



Military Family Education Program (MFEP) Application User Guide





Military Family Education Program (MFEP) Application

Notes



Table of Contents

Introduction	4
Access from the PHEAA Website	5
Service Member Application	11
Statement of Understanding	11
Personal Information	16
Military Information	18
Beneficiary Information	20
Credit Allotment	23
References	24
Employment Information	27
Verify & Sign	29
Actions You Need to Take Now	33
Confirmation	37
Help Me Decide	38
Application Status	42
Manage Beneficiaries	44
Beneficiary Application	56
Beneficiary Personal Information	58
Beneficiary School Information	60
Beneficiary References	62
Beneficiary Employment Information	64
Beneficiary Verify & Sign	66
Application Status for Beneficiary	71
Update School Information	74
Upload Documents	78



Military Family Education Program (MFEP) Application

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 on-line application available through the student or consumer portal, which may be accessed through www.pheaa.org.

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

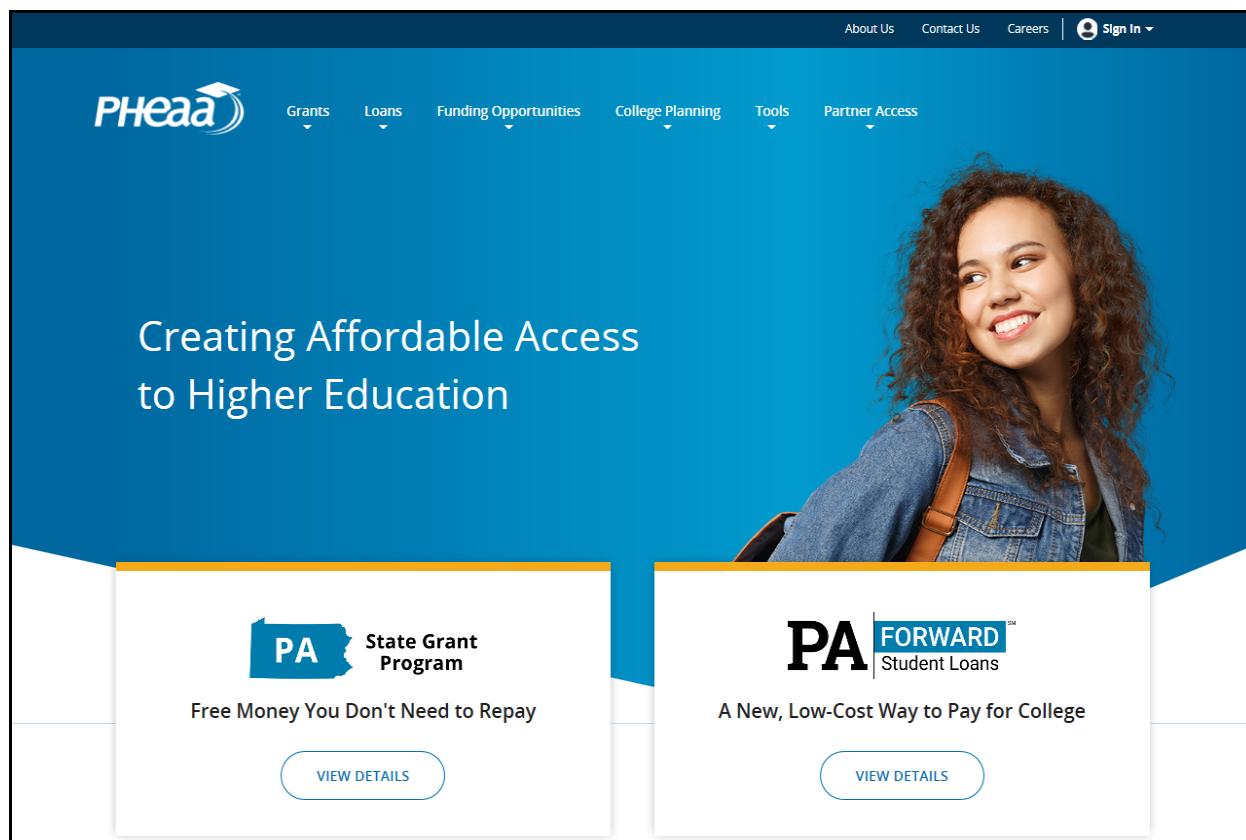


Military Family Education Program (MFEP) Application

Access from the PHEAA Website

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

The PHEAA home page displays.

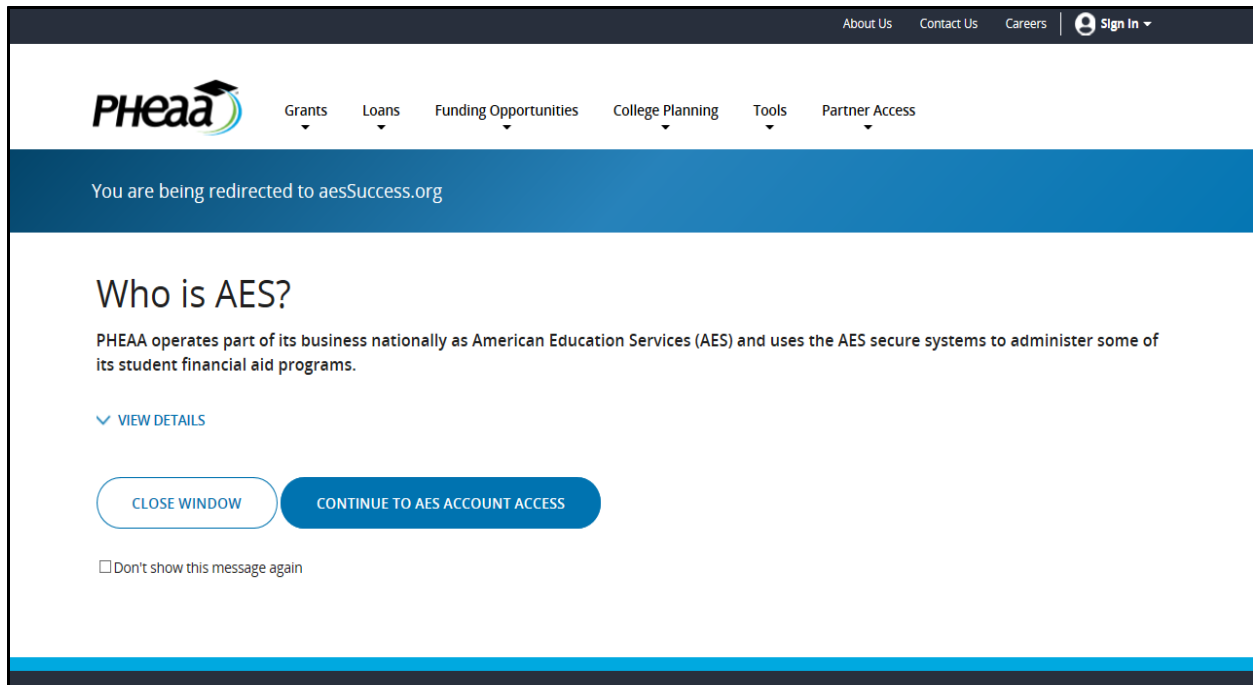


2. Click **Sign In** and then **Borrowers/Students** at the top corner of the screen.



Military Family Education Program (MFEP) Application

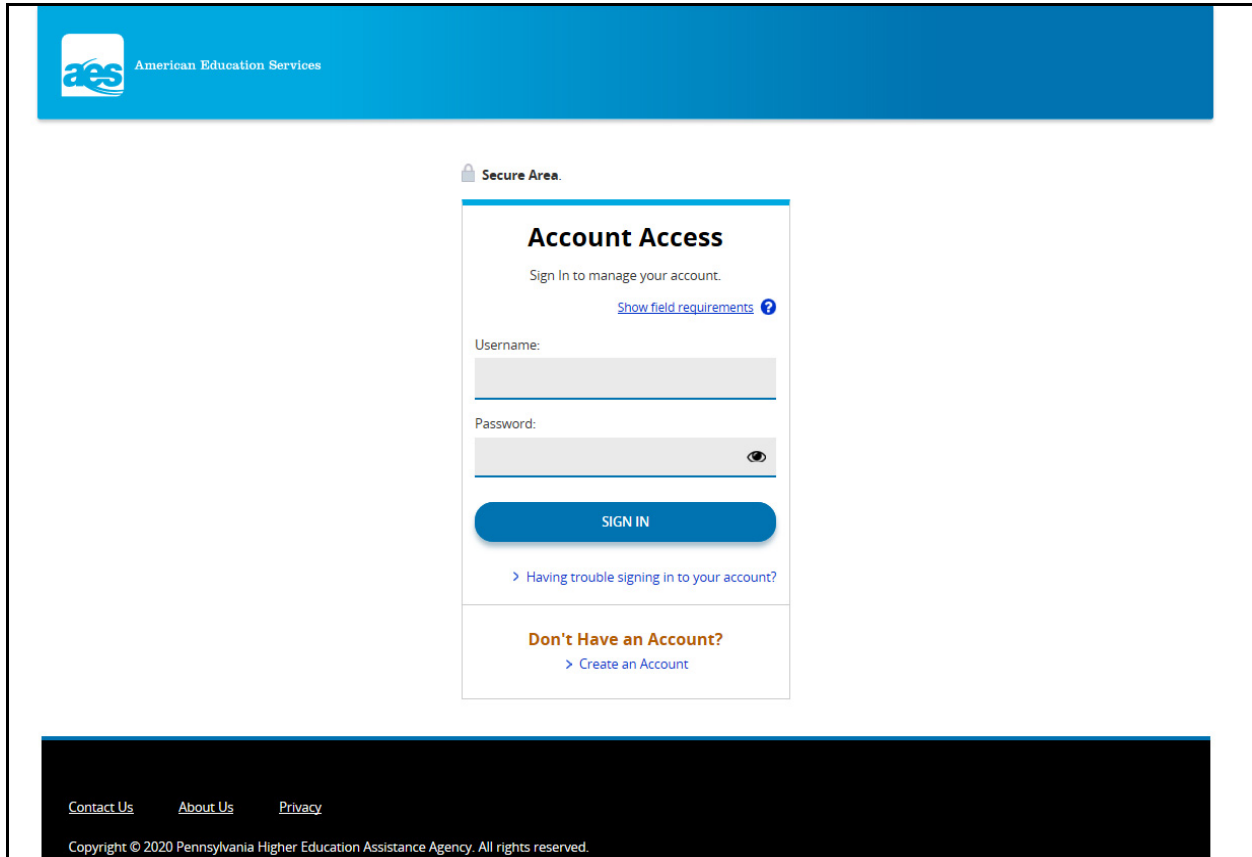
The **Who is AES?** page displays.



This page explains that the consumer will be redirected to the AES Account Access website.

3. Click the **Continue to AES Account Access** button to view the **Account Access Sign In** page.

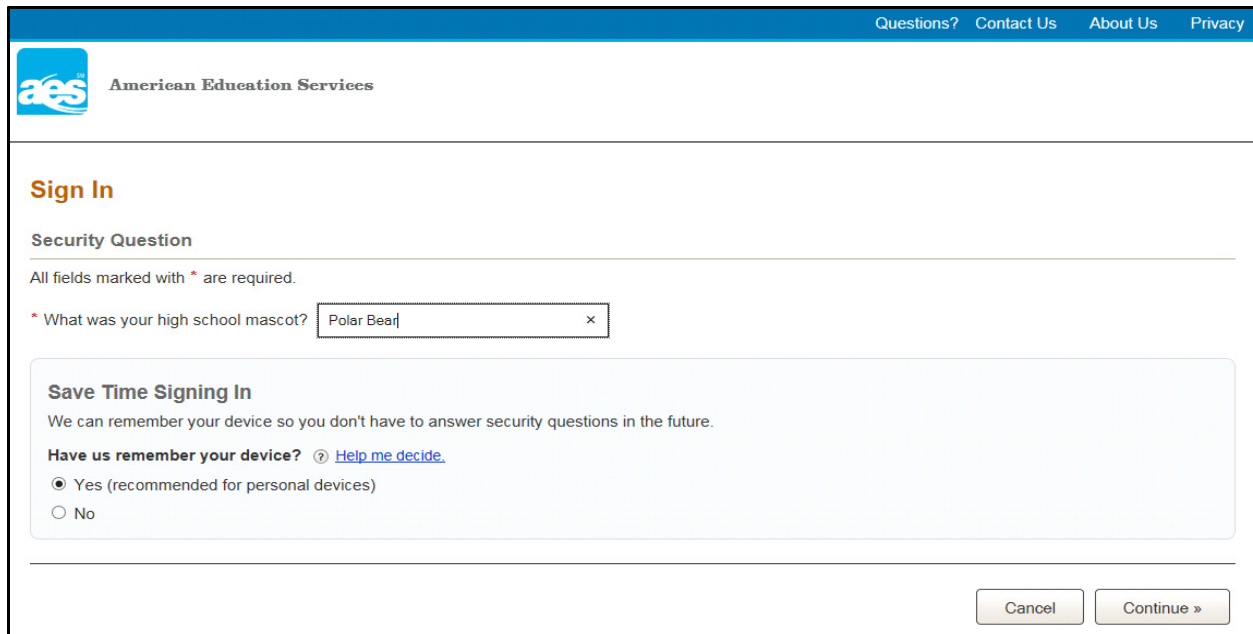
The **Account Access Sign In** page displays.



The screenshot shows the 'Account Access' sign-in page. At the top is a blue header with the 'aes' logo and 'American Education Services'. Below this is a 'Secure Area.' label with a lock icon. The main content area contains a white box titled 'Account Access' with the instruction 'Sign In to manage your account.' and a link for 'Show field requirements'. It features input fields for 'Username:' and 'Password:' (with a toggle eye icon), a blue 'SIGN IN' button, a link for 'Having trouble signing in to your account?', and a section for 'Don't Have an Account?' with a 'Create an Account' link. The footer is dark blue with links for 'Contact Us', 'About Us', and 'Privacy', and a copyright notice for 2020 Pennsylvania Higher Education Assistance Agency.

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

The **Account Access** page displays with a security question.



Use this page to answer the security question and determine whether to opt out of the security question in the future.

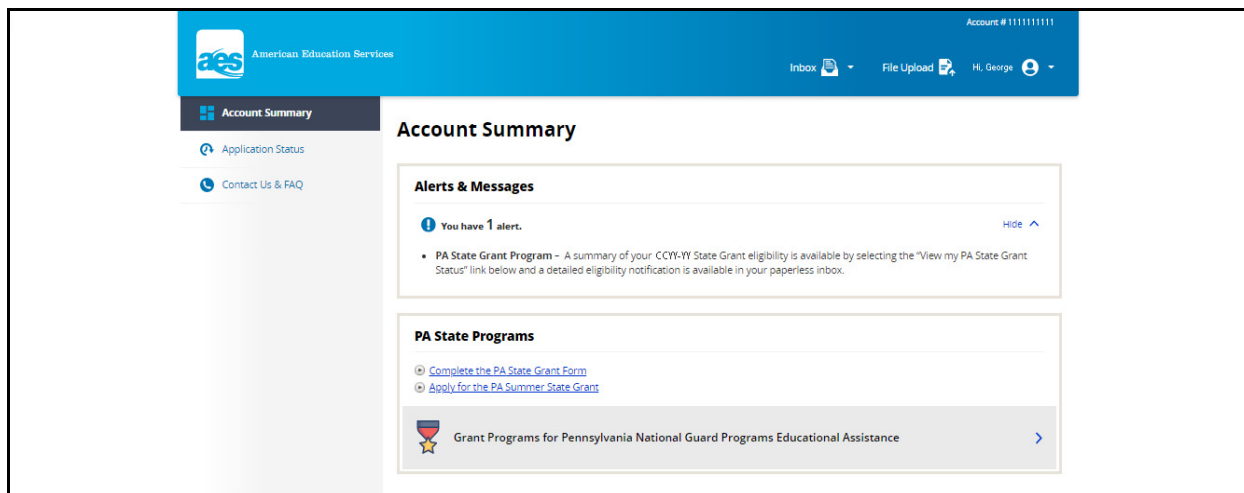
NOTE: This page displays if the customer has not opted to have the computer remembered.

7. Enter the response to the security question. This field is required.
8. Click **Yes (recommended for home computers)** to remember the computer to avoid answering security questions for each login or **No** to not remember this computer. This field is required.

NOTE: Security questions are required when the customer forgets the password and it needs to be reset.

