NOTE:** The user may only enter information about one school per term.

10. Click **CONTINUE**.

## Beneficiary References

The **References** page displays.

**PA National Guard Programs**

1 — 2 — 3 REFERENCES — 4 — 5

Based on the information you provided, any grant awarded under the Military Family Education Program can convert to a loan if the member who assigned you the benefit does not honorably fulfill their obligation to the PA National Guard.  
In order to continue you must complete a Promissory Note.

All fields marked with an \* are required.

**References**

**Reference 1**

\* Full Name (First Name, MI, Last Name)  
\_\_\_\_\_  
\_\_\_\_\_

\* Permanent Street Address:  
\_\_\_\_\_  
\_\_\_\_\_

\* City / Town:  
\_\_\_\_\_

\* State / Region:  
- Select State -

\* Zip / Postal Code:  
\_\_\_\_\_

\* Phone Number:  
(###) ###-####

**Reference 2**

\* Full Name (First Name, MI, Last Name)  
\_\_\_\_\_  
\_\_\_\_\_

\* Permanent Street Address:  
\_\_\_\_\_  
\_\_\_\_\_

\* City / Town:  
\_\_\_\_\_

\* State / Region:  
- Select State -

\* Zip / Postal Code:  
\_\_\_\_\_

\* Phone Number:  
(###) ###-####

BACK CONTINUE

**NOTE:** Two references are required to be entered.

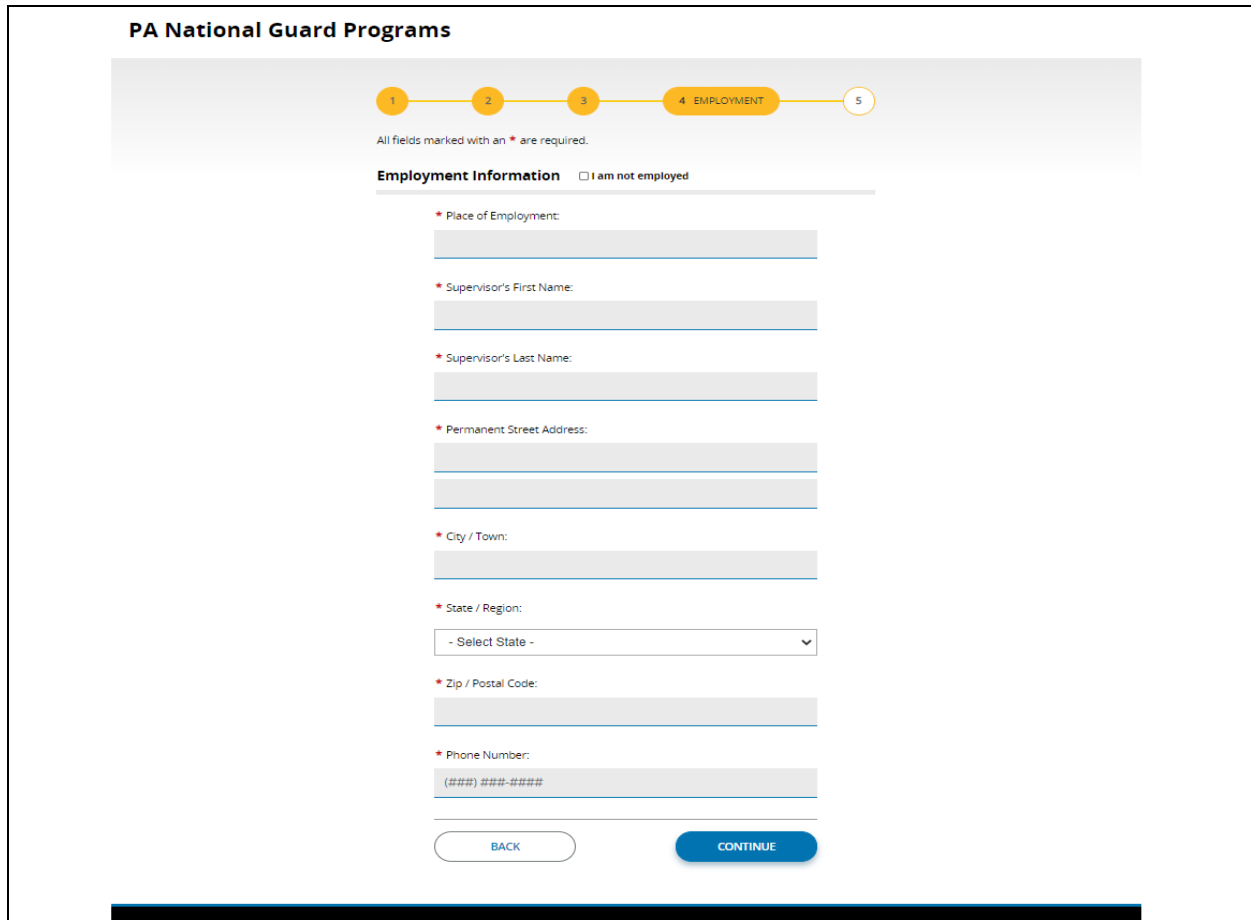


## Military Family Education Program (MFEP) Application

1. In the **Full Name (First Name, MI, Last Name)** field, enter the first name, middle initial and last name of the first reference. This field is required.
2. In the **Permanent Street Address** field, enter up to two lines for the first reference's permanent street address. This field is required.
3. In the **City/Town** field, enter the name of the first reference's city or town. This field is required.
4. In the **State/Region** field, click the drop-down arrow to select the state or region of the first reference's address. This field is required.
5. In the **Zip/Postal Code** field, enter the ZIP or postal code for the first reference's address. This field is required.
6. In the **Phone Number** field, enter the first reference's phone number in 10-digit format. This field is required.
7. In the **Primary Email Address** field, enter the first reference's primary email address.
8. In the **Full Name (First Name, MI, Last Name)** field, enter the first name, middle initial and last name of the second reference. This field is required.
9. In the **Permanent Street Address** field, enter up to two lines for the second reference's permanent street address. This field is required.
10. In the **City/Town** field, enter the name of the second reference's city or town. This field is required.
11. In the **State/Region** field, click the drop-down arrow to select the state or region of the second reference's address. This field is required.
12. In the **Zip/Postal Code** field, enter the ZIP or postal code for the second reference's address. This field is required.