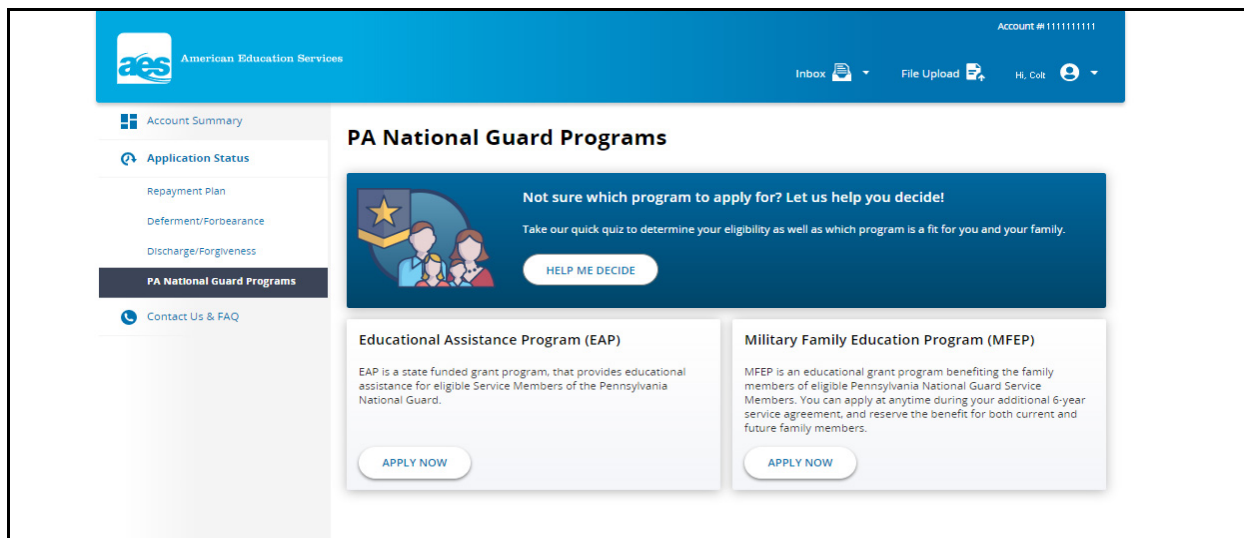
9. Click the **Continue >>** button.

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



10. Click the **Grant Programs for Pennsylvania National Guard Programs Educational Assistance** link.

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



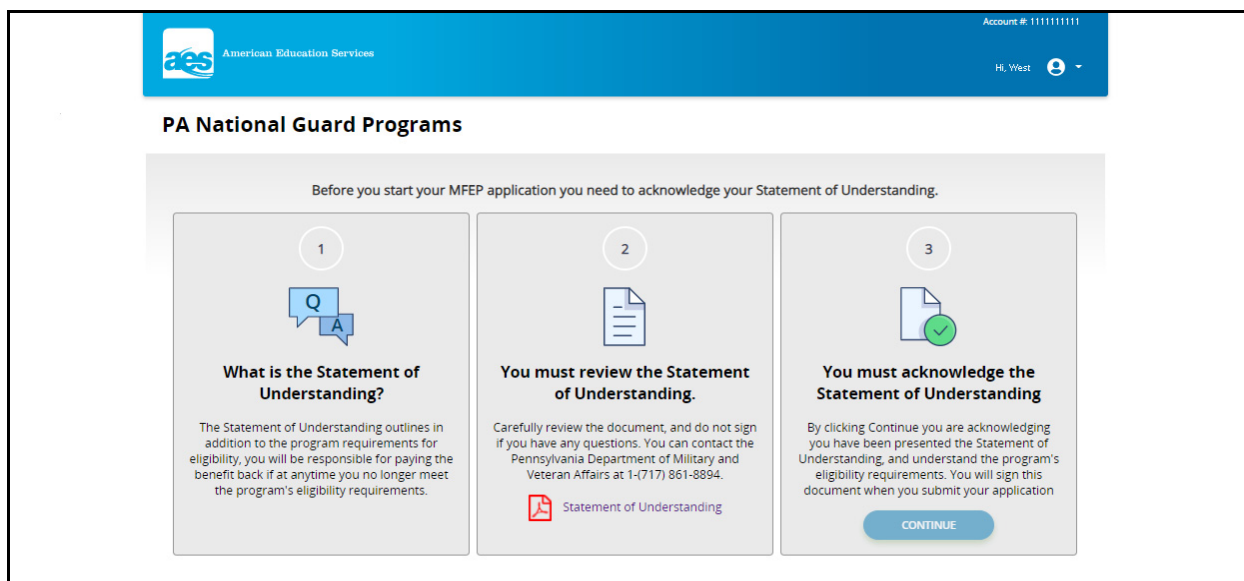
11. If the customer is unsure which program to apply for, click the **HELP ME DECIDE** link. Refer to the [Help Me Decide](#) section for more details.

12. Click the **APPLY NOW** button 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.



Account # 1111111111
Hi, West

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.



Military Family Education Program (MFEP) Application

The Statement of Understanding PDF opens in a new page.

NAME: _____ SSN: _____

PENNSYLVANIA NATIONAL GUARD - MILITARY FAMILY EDUCATION PROGRAM (MFEP)
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 Military Family Education Program
ROUTINE USED:	Confirmation of obligation, participation, requirements and benefit under the Military Family Education 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 Military Family Education Program

SECTION I - APPLICABILITY


This addendum will be completed by all members who have completed an initial service obligation in the Pennsylvania National Guard and accepts an obligation to serve in the Pennsylvania National Guard for six (6) years to receive the MFEP benefit; and have not accepted an obligation under the Educational Assistance Program (EAP) for the same six (6) year period.

SECTION II - INSTRUCTIONS

Members are responsible for reading all of the MFEP requirements outlined on this form.
DO NOT SIGN THIS FORM UNTIL ALL OF YOUR QUESTIONS HAVE BEEN ANSWERED AND

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.



American Education Services

Account #: 1111111111
Hi, West

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



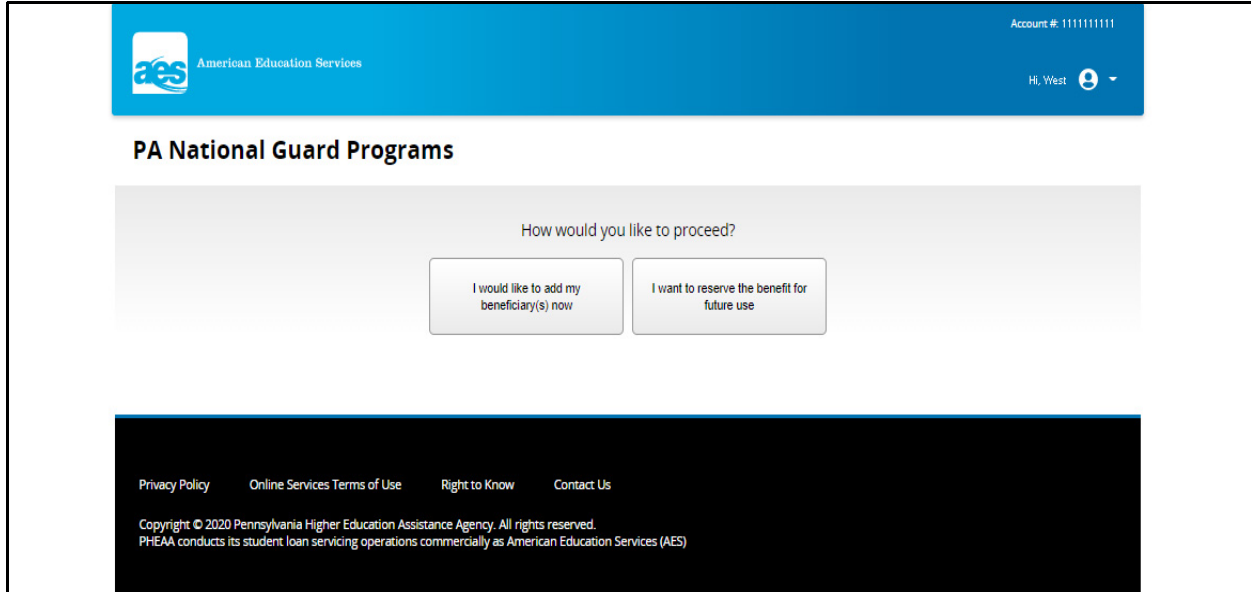
You must acknowledge the Statement of Understanding

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

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

The benefits decision page displays.



Account # 1111111111

Hi, YWest

PA National Guard Programs

How would you like to proceed?

I would like to add my beneficiary(s) now

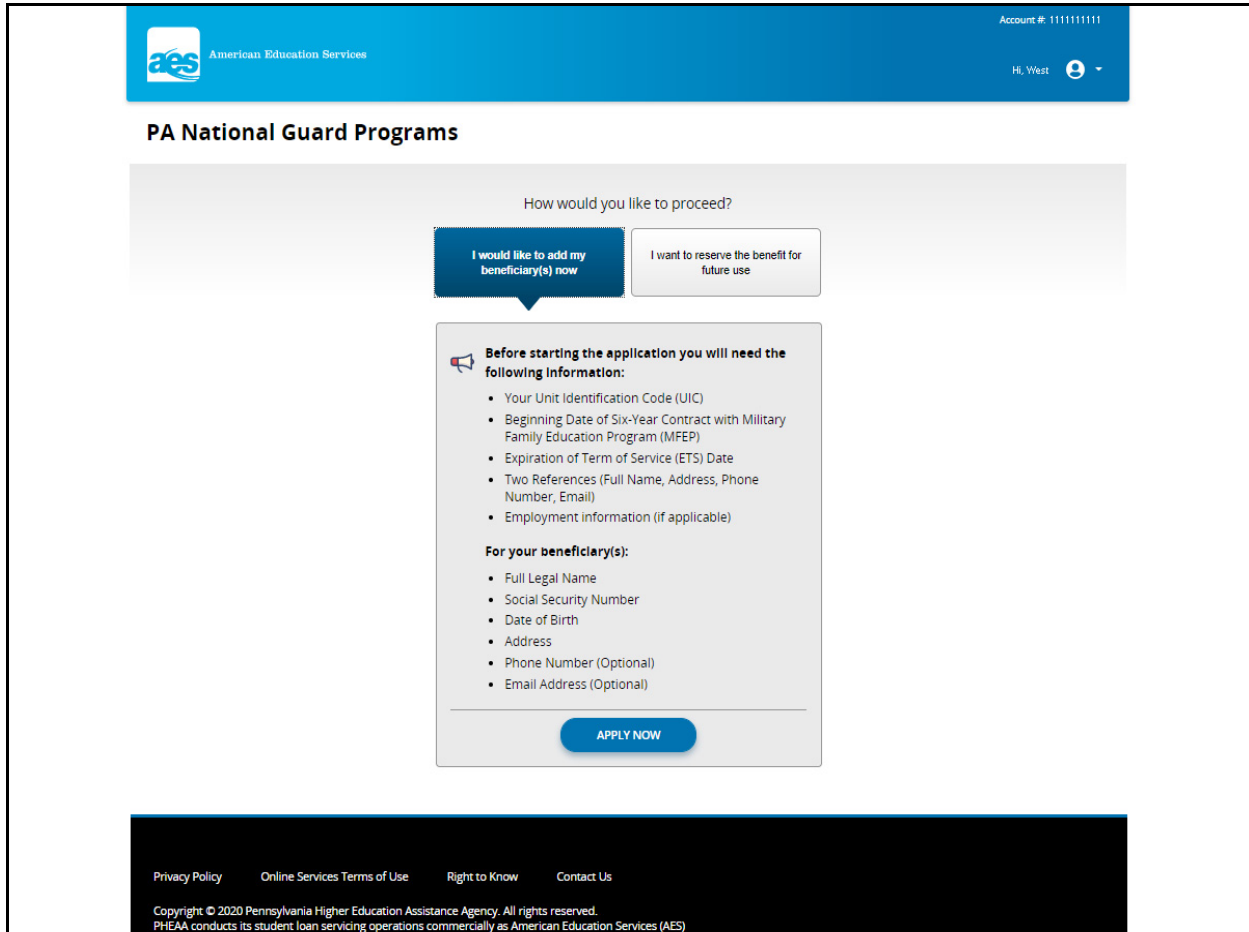
I want to reserve the benefit for future use

[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)

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.



Account #: 1111111111

Hi, West

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

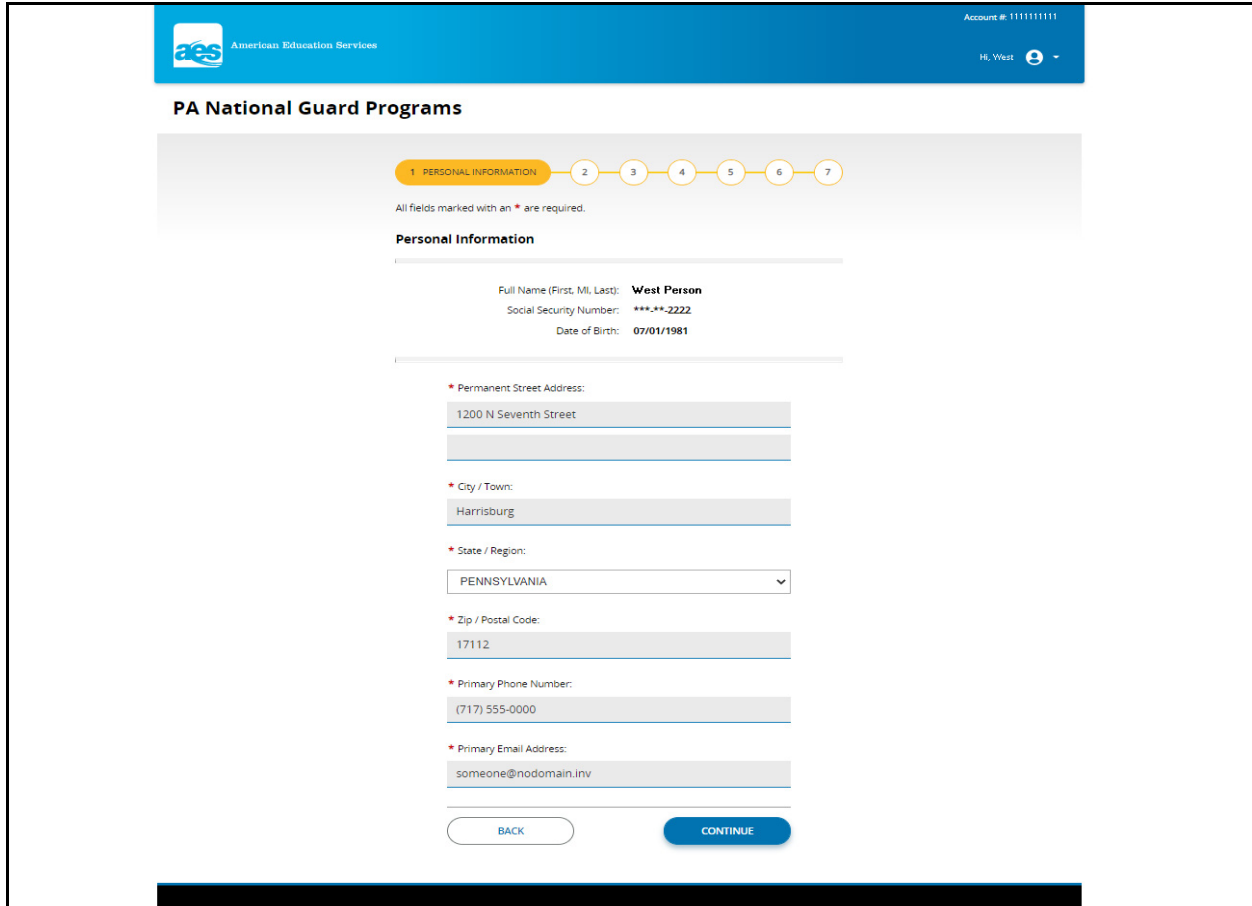
Privacy Policy Online Services Terms of Use Right to Know Contact Us

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

6. Click the **APPLY NOW** button.

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.