13. In the **Phone Number** field, enter the second reference's phone number in 10-digit format. This field is required.
14. In the **Primary Email Address** field, enter the second reference's primary email address.
15. Click **CONTINUE**.

## Beneficiary Employment Information

The **Employment Information** page displays.



**PA National Guard Programs**

1 — 2 — 3 — **4 EMPLOYMENT** — 5

All fields marked with an \* are required.

**Employment Information**  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 the box **I am not employed** if the beneficiary is not employed.
2. In the **Place of Employment** field, enter the name of the place of beneficiary's employment. This field is required.
3. In the **Supervisor's Name (First Name, Last Name)** fields, enter the supervisor's first name and last name. This field is required.
4. In the **Employer Street Address** fields, enter up to two lines for the employer's street address. This field is required.
5. In the **City/Town** field, enter the name of the employer's city or town. This field is required.



## Military Family Education Program (MFEP) Application

---

6. In the **State/Region** field, click the drop-down arrow to select the state or region of the employer's address. This field is required.
7. In the **Zip/Postal Code** field, enter the ZIP or postal code of the employer's address. This field is required.
8. In the **Phone Number** field, enter the phone number of the employer in 10-digit format. This field is required.
9. Click **CONTINUE**.

## Beneficiary Verify & Sign

The **Verify & Sign** page displays.

### PA National Guard Programs

1 — 2 — 3 — 4 — 5 VERIFY & SIGN

**Personal Information** [Edit](#)

Full Name (First, MI, Last): **Kid Person**  
 Social Security Number: **\*\*\*-\*\*-4444**  
 Date of Birth: **07/01/2001**  
 Address: **100 State Street  
 Middletown, PA 17057**  
 Phone Number: **(717) 555-1234**  
 Alternate Phone Number:  
 Email Address: **nobody@nodomain.inv**

**School Information** [Edit](#)

**Education Information**

Highest Level of Education Completed: **Some College**

**School Information**

Full Name of School/Branch Campus 1: **PENNSYLVANIA STATE UNIVERSITY - BERKS  
 CAMPUS  
 00332906 - UNIVERSITY PARK, PA**  
 Projected Graduation Date: **05/2024**  
 Are you enrolled in any online, correspondence distance learning classes?: **Yes**  
 Fall Cost and Credits/Hours: **Not Enrolled**  
 Spring Cost and Credits/Hours: **Not Enrolled**  
 Summer Cost and Credits/Hours: **\$4000 Tuition / 15 Credits**

**References** [Edit](#)

**Reference 1**

Full Name (First, MI, Last): **Reference One**  
 Permanent Address: **100 North Street  
 Harrisburg, PA 17112**  
 Phone Number: **(717) 999-1234**

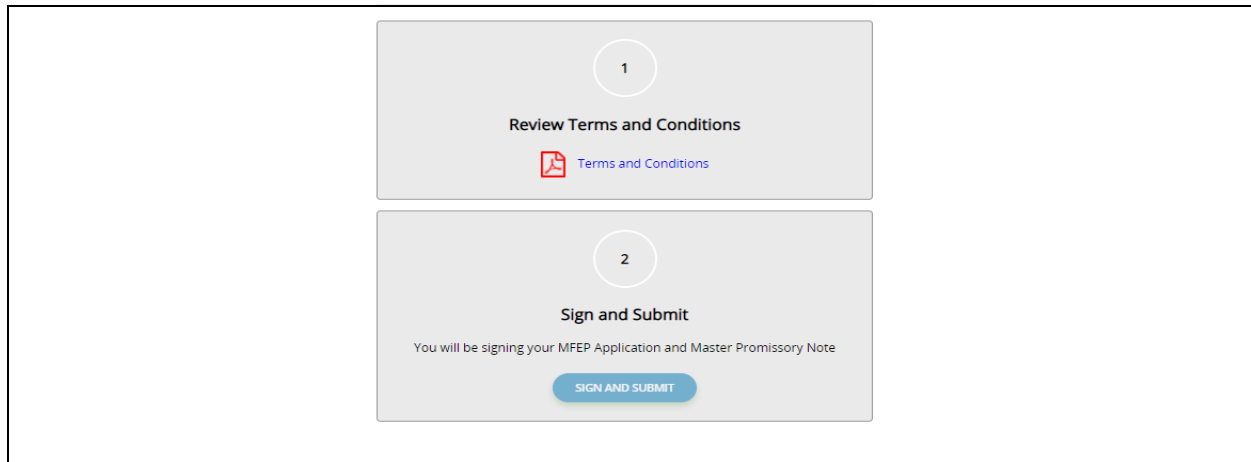
**Reference 2**

Full Name (First, MI, Last): **Reference Two**  
 Permanent Address: **200 East Street  
 Harrisburg, PA 17113**  
 Phone Number: **(717) 555-0001**

**Employment Information** [Edit](#)

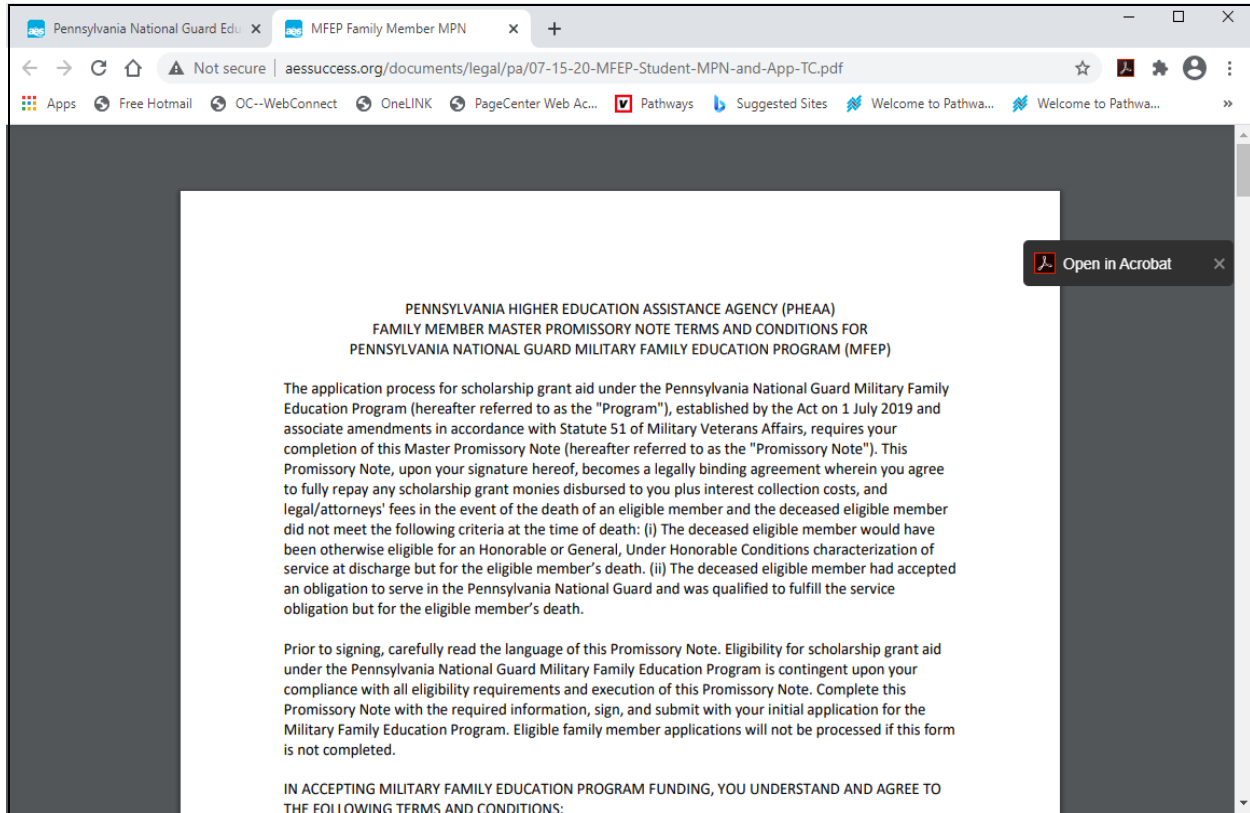
Place of Employment: **Carpenter City**  
 Supervisor's Full Name (First, Last): **John Hammer**  
 Employer Address: **100 Wood Road  
 Harrisburg, PA 17123**  
 Phone Number:

1. Click **Edit** icon next to any section to return to that page to edit information.



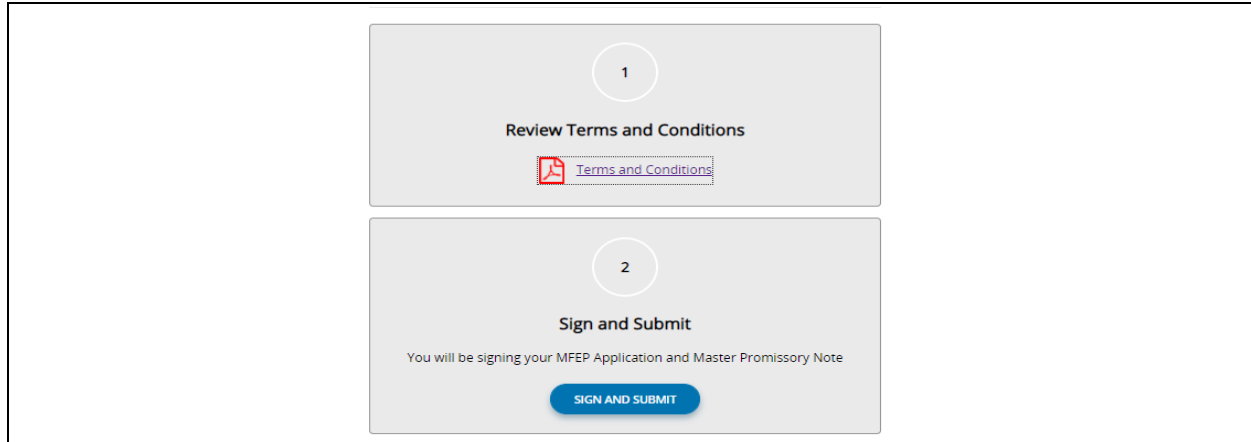
2. Click the **Terms and Conditions** PDF icon near the bottom of the page to review the Master Promissory Note, terms and conditions of the application.