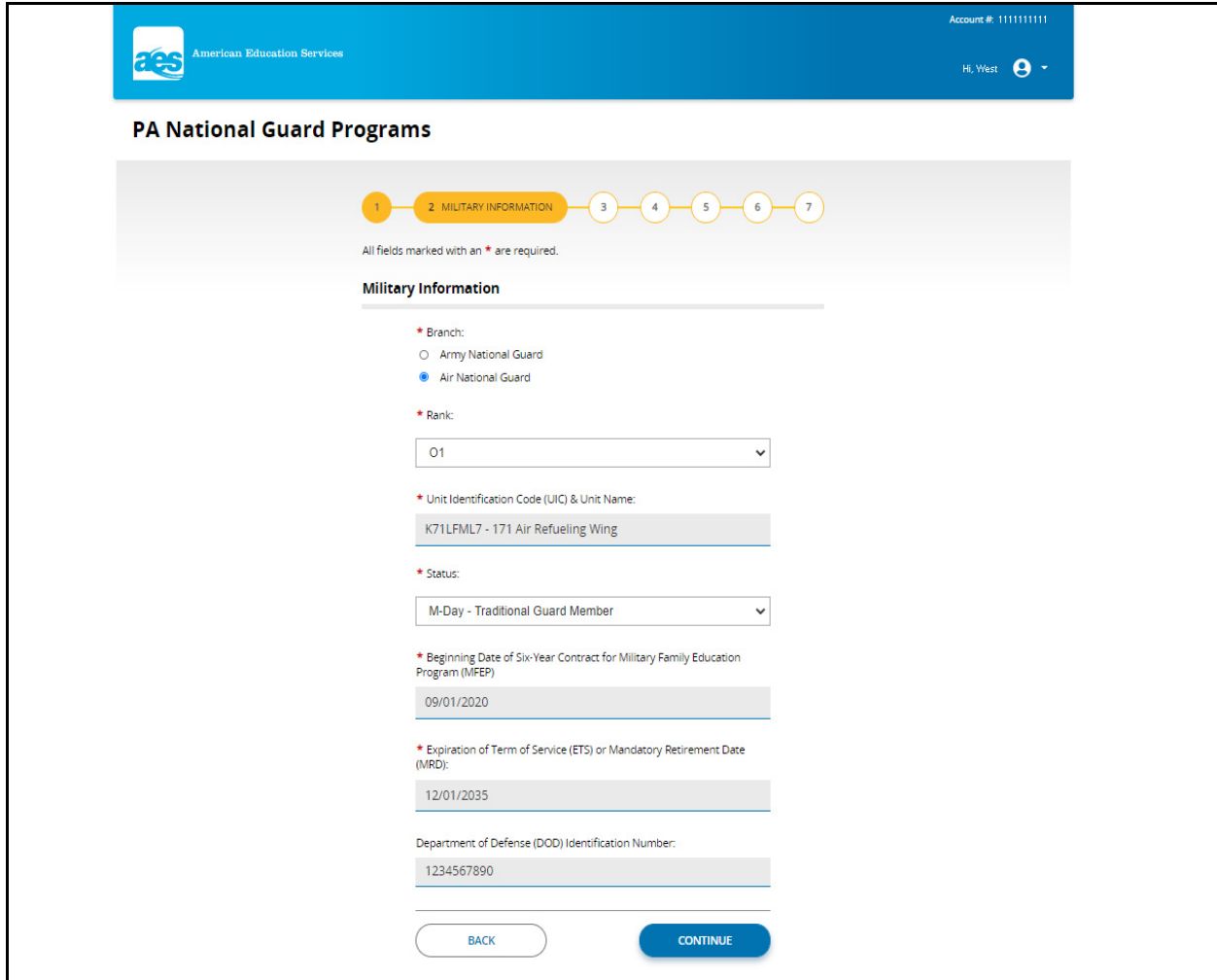


Military Family Education Program (MFEP) Application

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 the **CONTINUE** button.

Military Information

The **Military Information** page displays.



Account #: 1111111111

Hi, West

PA National Guard Programs

1 2 **MILITARY INFORMATION** 3 4 5 6 7

All fields marked with an * are required.

Military Information

* Branch:

☐ Army National Guard

☒ Air National Guard

* Rank:

O1

* Unit Identification Code (UIC) & Unit Name:

K71LFML7 - 171 Air Refueling Wing

* Status:

M-Day - Traditional Guard Member

* Beginning Date of Six-Year Contract for Military Family Education Program (MFEP):

09/01/2020

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

12/01/2035

Department of Defense (DOD) Identification Number:

1234567890

BACK 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.



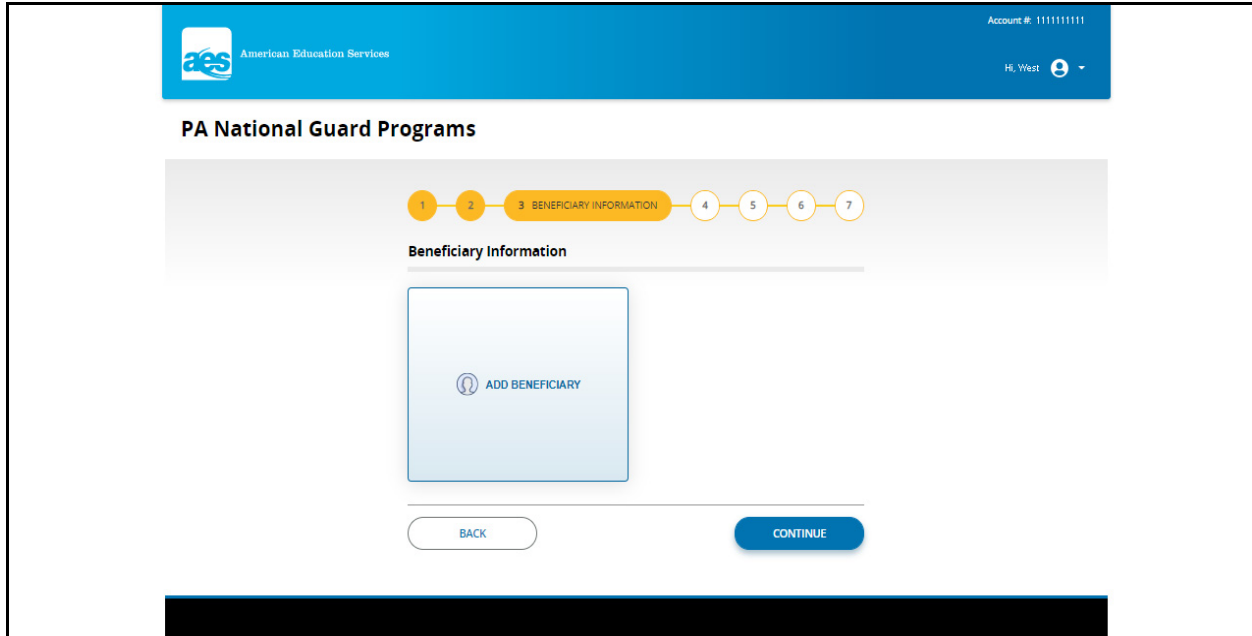
Military Family Education Program (MFEP) Application

4. In the **Status** field, click on the field and select the status of the service member. This field is required.
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 the **CONTINUE** button.

Beneficiary Information

The **Beneficiary Information** page displays.

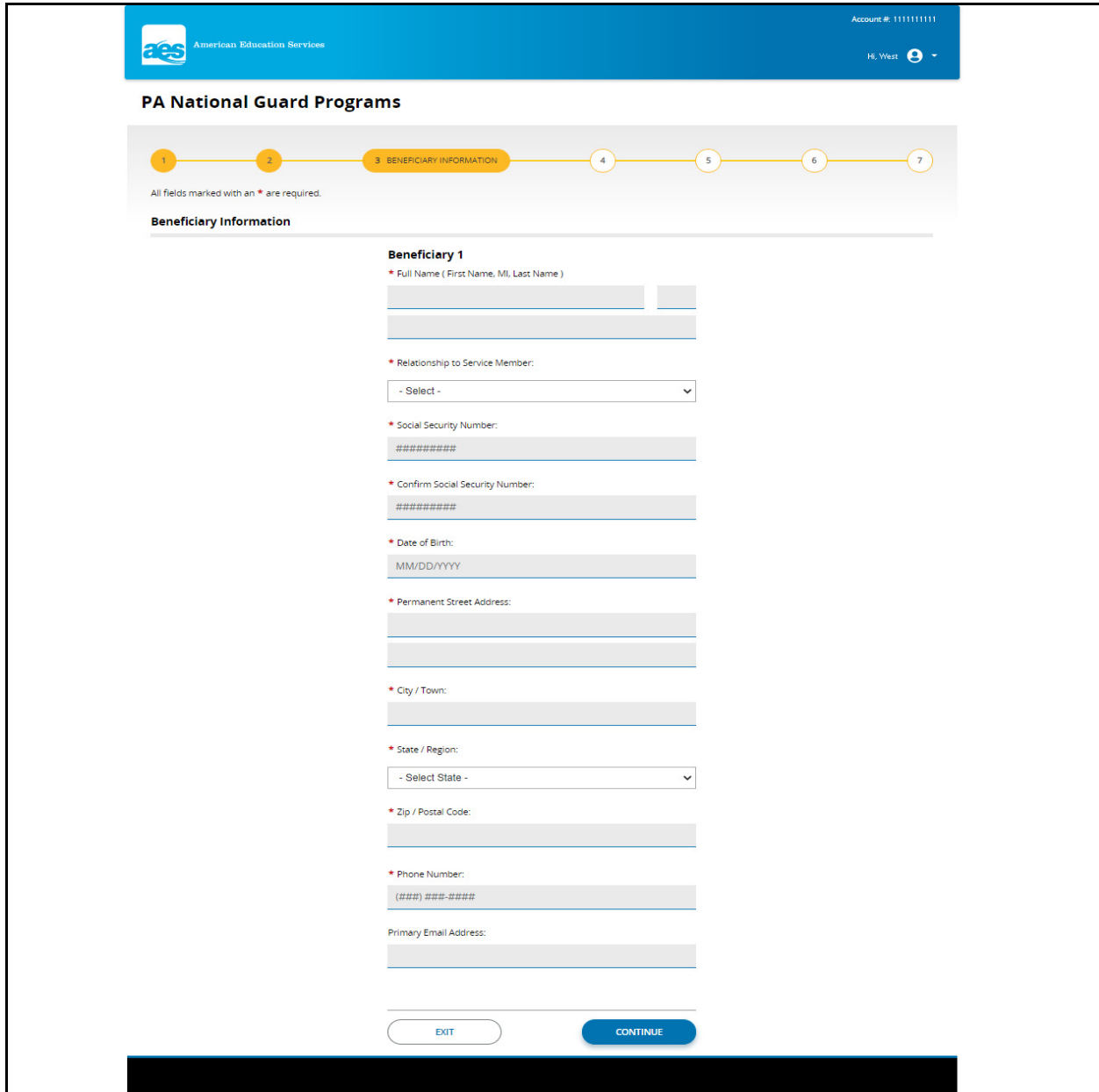
NOTE: This page does not display if the customer selected **I want to reserve the benefit for future use** and no beneficiaries are being added now.



The screenshot shows the 'PA National Guard Programs' application interface. At the top, there is a blue header with the 'aes American Education Services' logo on the left and 'Account #: 111111111' and 'Hi, West' with a user icon on the right. Below the header, the title 'PA National Guard Programs' is displayed. A progress bar with seven steps is shown, with step 3, 'BENEFICIARY INFORMATION', highlighted in orange. Below the progress bar, the title 'Beneficiary Information' is displayed. A large blue button with a plus icon and the text 'ADD BENEFICIARY' is centered. At the bottom, there are two buttons: 'BACK' and 'CONTINUE'.

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

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



PA National Guard Programs

Account #: 1111111111

Hi, West

1 2 3 BENEFICIARY INFORMATION 4 5 6 7

All fields marked with an * are required.

Beneficiary Information

Beneficiary 1

* 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:

EXIT CONTINUE

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.



Military Family Education Program (MFEP) Application

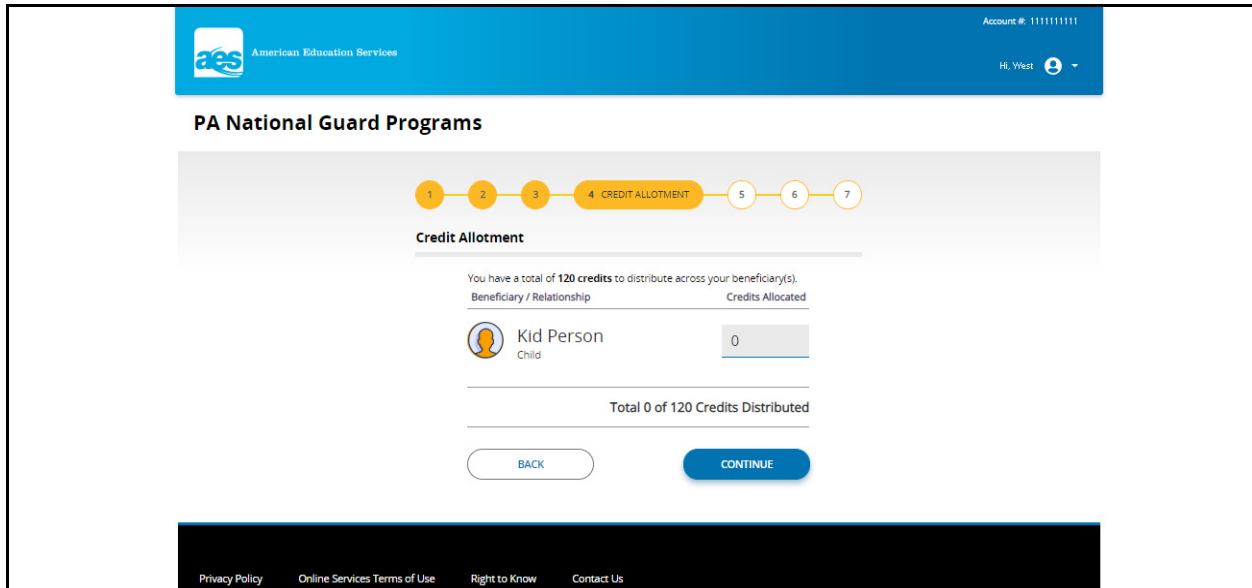
4. In the **Social Security Number** field, enter the beneficiary's Social Security number. This field is required.
5. In the **Confirm Social Security Number** field, enter the beneficiary's Social Security number again. This field is required.
6. In the **Date of Birth** field, enter the beneficiary's 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 the **CONTINUE** button.

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.




Account #: 1111111111
Hi, West

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 the **CONTINUE** button when finished distributing the total credit allotment.




References

The **References** page displays.


 American Education Service

Account #: 1111111111

Hi, User 

PA National Guard Programs


12345 **REFERENCES**67



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

March 2021

Confidential/Proprietary Information - PHEAA

WB0194 - 24



Military Family Education Program (MFEP) Application

NOTE: Two references are required to be entered.

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.

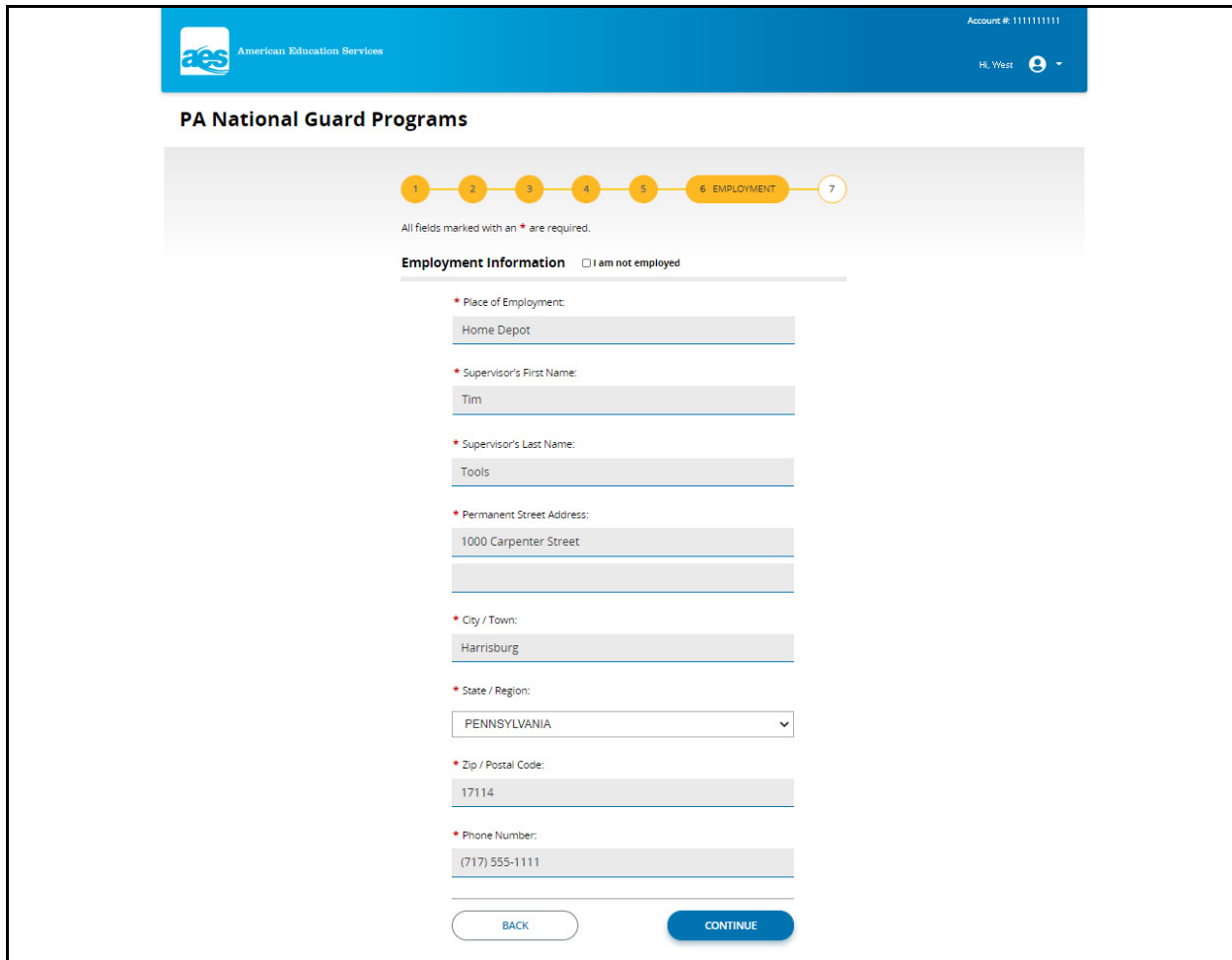


Military Family Education Program (MFEP) Application

15. Click the **CONTINUE** button.

Employment Information

The **Employment Information** page displays.