The Terms and Conditions PDF for the MFEP family member opens in a new window.



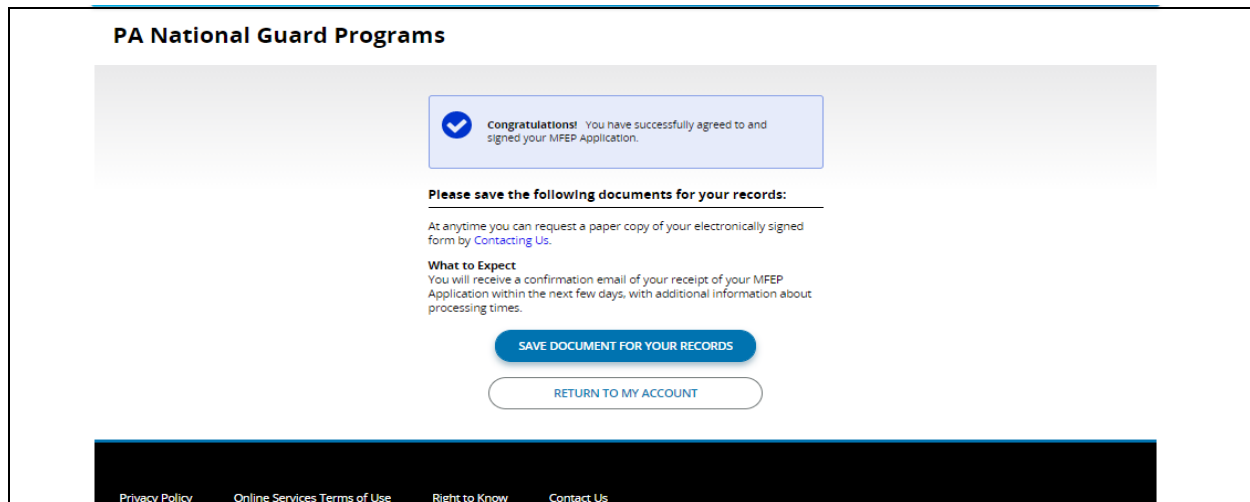
3. Review the Master Promissory Note, terms and conditions and click the X in the upper right corner to close the window.

The **Verify & Sign** page redisplay to sign and submit the application.



4. Click **SIGN AND SUBMIT**.

The following message displays: **Congratulations! You have successfully agreed to and signed your MFEP Application.**

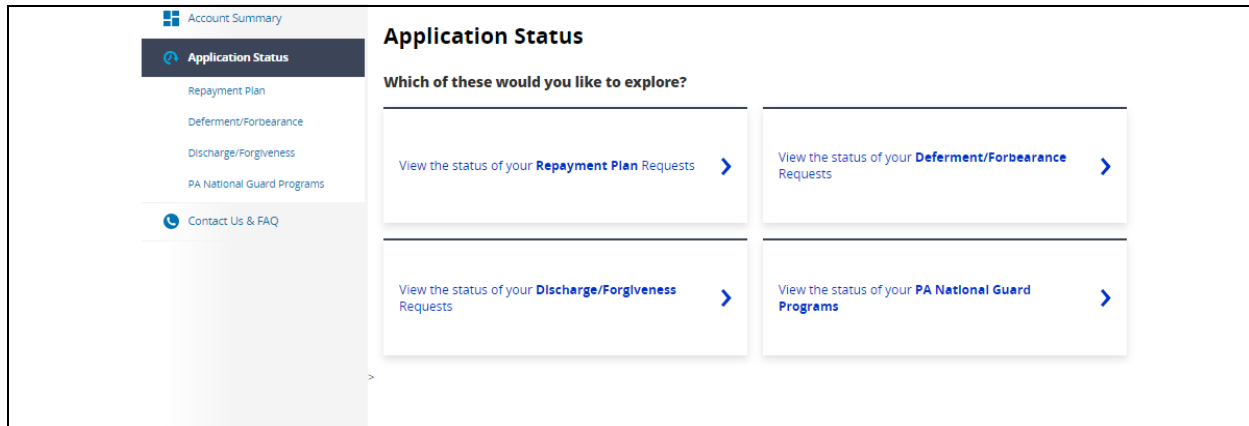


The screenshot shows a confirmation page titled "PA National Guard Programs". At the top, there is a blue box with a checkmark icon and the text: "Congratulations! You have successfully agreed to and signed your MFEP Application." Below this, a section titled "Please save the following documents for your records:" contains instructions: "At anytime you can request a paper copy of your electronically signed form by [Contacting Us](#)." Underneath, a "What to Expect" section states: "You will receive a confirmation email of your receipt of your MFEP Application within the next few days, with additional information about processing times." At the bottom of the main content area, there are two buttons: a blue button labeled "SAVE DOCUMENT FOR YOUR RECORDS" and a white button with a blue border labeled "RETURN TO MY ACCOUNT". A footer bar at the very bottom contains links for "Privacy Policy", "Online Services Terms of Use", "Right to Know", and "Contact Us".

5. Click **SAVE DOCUMENT FOR YOUR RECORDS** to save a copy of the application or click **RETURN TO MY ACCOUNT** to return to the **Account Summary** page.

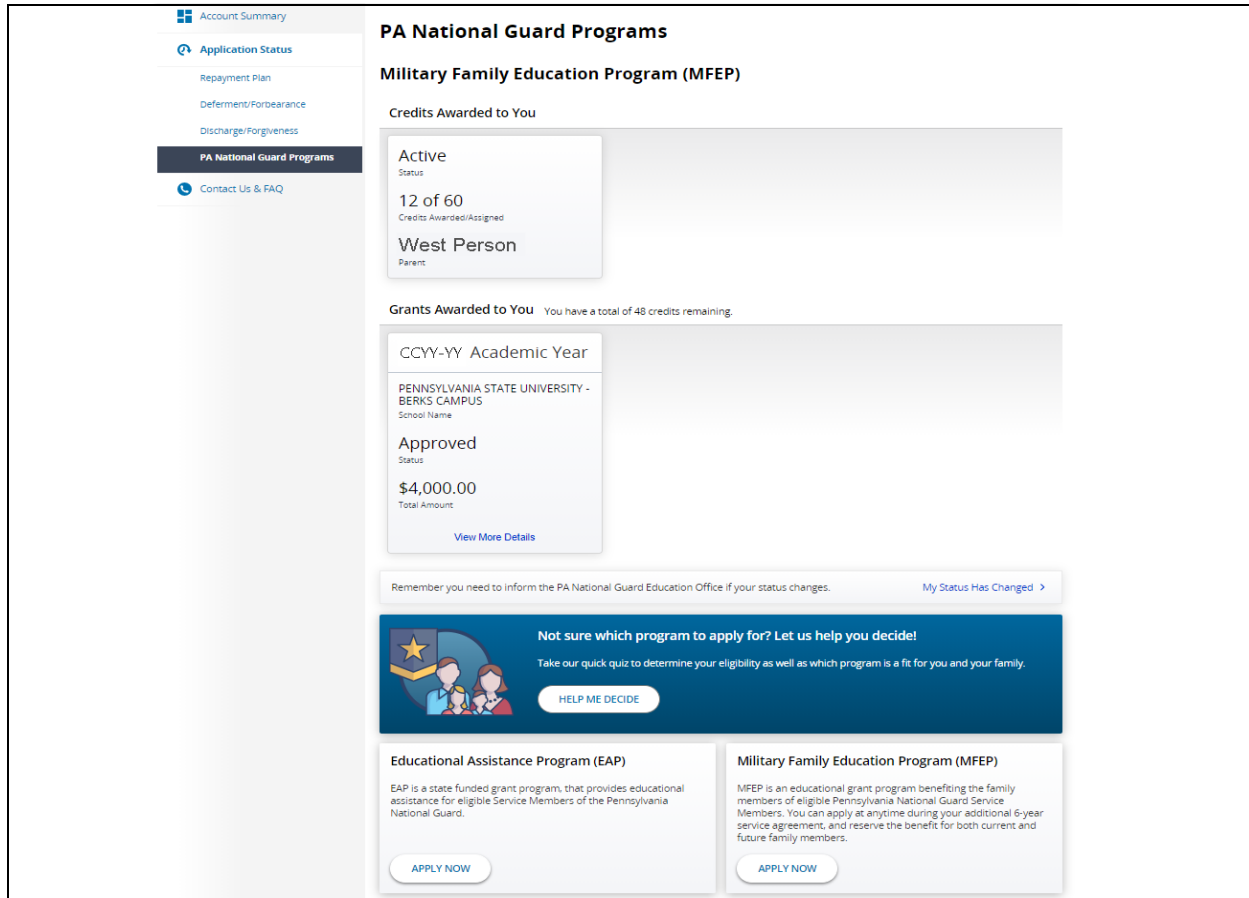
## Application Status for Beneficiary

If the beneficiary of the Military Family Education Program (MFEP) award accesses their account, they may review the application status and update school information.



1. After accessing the account, click **Application Status** in the left navigation menu.
2. On the **Application Status** page, click **View the status of your PA National Guard Programs** or click **PA National Guard Programs** from the navigation menu on the left.

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



This page displays the status and information about the Military Family Education Program (MFEP) award.

The **Credits Awarded to You** section displays the status of the application, the number of credits awarded of the total number of credits assigned, and the name of the service member associated with the application and relationship to the beneficiary.

The **Grants Awarded to You** section displays the total number of available credits remaining, the name of the school, the status of the grants to be awarded, and the total dollar amount of the award.

3. Click **View More Details** to view more details about the award.

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

4. Click **UPDATE SCHOOL INFORMATION** to update the school information for the award. Refer to the [Update School Information](#) section in this user guide.