Account #: 1111111111

Hi, West

PA National Guard Programs

1 2 3 4 5 **6 EMPLOYMENT** 7

All fields marked with an * are required.

Employment Information ☐ I am not employed

* 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

BACK 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


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 the **CONTINUE** button.



Verify & Sign

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

 American Education Services

Account #: 1111111111
Hi, West 

PA National Guard Programs

1234567

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 (MRD):

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):

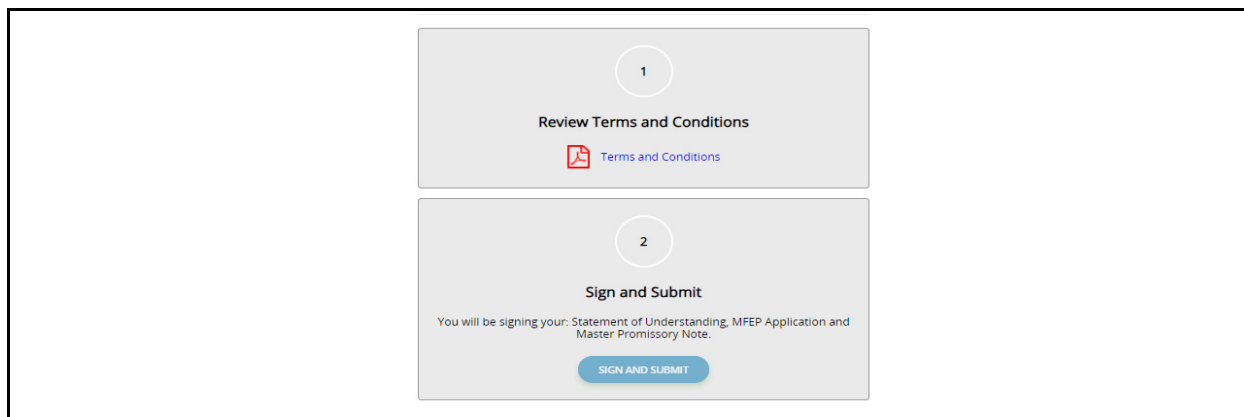
Tim Tools

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.



The diagram illustrates the MFEP application process in two steps. Step 1, 'Review Terms and Conditions', includes a PDF icon and a link to 'Terms and Conditions'. Step 2, 'Sign and Submit', includes a statement of what is being signed and a 'SIGN AND SUBMIT' button.

1

Review Terms and Conditions

 [Terms and Conditions](#)

2

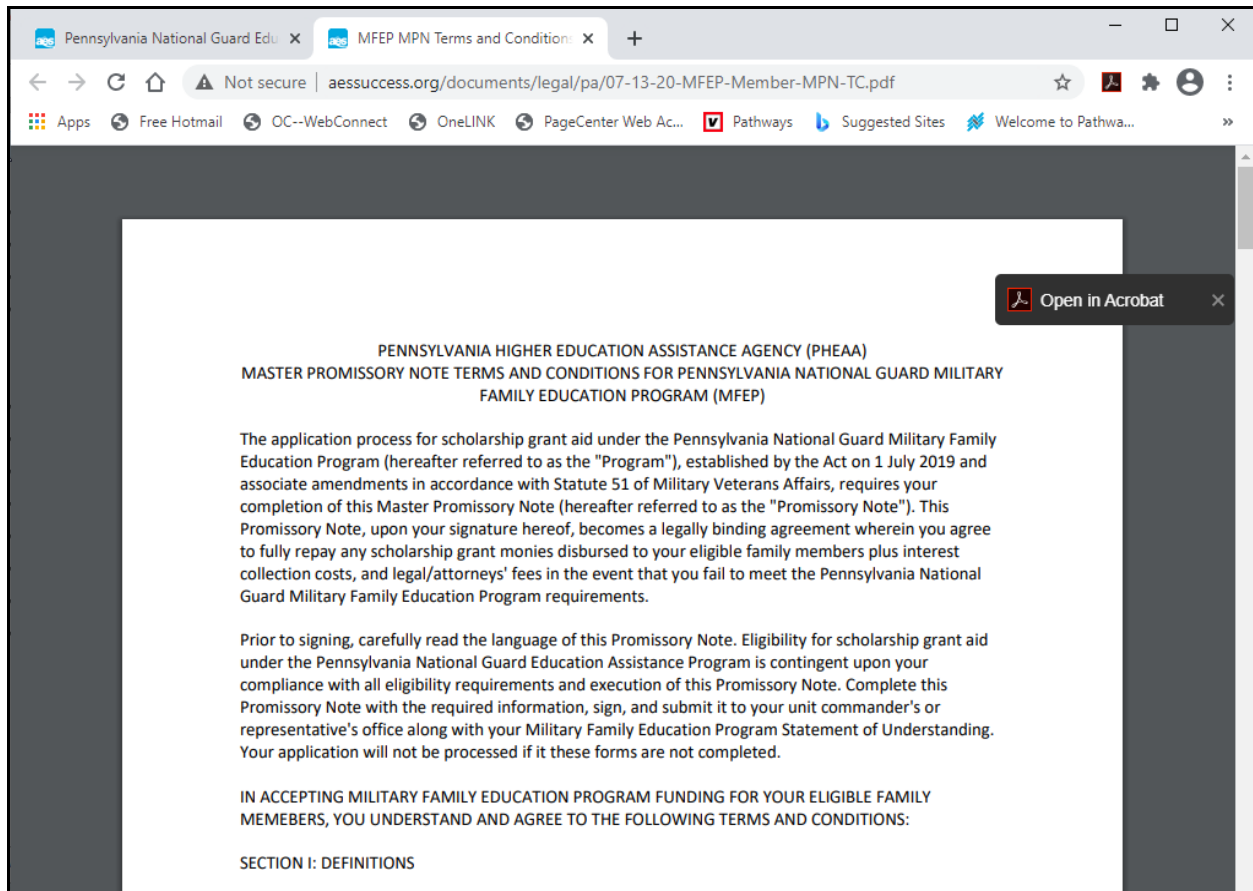
Sign and Submit

You will be signing your: Statement of Understanding, MFEP Application and Master Promissory Note.

[SIGN AND SUBMIT](#)

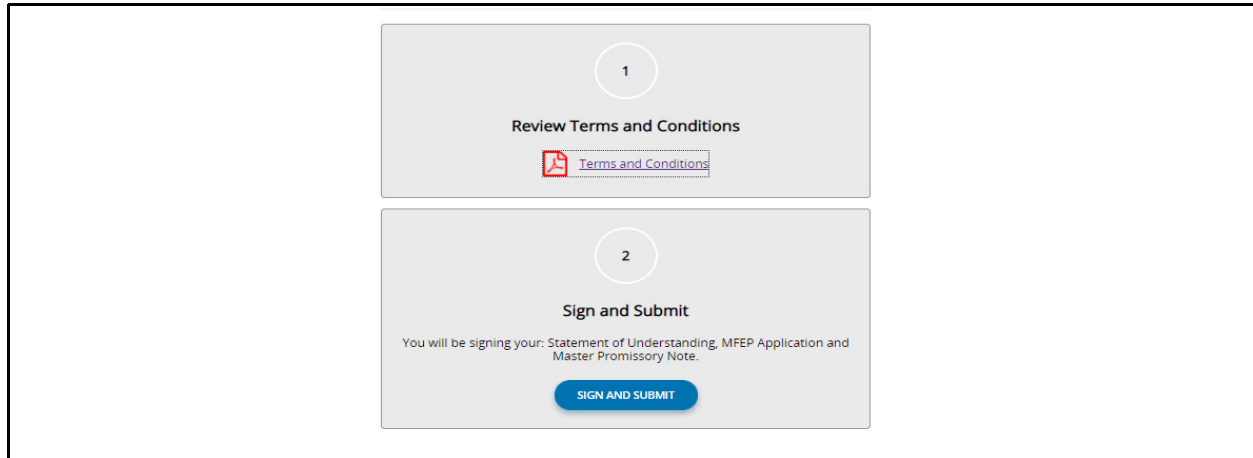
2. Click the **Terms and Conditions** PDF icon near the bottom of the page to review the Master Promissory Note, terms and conditions of the application.

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.

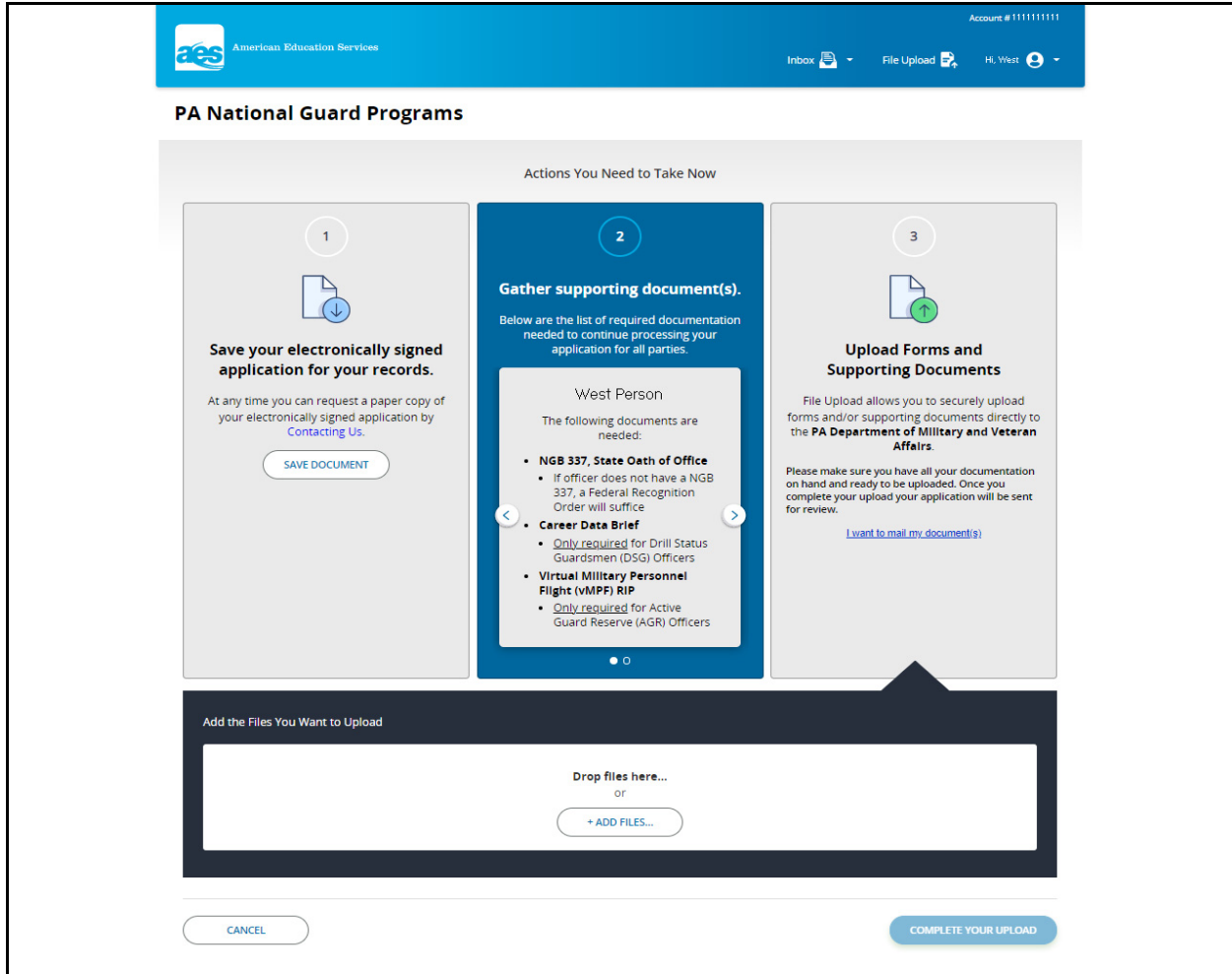
The **Verify & Sign** page redisplay with the **Sign and Submit** button available.



4. In the **Sign and Submit** section, click the **SIGN AND SUBMIT** button 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.



The screenshot displays the 'Actions You Need to Take Now' page for the PA National Guard Programs. The page is divided into three main sections, each with a numbered icon and a title:

- 1 Save your electronically signed application for your records.** This section includes a 'SAVE DOCUMENT' button and a link to 'Contacting Us'.
- 2 Gather supporting document(s).** This section is currently active and displays a list of required documents for a 'West Person'. The list includes:
 - NGB 337, State Oath of Office**: If officer does not have a NGB 337, a Federal Recognition Order will suffice.
 - Career Data Brief**: Only required for Drill Status Guardsmen (DSG) Officers.
 - Virtual Military Personnel Flight (VMPPF) RIP**: Only required for Active Guard Reserve (AGR) Officers.
- 3 Upload Forms and Supporting Documents** This section includes a 'File Upload' button and a link to 'I want to mail my document(s)'.

Below these sections is a 'Drop files here...' area with a '+ ADD FILES...' button. At the bottom of the page are 'CANCEL' and 'COMPLETE YOUR UPLOAD' buttons.

1. Click the **SAVE DOCUMENT** button 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.



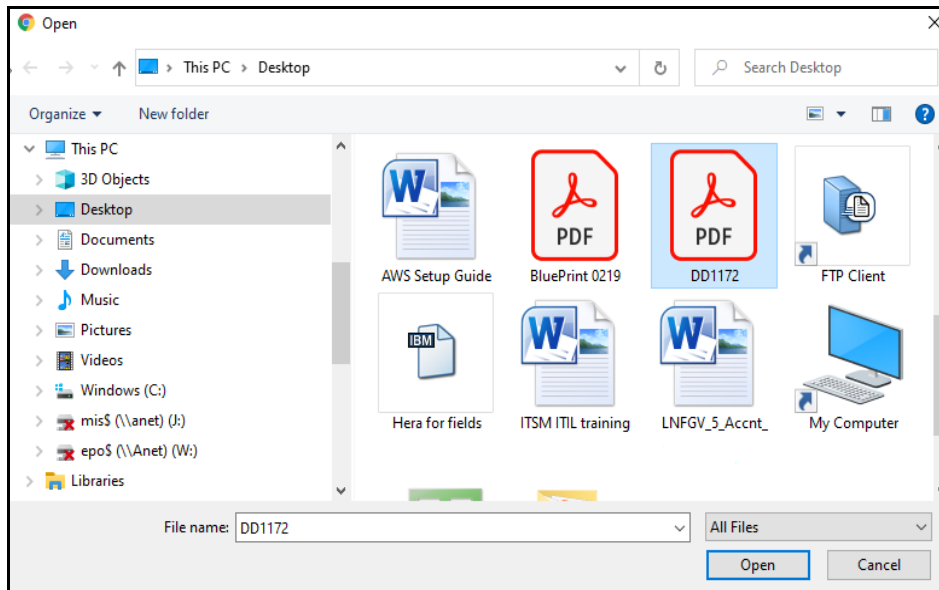
Military Family Education Program (MFEP) Application

The **Upload Forms and Supporting Documents** section provides a link if the service member wishes to mail their supporting documents, if desired.

The **File Upload** section provides an area to drag and drop supporting document files or to click the **Add Files** button to upload files.