**NOTE:** Click **My Status Has Changed** if the status for the beneficiary or service member has changed. Refer to the [Upload Documents](#) section of this user guide for the screen that displays.

## Update School Information

The **Update School Information** page displays.

**PA National Guard Programs CCYY - YY**

1 UPDATE SCHOOL INFORMATION
2
3

All fields marked with an \* are required.

**Update Education Information**

\* Projected Graduation Date:

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

**Update School Information 1**

Full Name of School / Branch Campus: PENNSYLVANIA STATE UNIVERSITY - BERKS CAMPUS  
 00332906 - UNIVERSITY PARK, PA

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

Semester	Expected Enrollment Status	Tuition	Total No. of Credits/Clock Hours
Fall CCYY	<input type="text" value="Not Enrolled"/>	\$ <input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>
Winter	<input type="text" value="Not Enrolled"/>	\$ <input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>
Spring CCYY	<input type="text" value="Not Enrolled"/>	\$ <input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>
Summer CCYY	<input type="text" value="Enrolled"/>	\$ <input style="width: 50px;" type="text" value="4000"/>	<input style="width: 50px;" type="text" value="15"/>

**NOTE:** Updates to school information may change the award amount. The student beneficiary will be notified of any award changes after information is submitted.

1. In the **Projected Graduation Date** field, enter the projected graduation date in MM/DD/YYYY format. This field is required.
2. 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.



## Military Family Education Program (MFEP) Application

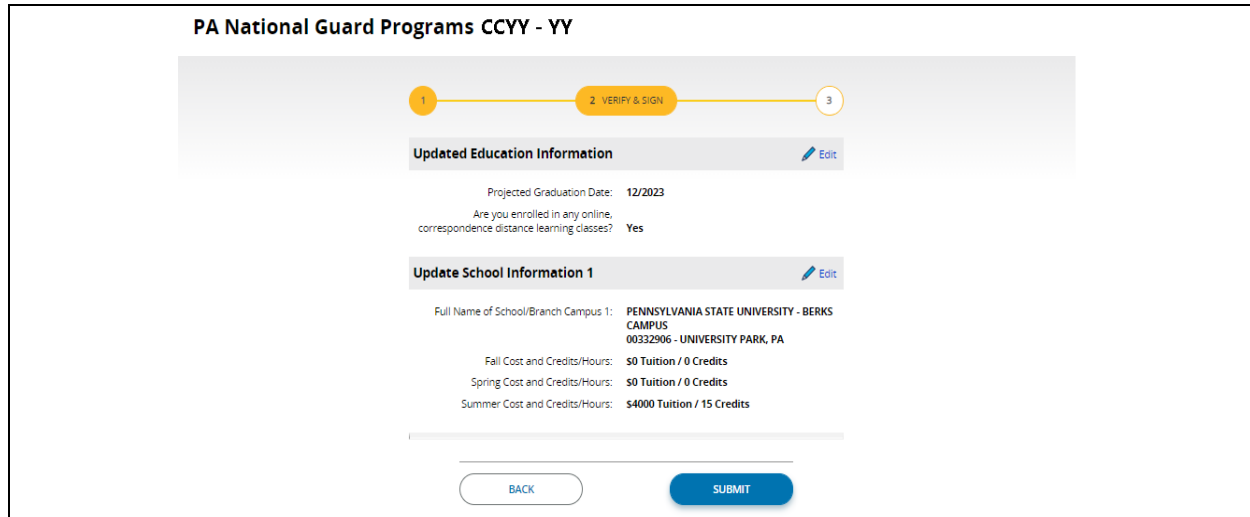
---

3. In the **Expected Enrollment Status** field, click the drop-down arrow to select the expected enrollment status for the term.
4. In the **Tuition** field, enter the total amount of tuition for the term.
5. 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.
6. Repeat steps 3 through 5 for each term as needed.
7. Click **I WILL BE ATTENDING ANOTHER SCHOOL** to add information about another school.

**NOTE:** The user may only enter information about one school per term.

8. Click **CONTINUE**.

The **Verify & Sign** page displays.



**PA National Guard Programs CCYY - YY**

1 — 2 - VERIFY & SIGN — 3

**Updated Education Information** [Edit](#)

Projected Graduation Date: 12/2023  
Are you enrolled in any online, correspondence distance learning classes? Yes

**Update School Information 1** [Edit](#)

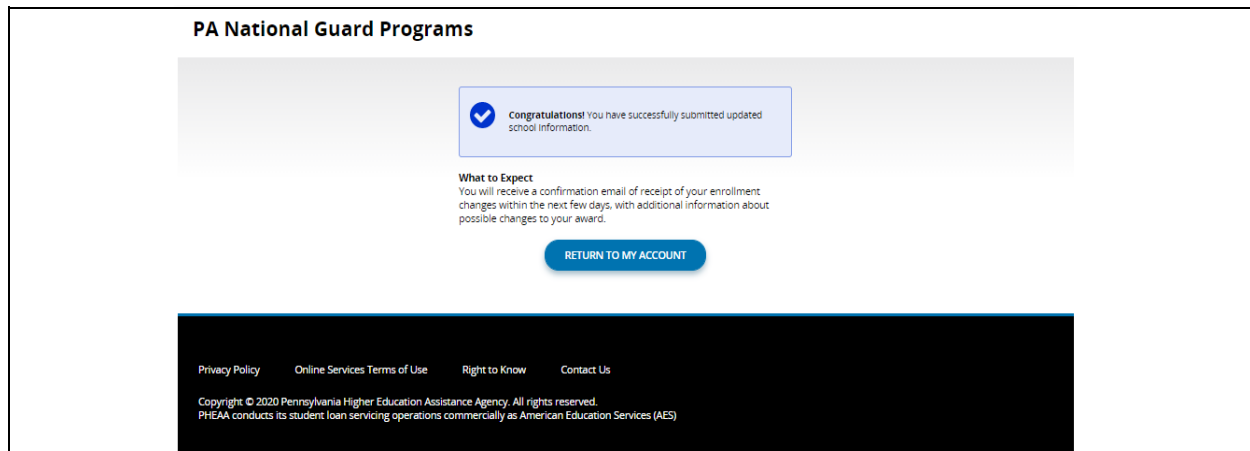
Full Name of School/Branch Campus 1: PENNSYLVANIA STATE UNIVERSITY - BERKS CAMPUS 0032906 - UNIVERSITY PARK, PA  
Fall Cost and Credits/Hours: \$0 Tuition / 0 Credits  
Spring Cost and Credits/Hours: \$0 Tuition / 0 Credits  
Summer Cost and Credits/Hours: \$4000 Tuition / 15 Credits

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


9. Review the information in the **Updated Education Information** and **Update School Information** sections. Click the **Edit** icon to edit any of the information if needed.

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

The following message displays: **Congratulations! You have successfully updated school information.**



**PA National Guard Programs**

 **Congratulations!** You have successfully submitted updated school information.

**What to Expect**  
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.

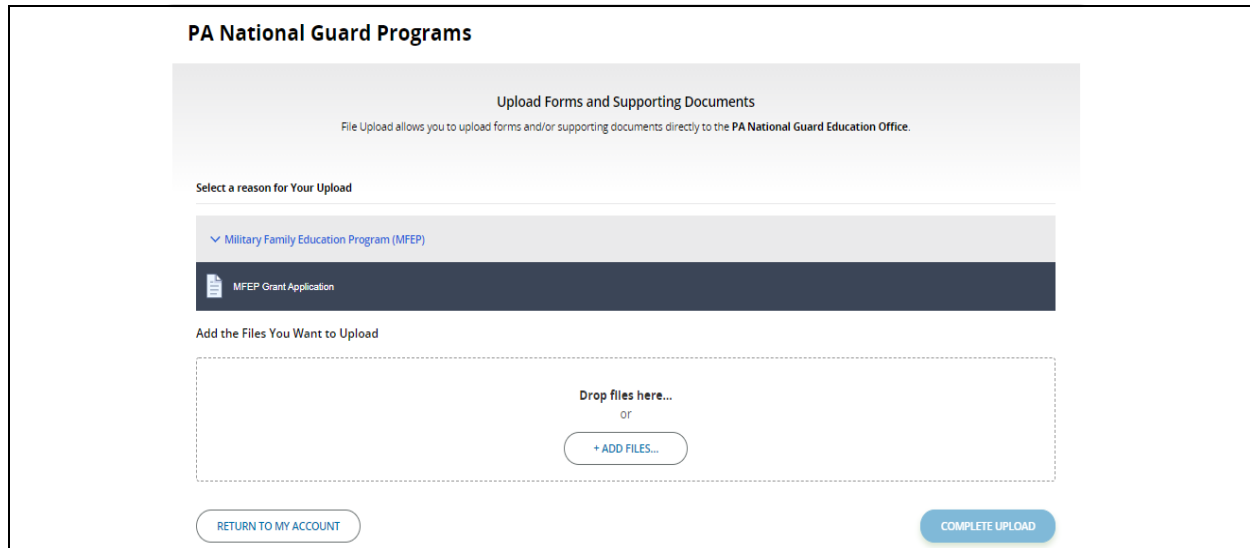
[RETURN TO MY ACCOUNT](#)

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

## Upload Documents

If the **My Status Has Changed** link is clicked on the **PA NATIONAL GUARD PROGRAMS** status page, the **Upload Forms and Supporting Documents** page displays.