3. Click the **+ ADD FILES** button to add files.

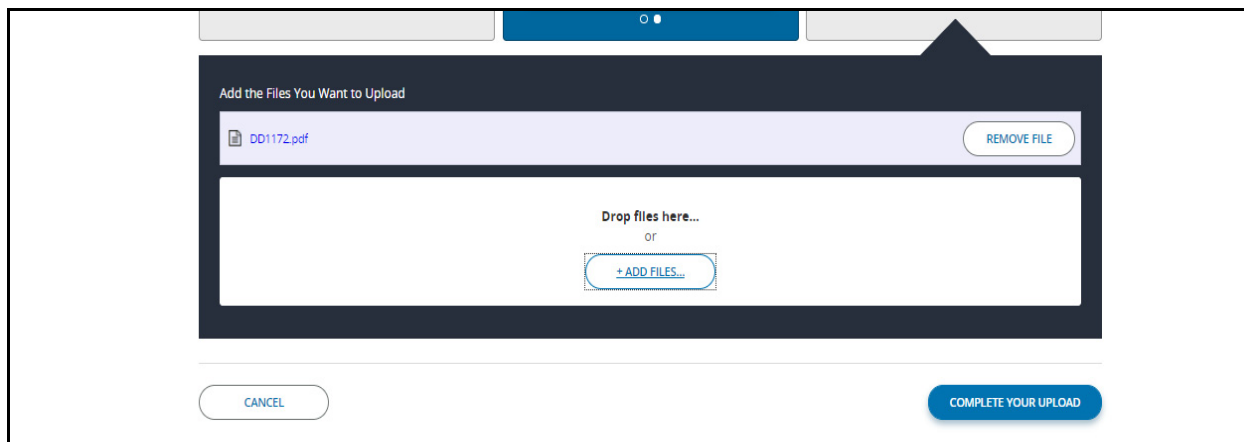
The **Open** dialog box displays.



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 the **Open** button.

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



Add the Files You Want to Upload

DD1172.pdf REMOVE FILE

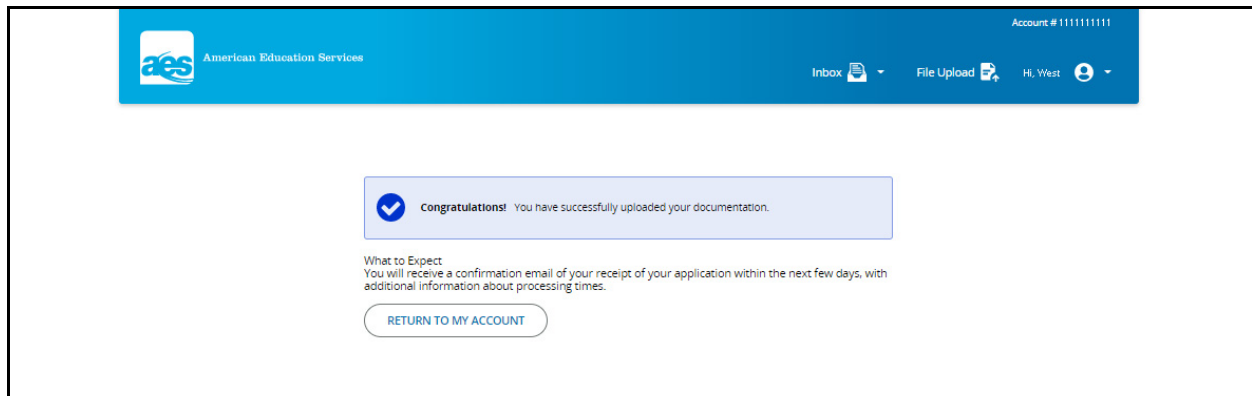
Drop files here...
or
+ ADD FILES...

CANCEL COMPLETE YOUR UPLOAD

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

Confirmation

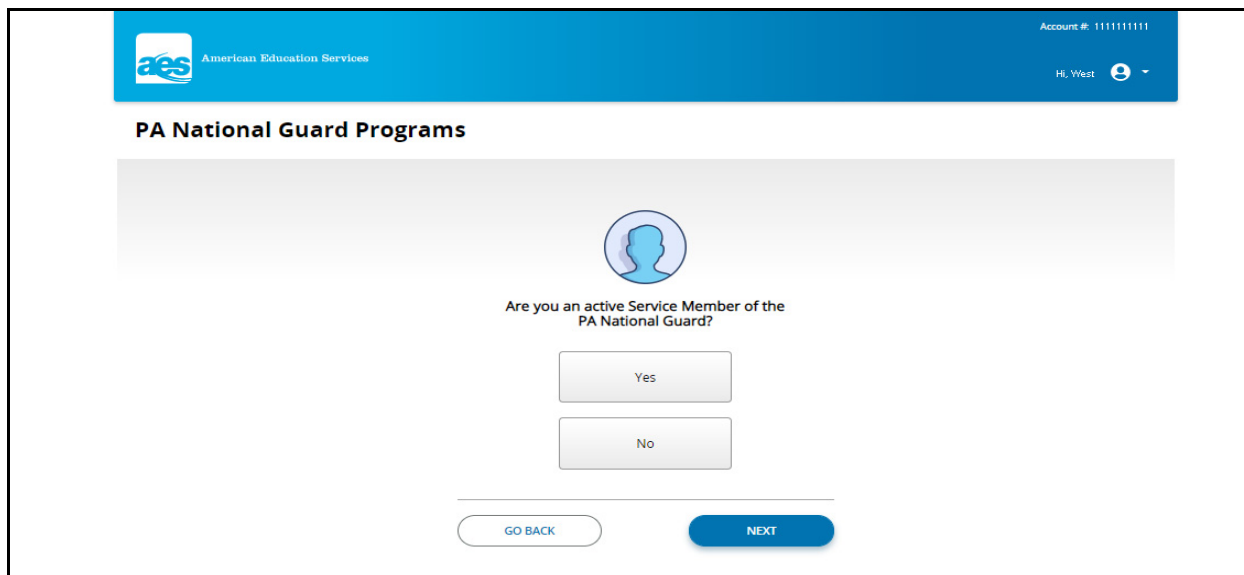
The following message displays: **Congratulations! You have successfully uploaded your documentation.**



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

Help Me Decide

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



Account #: 1111111111

Hi, West

PA National Guard Programs

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

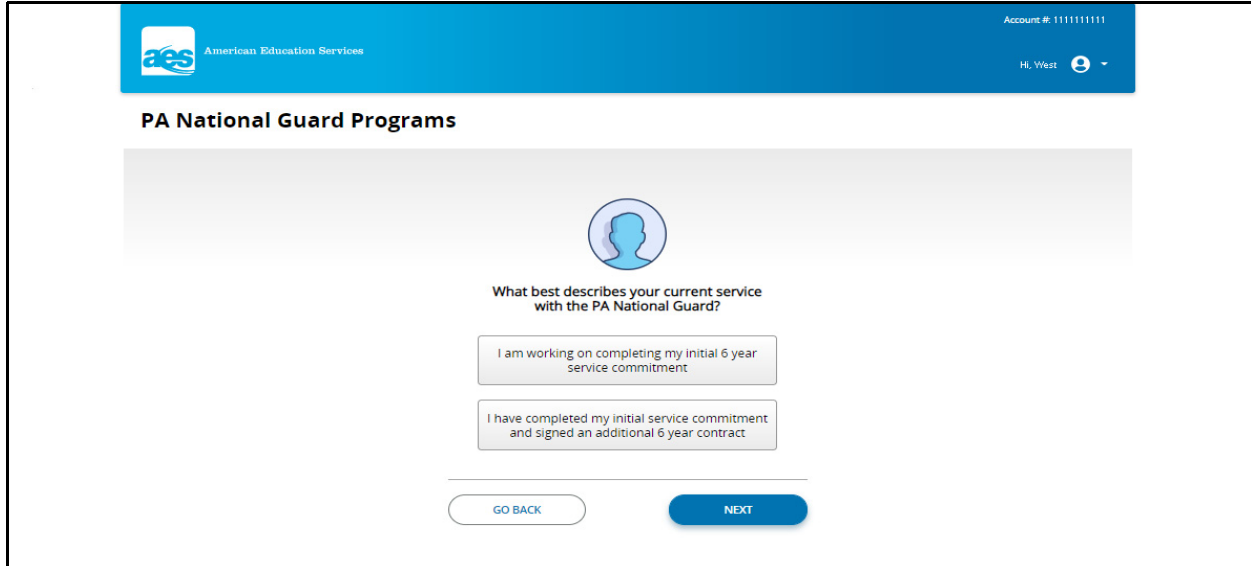
Yes

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 the **NEXT** button.

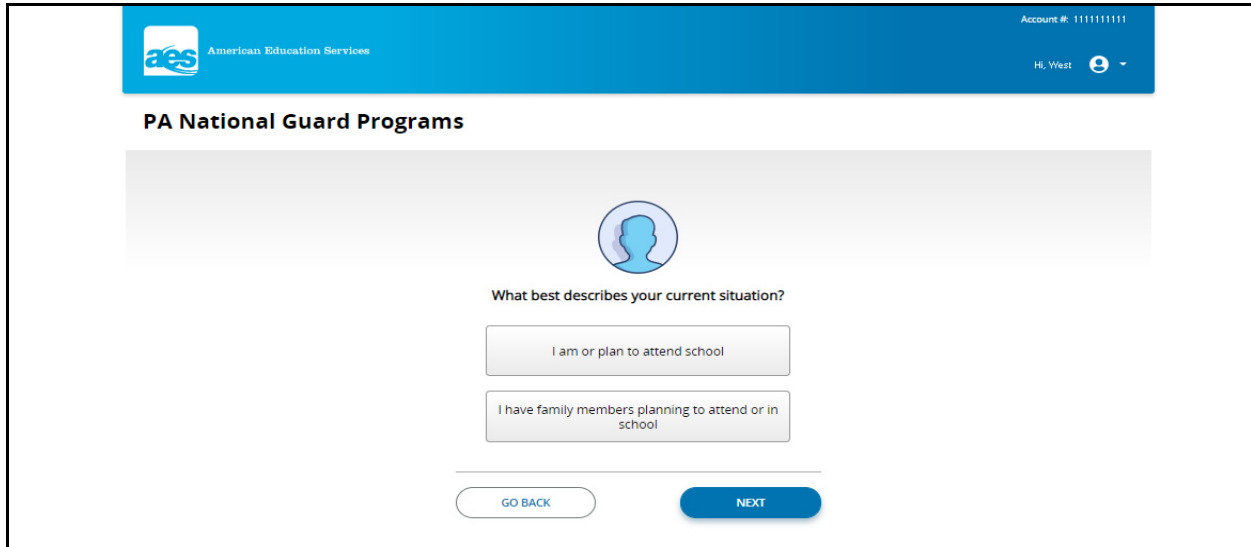
The **PA National Guard Programs** page displays the service question.



The screenshot shows the 'PA National Guard Programs' page. At the top, there is a blue header with the 'aes American Education Services' logo on the left and 'Account #: 1111111111' on the right. Below the header, the page title 'PA National Guard Programs' is displayed. The main content area features a question: 'What best describes your current service with the PA National Guard?'. Below the question 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 the **NEXT** button.

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



Account #: 1111111111

Hi, West

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 the **NEXT** button.

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).**

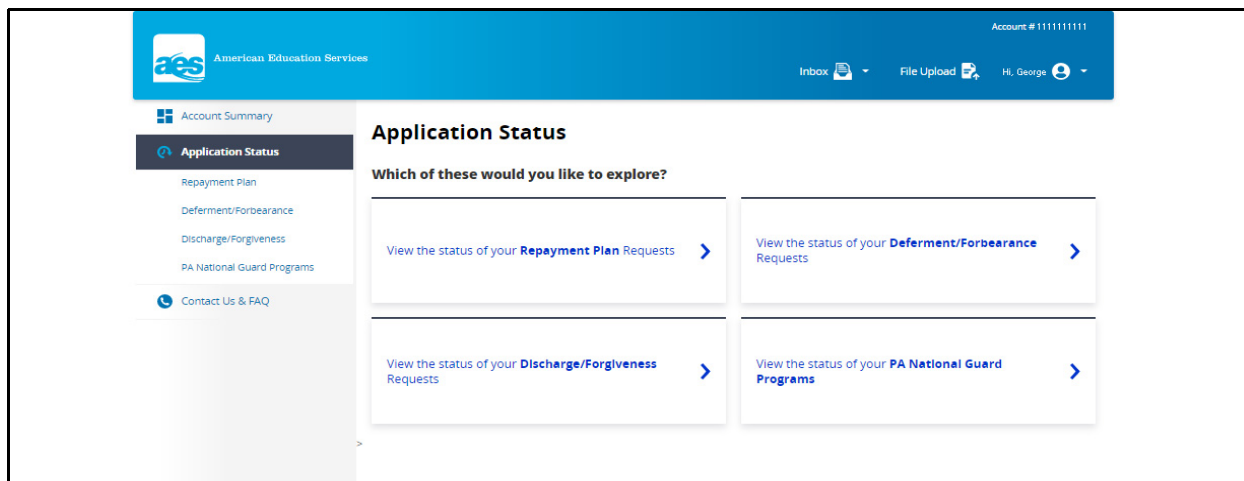
The screenshot shows a web interface for American Education Services (AES). At the top, there is a blue header with the AES logo and the text "American Education Services". On the right side of the header, it says "Account #: 1111111111" and "Hi, West" with a user icon. Below the header, the main heading is "PA National Guard Programs". The central content area has a light gray background with the text "Based on your answers you may be eligible for:". Below this text is a blue square graphic containing an illustration of a family and the text "Military Family Education Program (MFEP). Helps pay college tuition for your family.". At the bottom of this central area are two buttons: "EXIT" and "APPLY". The footer is a black bar with white text links: "Privacy Policy", "Online Services Terms of Use", "Right to Know", and "Contact Us".

7. Click the **APPLY** button.

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

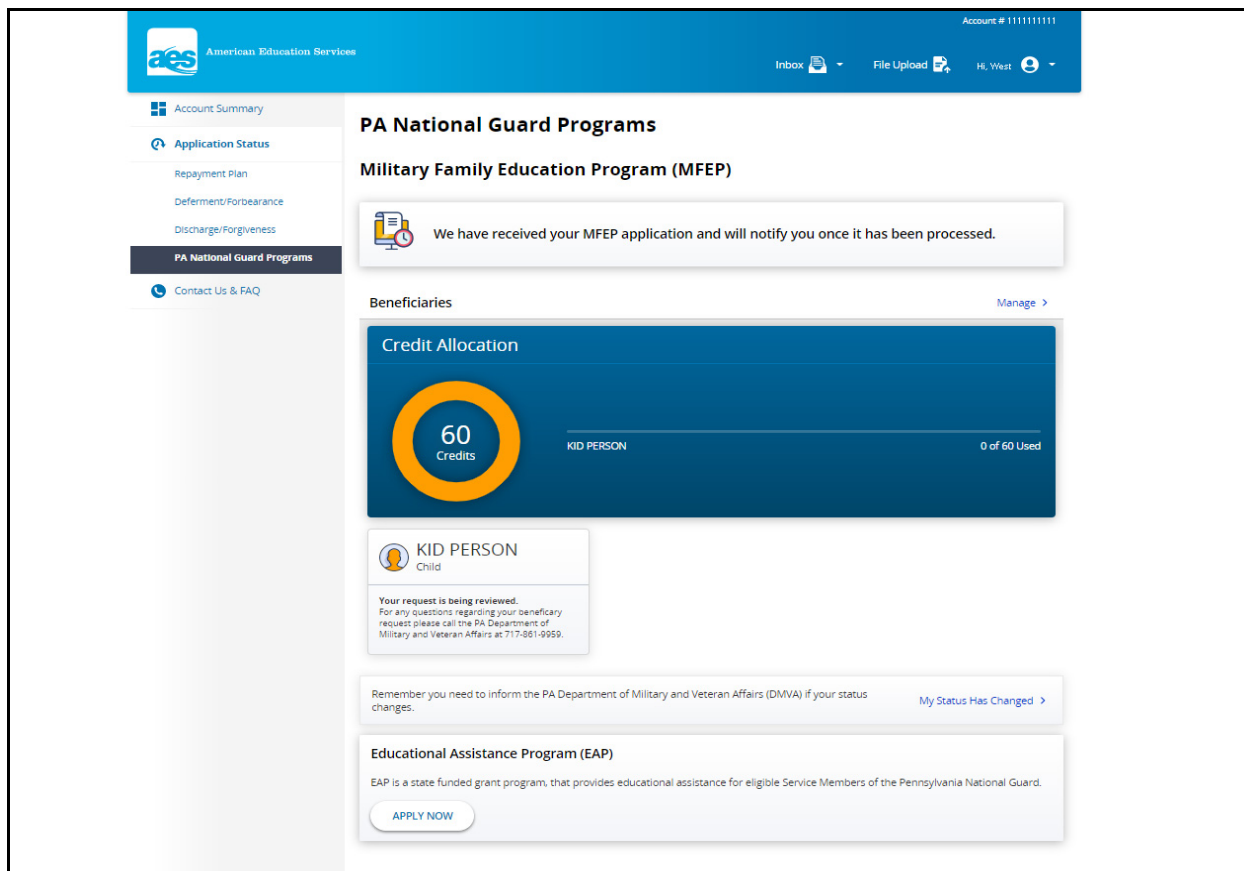
Application Status

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.