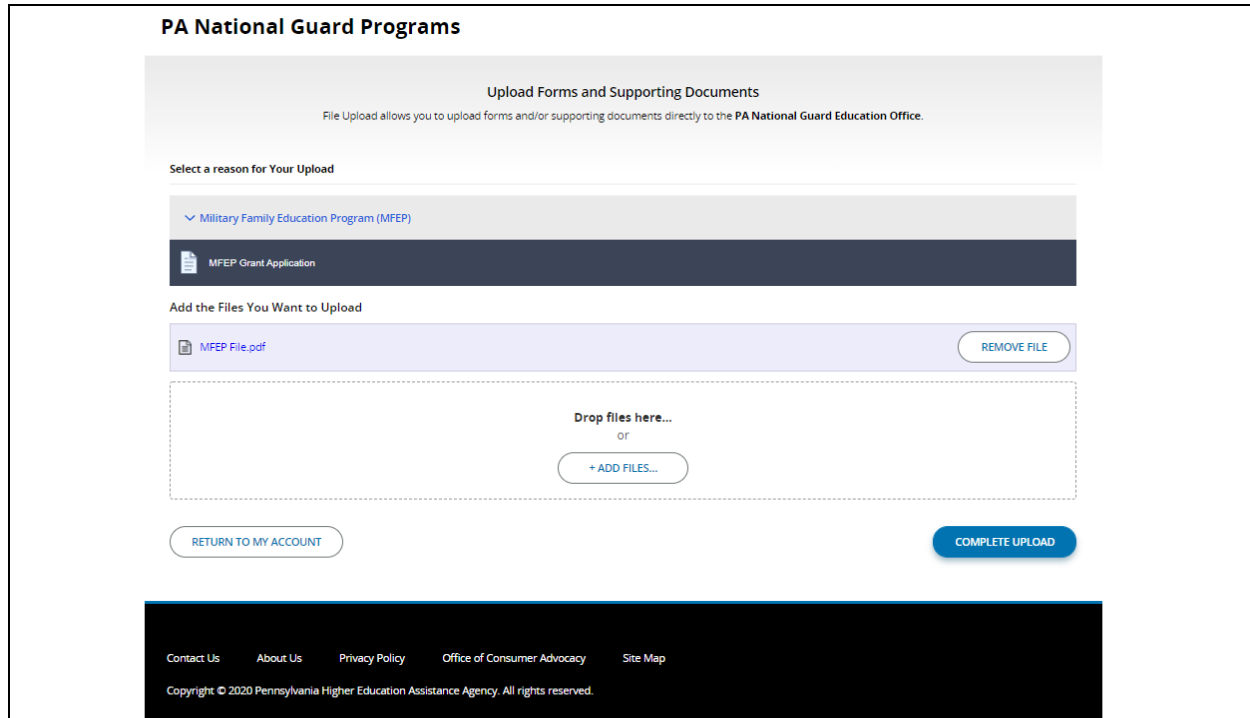
This page allows the user to upload forms and supporting documents directly to the PA National Guard Education Office.

The **Select a reason for Your Upload** section displays one or more applications for PA National Guard Programs. If more than one application displays, click the desired application related to the files to be uploaded.

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

**NOTE:** This user guide used the drag and drop file method.

The **Upload Forms and Supporting Documents** page redisplay with the file added.



**PA National Guard Programs**

**Upload Forms and Supporting Documents**

File Upload allows you to upload forms and/or supporting documents directly to the PA National Guard Education Office.

Select a reason for Your Upload

▼ Military Family Education Program (MFEP)

MFEP Grant Application

Add the Files You Want to Upload

MFEP File.pdf REMOVE FILE

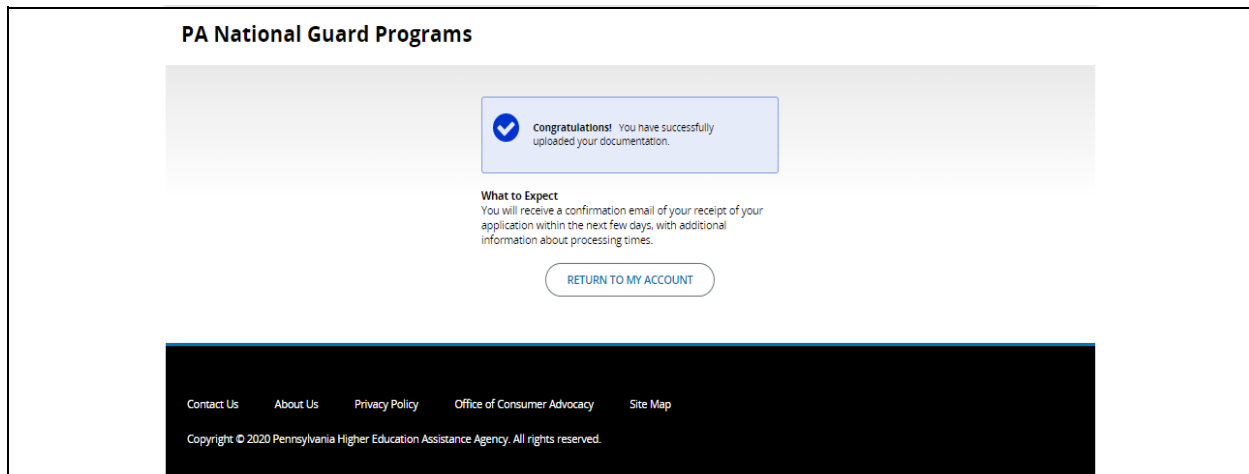
Drop files here...  
or  
+ ADD FILES...

RETURN TO MY ACCOUNT COMPLETE UPLOAD

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2. Drop or add additional files as needed.
3. Click **REMOVE FILE** next to any file that was added in error.
4. Click **COMPLETE UPLOAD**.

The following message displays: **Congratulations! You have successfully uploaded your documentation.**



The screenshot shows a confirmation page for PA National Guard Programs. At the top, it says "PA National Guard Programs". Below this, there is a light blue box with a checkmark icon and the text: "Congratulations! You have successfully uploaded your documentation." Underneath this box, there is a section titled "What to Expect" with the text: "You will receive a confirmation email of your receipt of your application within the next few days, with additional information about processing times." Below this text is a button labeled "RETURN TO MY ACCOUNT". At the bottom of the page, there is a dark footer with links for "Contact Us", "About Us", "Privacy Policy", "Office of Consumer Advocacy", and "Site Map". Below the links, it says "Copyright © 2020 Pennsylvania Higher Education Assistance Agency. All rights reserved."

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