The screenshot shows the PHEAA Military Family Education Program (MFEP) application page. The page has a blue header with the PHEAA logo and navigation links. The main content area is titled "PA National Guard Programs Military Family Education Program (MFEP)". It features a message box stating: "We have received your MFEP application and will notify you once it has been processed." Below this, there is a section for "Beneficiaries" with a "Manage" link. The "Credit Allocation" section shows a circular progress indicator for "60 Credits" and a bar chart indicating "0 of 60 Used". The beneficiary is identified as "KID PERSON". A note states: "Your request is being reviewed. For any questions regarding your beneficiary request please call the PA Department of Military and Veteran Affairs at 717-881-9959." A reminder box says: "Remember you need to inform the PA Department of Military and Veteran Affairs (DMVA) if your status changes." with a link "My Status Has Changed". The "Educational Assistance Program (EAP)" section describes the program and includes an "APPLY NOW" button.

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.

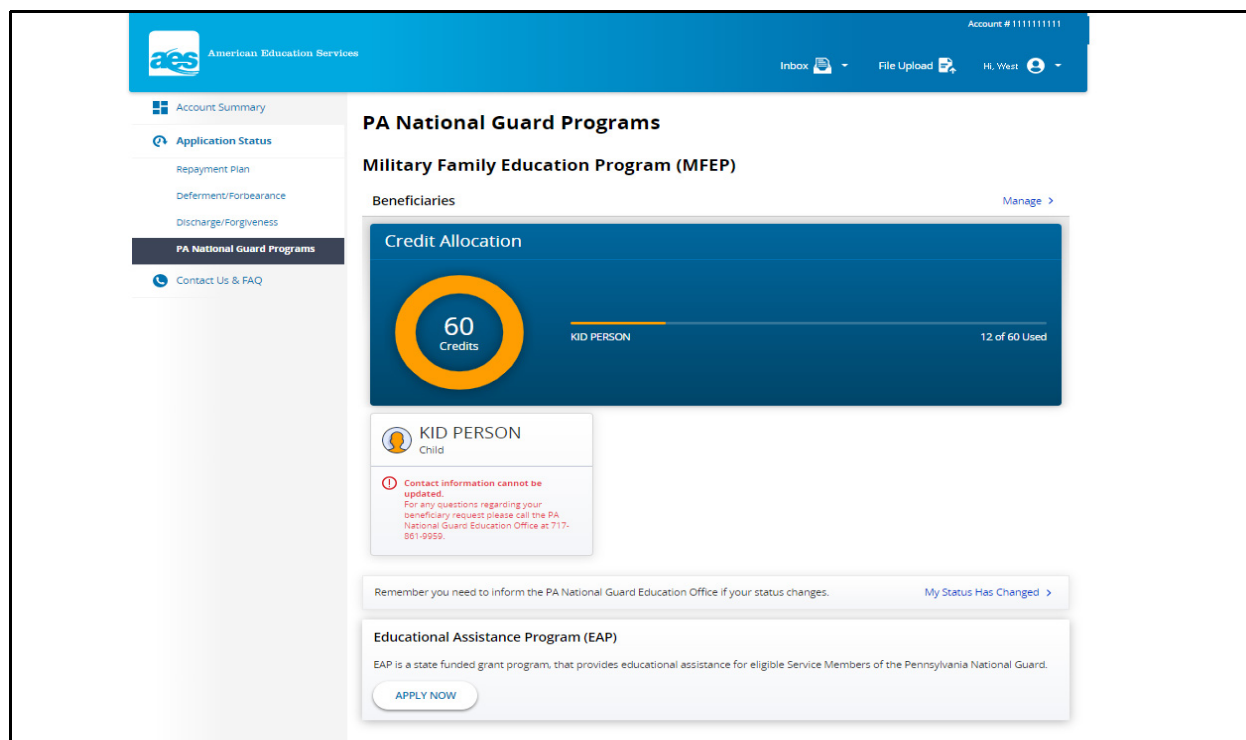
To update beneficiary information, click the **Manage** link. Refer to the Manage Beneficiaries section of this document for more details.

If the beneficiary needs to upload their application or other documentation, a document upload message displays. Click the **Upload Documents** button or click the link to indicate **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.



The screenshot displays the PHEAA Military Family Education Program (MFEP) application interface. The top navigation bar includes the PHEAA logo, account number, and links for Inbox, File Upload, and user profile. The left sidebar lists navigation options: Account Summary, Application Status, Repayment Plan, Deferment/Forbearance, Discharge/Forgiveness, PA National Guard Programs (selected), and Contact Us & FAQ. The main content area is titled "PA National Guard Programs Military Family Education Program (MFEP)". It features a "Beneficiaries" section with a "Manage" link. Below this is a "Credit Allocation" section showing a progress bar for "KID PERSON" with 60 credits available and 12 of 60 used. A warning message states: "Contact information cannot be updated. For any questions regarding your beneficiary request please call the PA National Guard Education Office at 717-861-9959." A reminder to inform the PA National Guard Education Office of status changes is also present. At the bottom, there is an "Educational Assistance Program (EAP)" section with an "APPLY NOW" button.

1. Click the **Manage** link above the **Credit Allotment** section.

The **Credit Allocation** page displays

The screenshot displays the 'Credit Allocation' page for PA National Guard Programs. The header includes the 'aes American Education Services' logo and the user's account information: 'Account #: 1111111111' and 'Hi, West'. The main content area features a 'Credit Allocation' card with a circular progress indicator showing '60 Credits' and a bar chart indicating '12 of 60 Used'. Below this is an 'UPDATE ALLOCATIONS' button. To the left, a 'KID PERSON' section shows a warning: 'Contact information cannot be updated. For any questions regarding your beneficiary request please call the Pennsylvania National Guard Education Office at 717-861-9959.' To the right is an 'ADD BENEFICIARY' button. At the bottom of the page are 'EXIT' and 'SUBMIT' buttons.

2. Click the **ADD BENEFICIARY** icon.

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



The **Beneficiary Information** page displays.

Account #: 1111111111

Hi, West

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:

EXIT ASSIGN CREDITS

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.



Military Family Education Program (MFEP) Application

5. In the **Social Security Number** field, enter the beneficiary's Social Security number. This field is required.
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 the **ASSIGN CREDITS** button.

The **Credit Allotment** page displays.

Account #: 1111111111

Hi, West

PA National Guard Programs

Credit Allotment

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

Beneficiary / Relationship	Credits Allocated
KID PERSON Child	60 12 Credits Used
Sally Twospouse 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 the **CONTINUE** button.

The **Credit Allocation** page displays.

The screenshot displays the 'Credit Allocation' page for PA National Guard Programs. At the top, the header includes the PHEAA logo and 'American Education Services'. The account number '1111111111' and user 'Hi, West' are visible in the top right. The main content area features a 'Credit Allocation' graphic showing a total of 120 credits. A donut chart indicates that 12 credits are used by 'KID PERSON' and 0 credits are used by 'Sally Twospouse'. Below the graphic is an 'UPDATE ALLOCATIONS' button. Underneath, there are two sections for beneficiaries. The 'KID PERSON' section, labeled 'Child', shows a red warning icon and text: 'Contact information cannot be updated. For any questions regarding your beneficiary request please call the Pennsylvania National Guard Education Office at 717-861-0959.' The 'Sally Twospouse' section, labeled 'Spouse', displays contact information: '100 State Street, Harrisburg PA 17112', '(717) 888-5555', and 'nowhere@nodomain.inv'. Below this is an 'UPDATE CONTACT INFORMATION' button. At the bottom of the beneficiary sections is an 'ADD BENEFICIARY' button. At the very bottom of the page are 'EXIT' and 'SUBMIT' buttons.

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 the **UPDATE ALLOCATIONS** button to return to the **Credit Allotment** page to update the allocations.

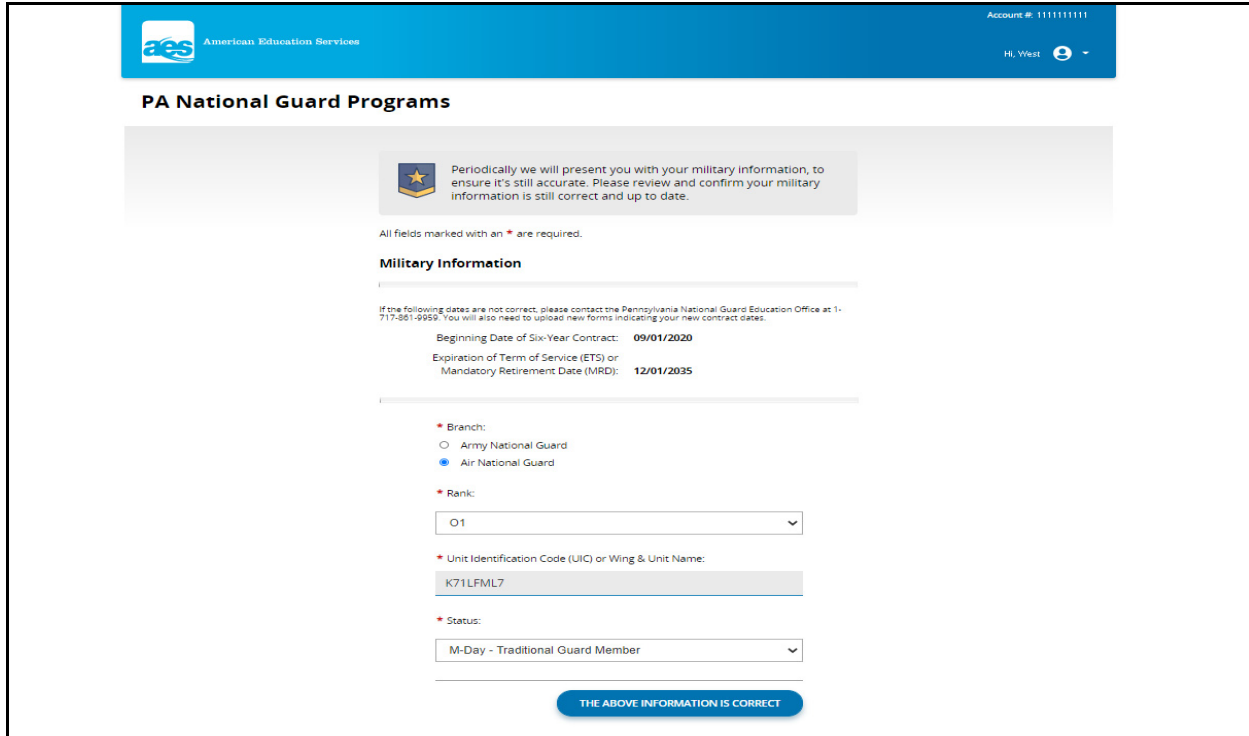
In this screen example, the child beneficiary no longer has their personal information displayed or available for updates.

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

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

The **Military Information** page displays.

NOTE: This page displays periodically to verify the service member's information is still accurate.



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.

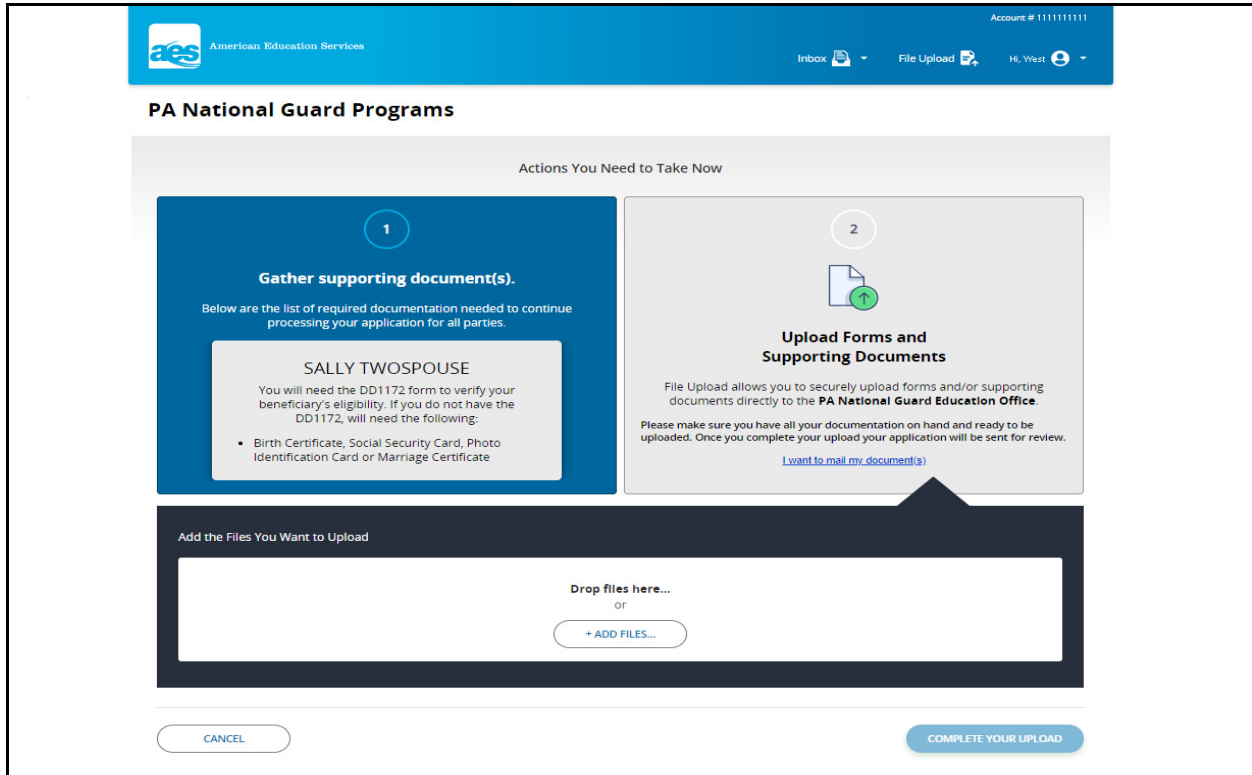
18. In the **Branch** field, select the radio button for **Army National Guard** or **Air National Guard** to indicate the appropriate branch of service. This field is required.
19. In the **Rank** field, select the service member's rank from the drop-down arrow. This field is required.
20. In the **Unit 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.



Military Family Education Program (MFEP) Application

21. In the **Status** field, select the status of the service member from the drop-down arrow.
22. Click **THE ABOVE INFORMATION IS CORRECT** button to continue processing.

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



Account # 1111111111

PA National Guard Programs

Actions You Need to Take Now

1

Gather supporting document(s).

Below are the list of required documentation needed to continue processing your application for all parties.

SALLY TWOSPOUSE

You will need the DD1172 form to verify your beneficiary's eligibility. If you do not have the DD1172, will need the following:

- Birth Certificate, Social Security Card, Photo Identification Card or Marriage Certificate

2

Upload Forms and Supporting Documents

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

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](#)

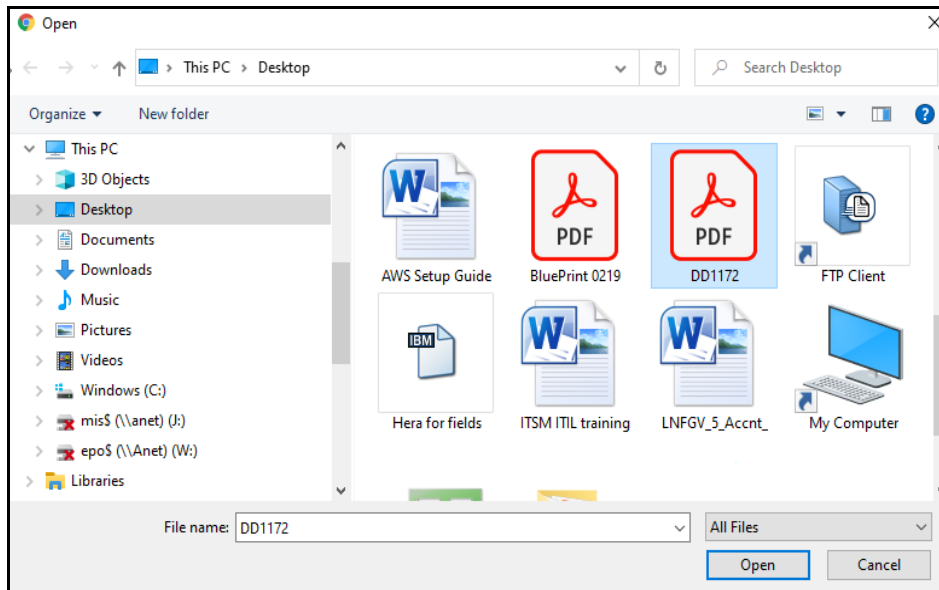
The **Gather Supporting Documents** section describes the type of documentation required to complete the application.

The **Upload Forms and Supporting Documents** section provides a link if the service member wishes to mail their supporting documents, if desired.

The **File Upload** section provides an area to drag and drop supporting document files or to click the **Add Files** button to upload files.

23. Click the **+ ADD FILES** button to add files.

The **Open** dialog box displays.

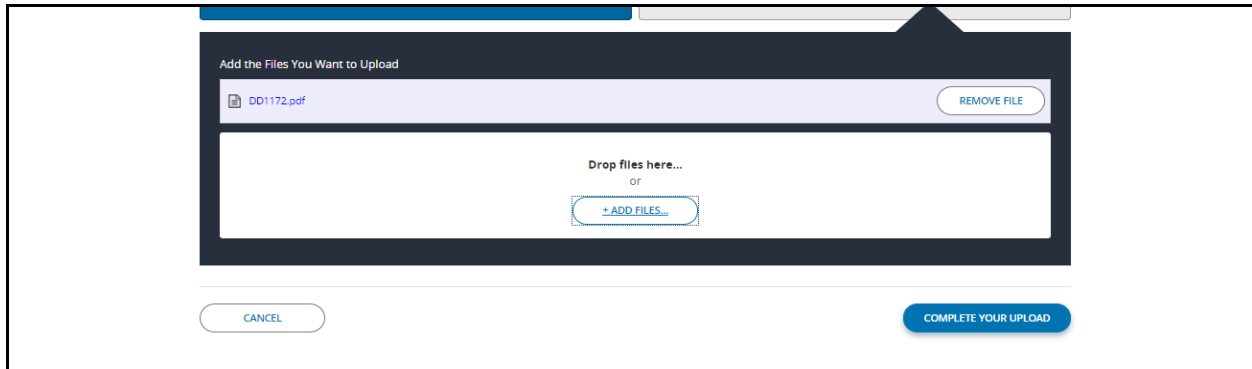


NOTE: Only certain file types, such as PDF and JPEG, may be uploaded.

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

25. Click the **Open** button.

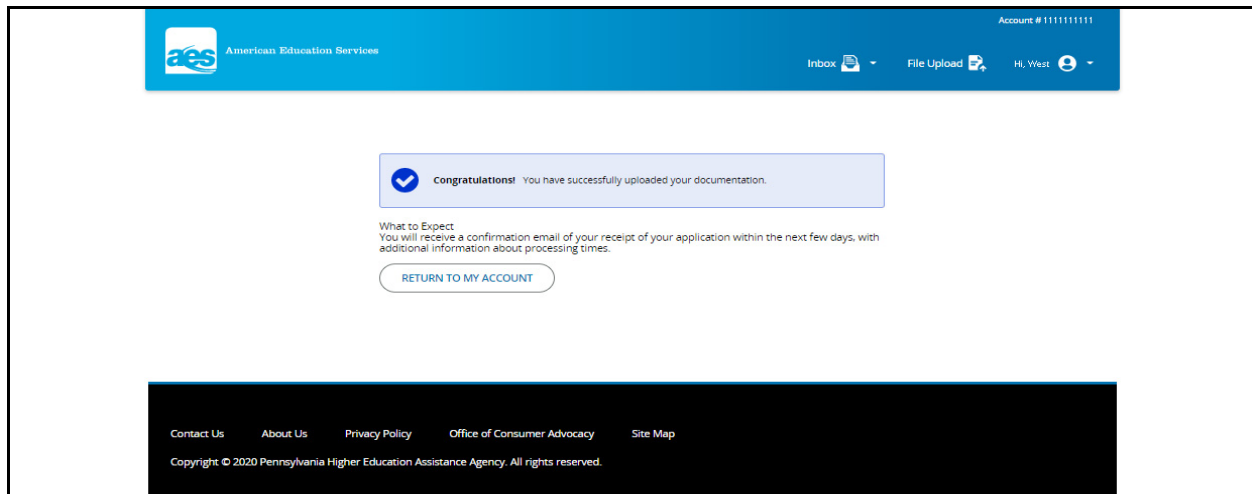
The **Actions You Need to Take Now** page redisplay with the document file in the **Add the Files You Want to Upload** section.



26. Continue adding files as needed.

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

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

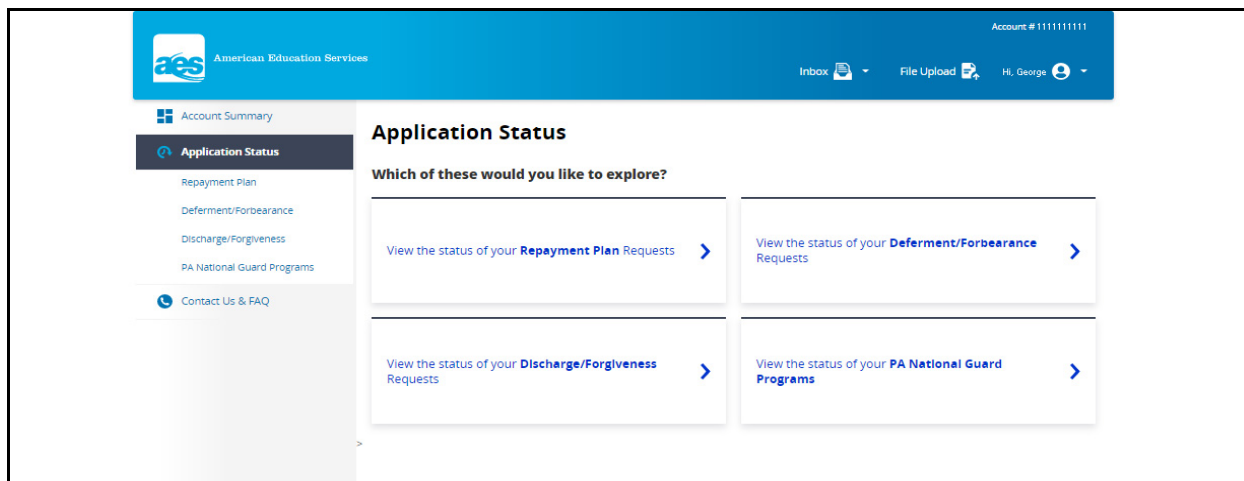


28. Click the **Return to My Account** button to return to the user's online account.



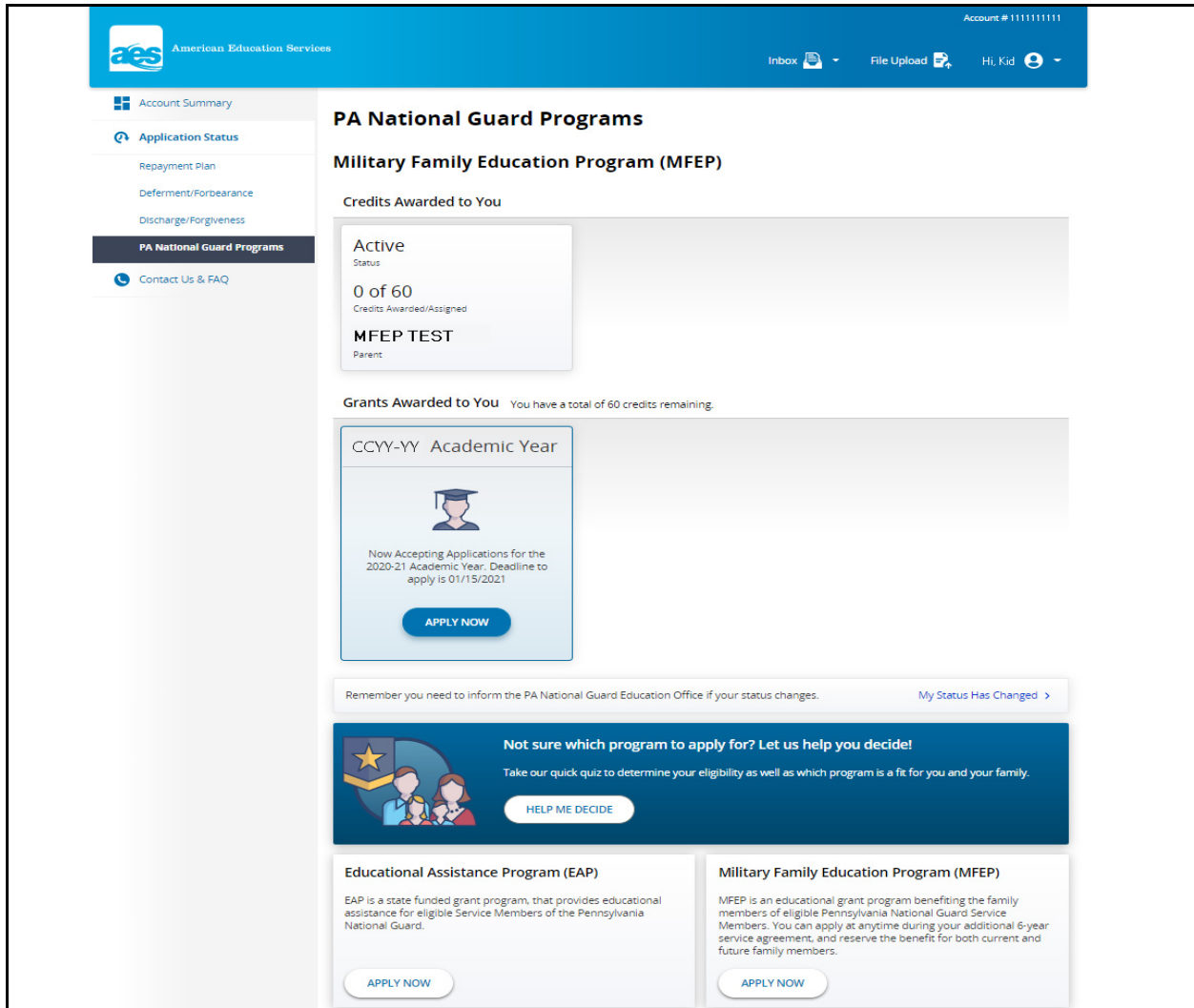
Beneficiary Application

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 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)

Credits Awarded to You

Active
Status
0 of 60
Credits Awarded/Assigned
MFEP TEST
Parent

Grants Awarded to You You have a total of 60 credits remaining.

CCYY-YY Academic Year

Now Accepting Applications for the 2020-21 Academic Year. Deadline to apply is 01/15/2021

APPLY NOW

Remember you need to inform the PA National Guard Education Office if your status changes. [My Status Has Changed >](#)

Not sure which program to apply for? Let us help you decide!
Take our quick quiz to determine your eligibility as well as which program is a fit for you and your family.
HELP ME DECIDE

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

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

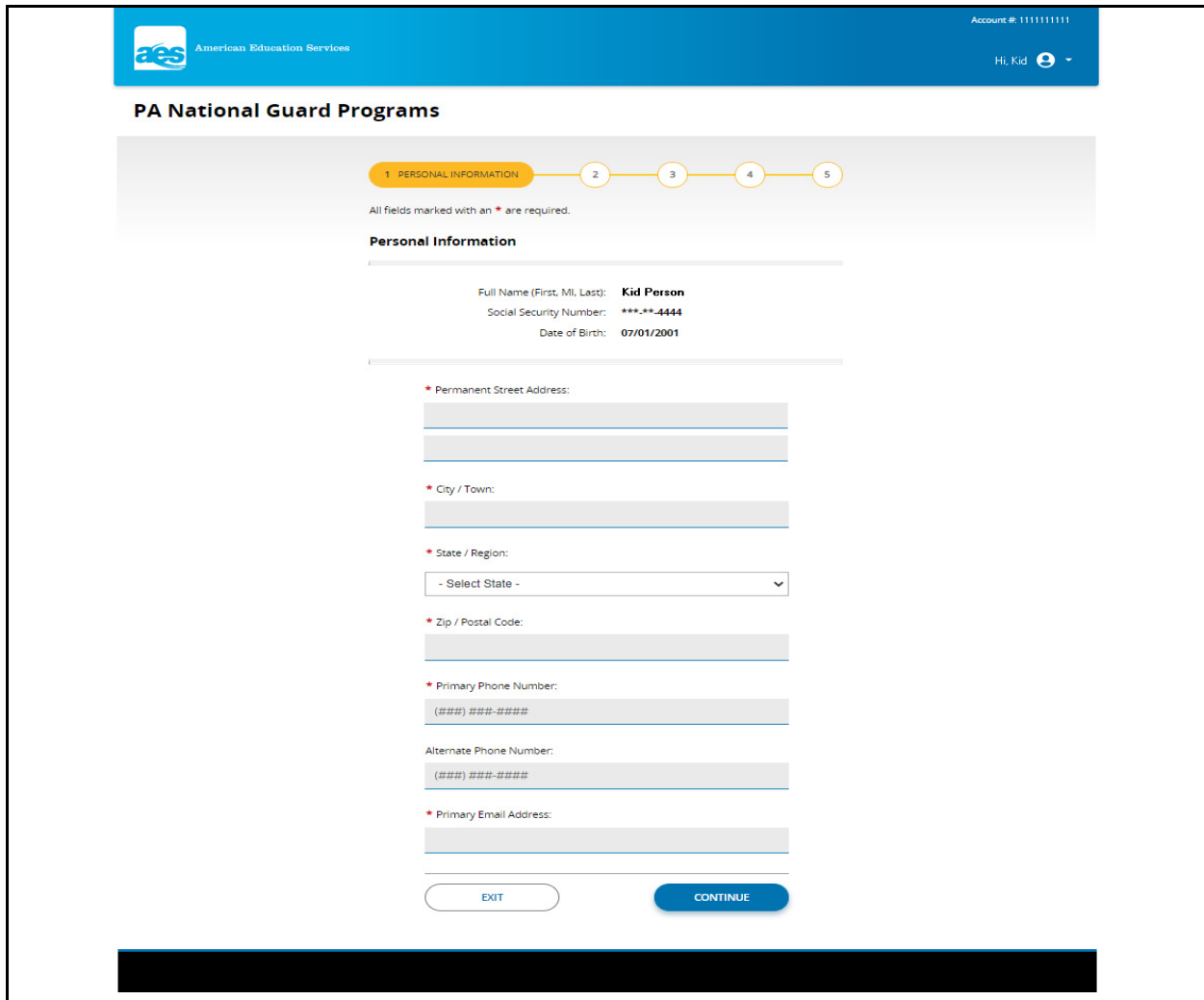
This page displays the **Credits Awarded to You** section with the status of the application, the number of Credits Awarded out of the total number of credits Assigned, and the name of the Parent.

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

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

Beneficiary Personal Information

The **Personal Information** page displays.



Account # 1111111111

Hi, Kid

PA National Guard Programs

1 PERSONAL INFORMATION 2 3 4 5

All fields marked with an * are required.

Personal Information

Full Name (First, MI, Last): **Kid Person**
 Social Security Number: *****-**-4444**
 Date of Birth: **07/01/2001**

* Permanent Street Address:

* City / Town:

* State / Region:

* Zip / Postal Code:

* Primary Phone Number:

Alternate Phone Number:

* Primary Email Address:

EXIT CONTINUE

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.

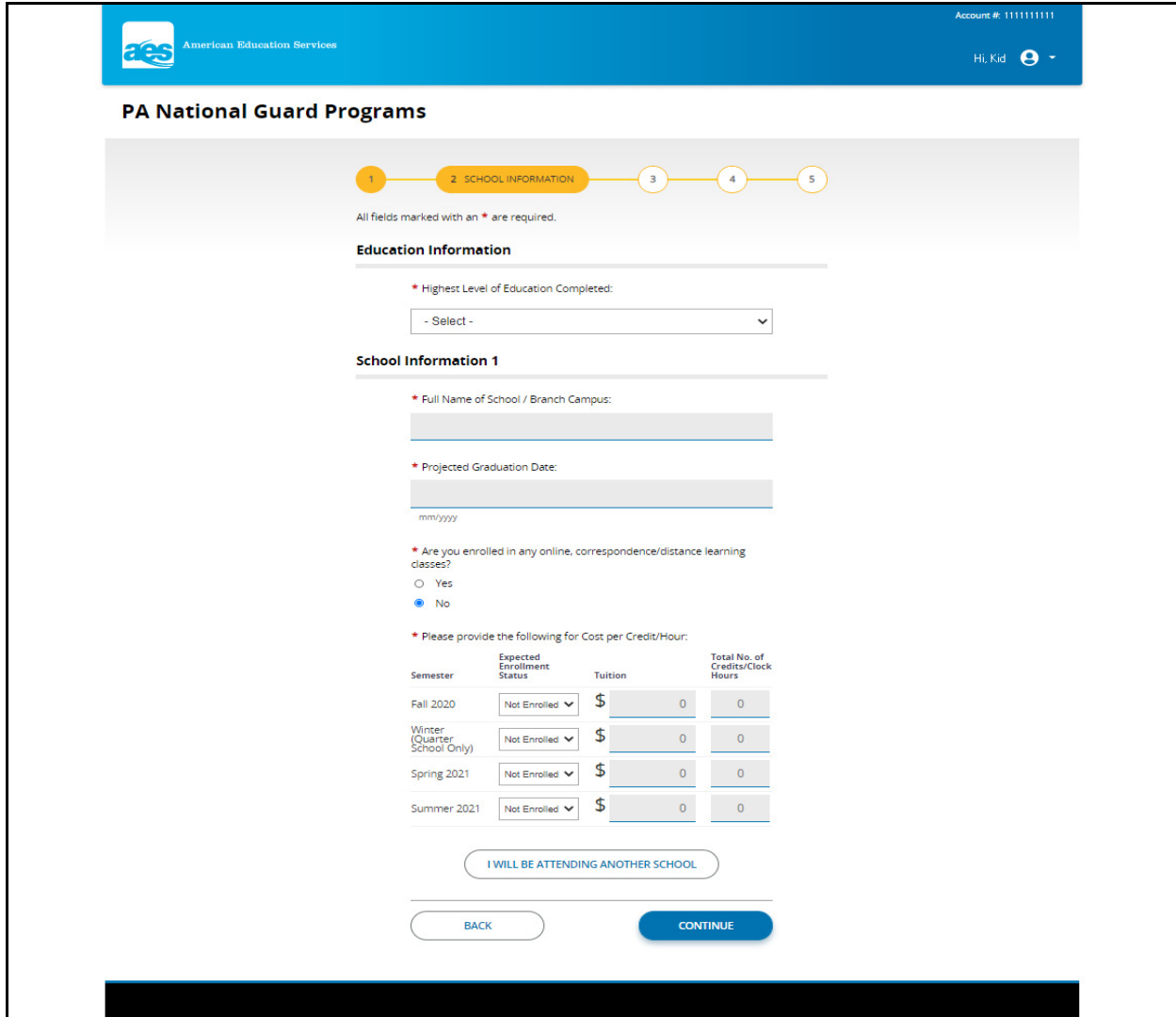


Military Family Education Program (MFEP) Application

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.
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 the **CONTINUE** button.

Beneficiary School Information

The **School Information** page displays.



Account #: 1111111111

Hi, Kid

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

I WILL BE ATTENDING ANOTHER SCHOOL

BACK CONTINUE

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.



Military Family Education Program (MFEP) Application

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 the link **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 the **CONTINUE** button.




Beneficiary References

The **References** page displays.


 American Education Services

Account # 1111111111

Hi, Kid 

PA National Guard Programs

123REFERENCES45




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



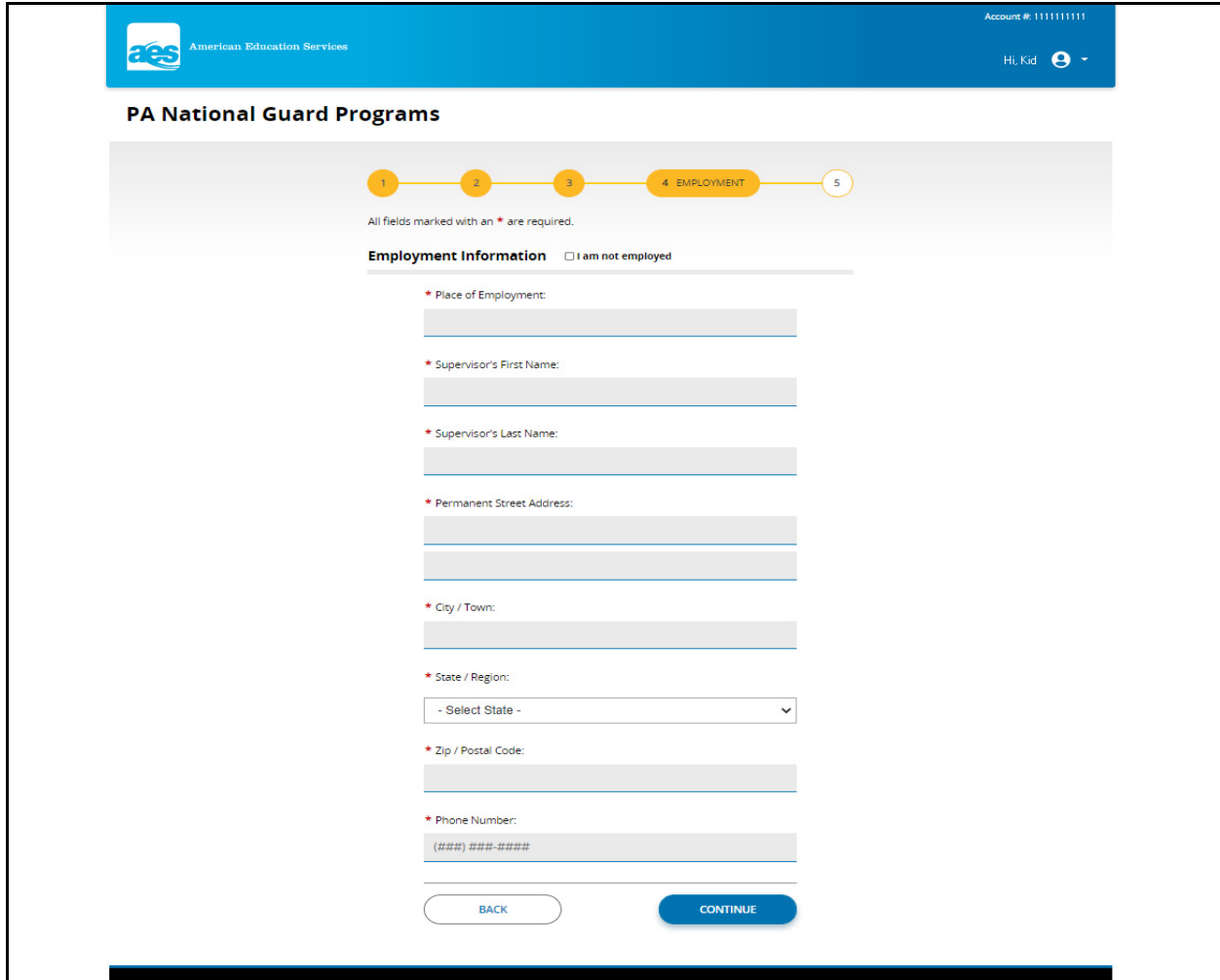
Military Family Education Program (MFEP) Application

NOTE: Two references are required to be entered.

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 the **CONTINUE** button.

Beneficiary Employment Information

The **Employment Information** page displays.



Account #: 1111111111

Hi, Kid

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:

- Select State -

* Zip / Postal Code:

* Phone Number:

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

BACK CONTINUE

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.




Military Family Education Program (MFEP) Application

5. In the **City/Town** field, enter the name of the employer's city or town. This field is required.
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 the **CONTINUE** button.

Beneficiary Verify & Sign

The **Verify & Sign** page displays.


American Education Services

Account #: 1111111111

Hi, Kid

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

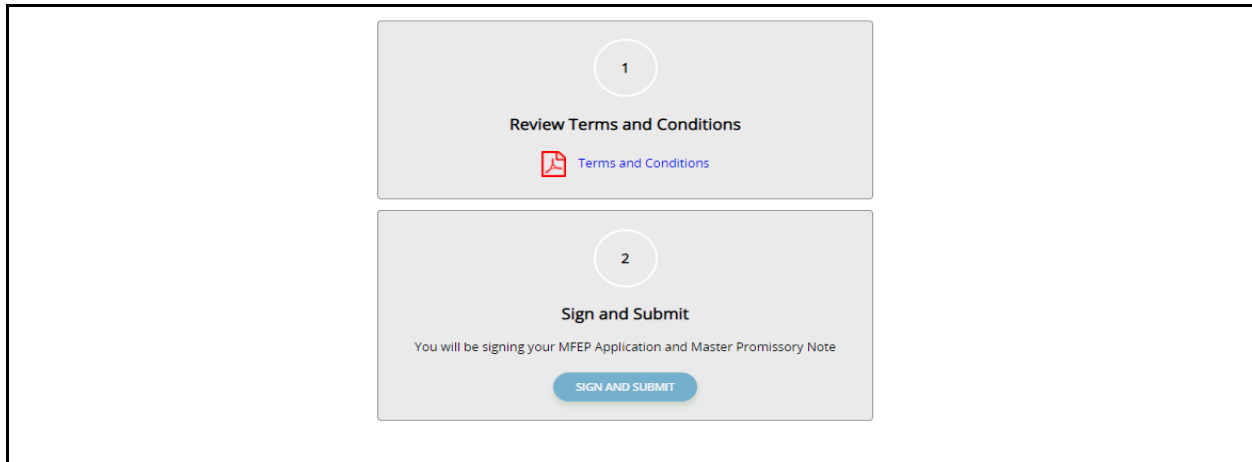
Full Name (First, MI, Last): **Reference Two**
Permanent Address: **200 East Street
Harrisburg, PA 17113**
Phone Number: **(717) 555-0001**

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:

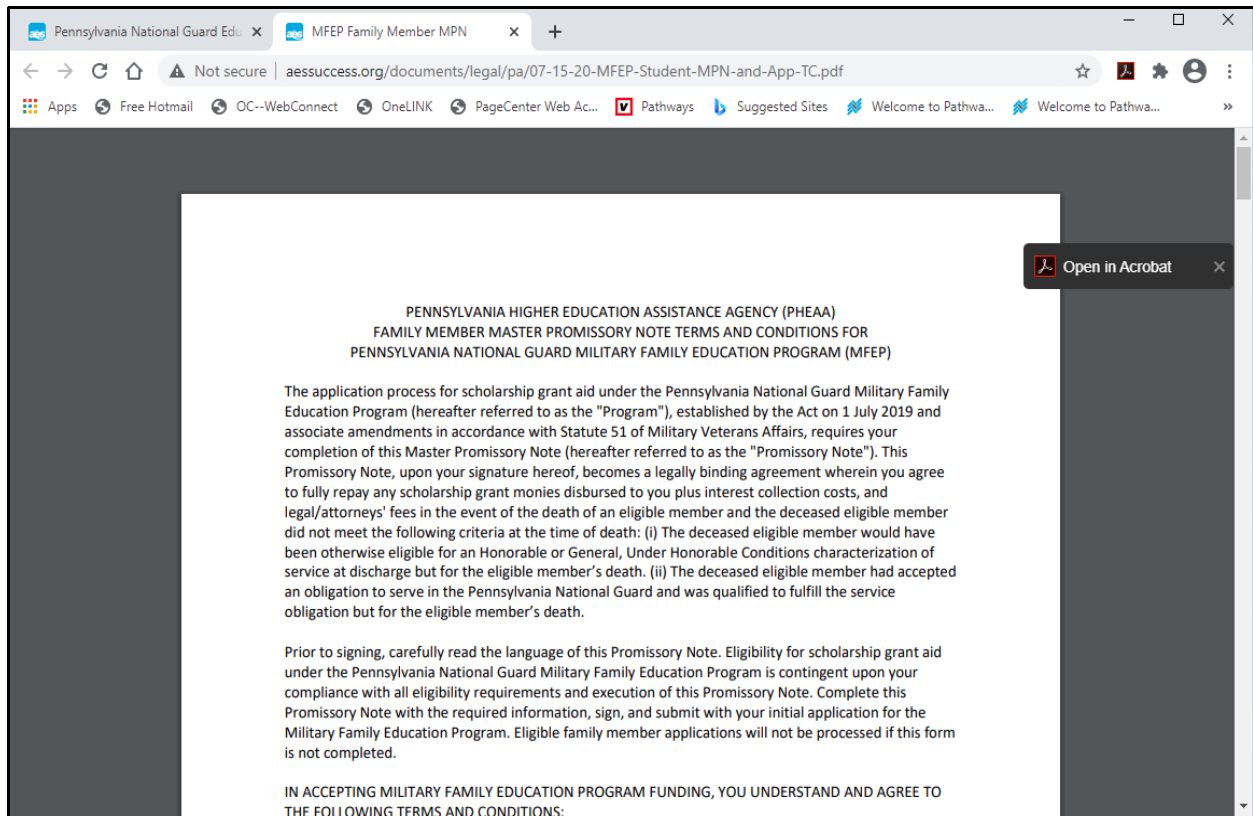
1. Click **Edit** icon next to any section to return to that page to edit information.



The screenshot displays a two-step application process within a light gray container. Step 1, titled 'Review Terms and Conditions', features a circular icon with the number '1' and a red PDF icon labeled 'Terms and Conditions'. Step 2, titled 'Sign and Submit', features a circular icon with the number '2', the text 'You will be signing your MFEP Application and Master Promissory Note', and a blue 'SIGN AND SUBMIT' button.

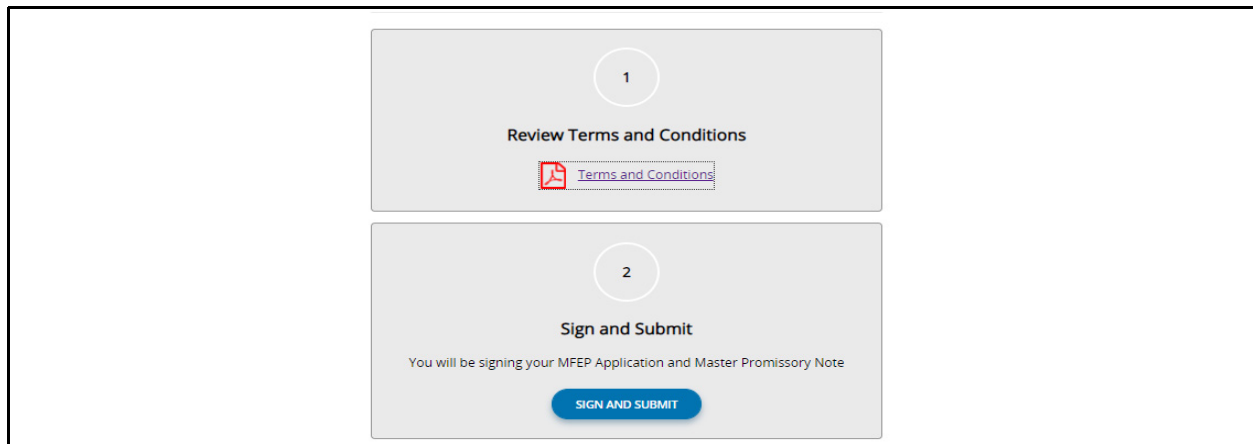
2. Click the **Terms and Conditions** PDF icon near the bottom of the page to review the Master Promissory Note, terms and conditions of the application.

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.



1

Review Terms and Conditions

 [Terms and Conditions](#)

2

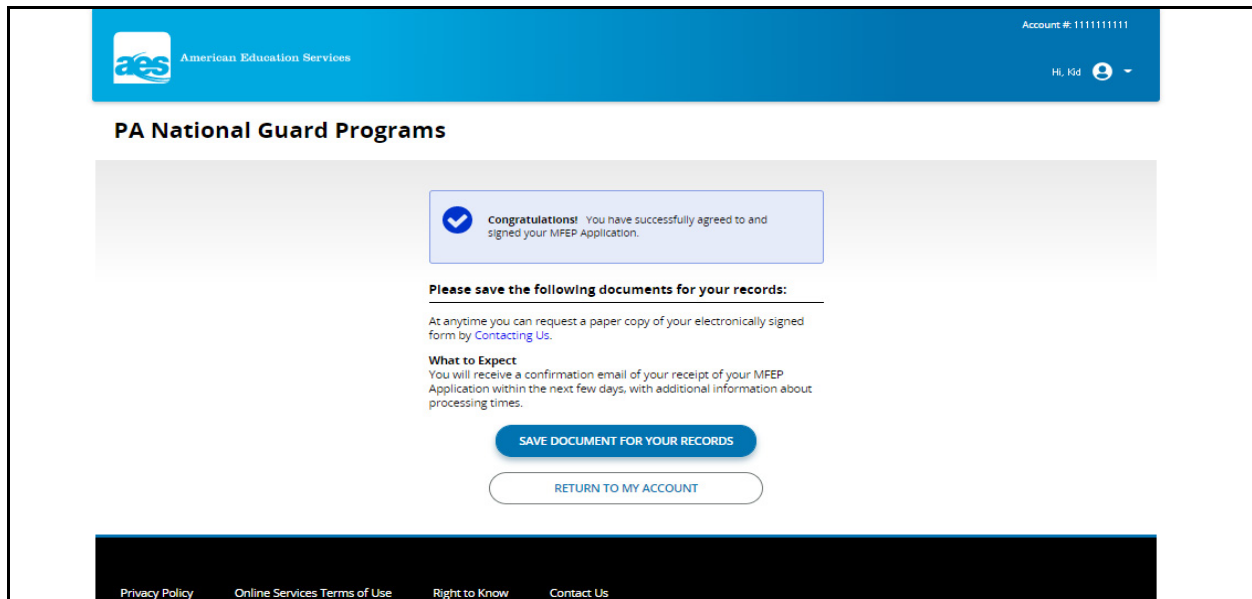
Sign and Submit

You will be signing your MFEP Application and Master Promissory Note

SIGN AND SUBMIT

4. Click the **SIGN AND SUBMIT** button.

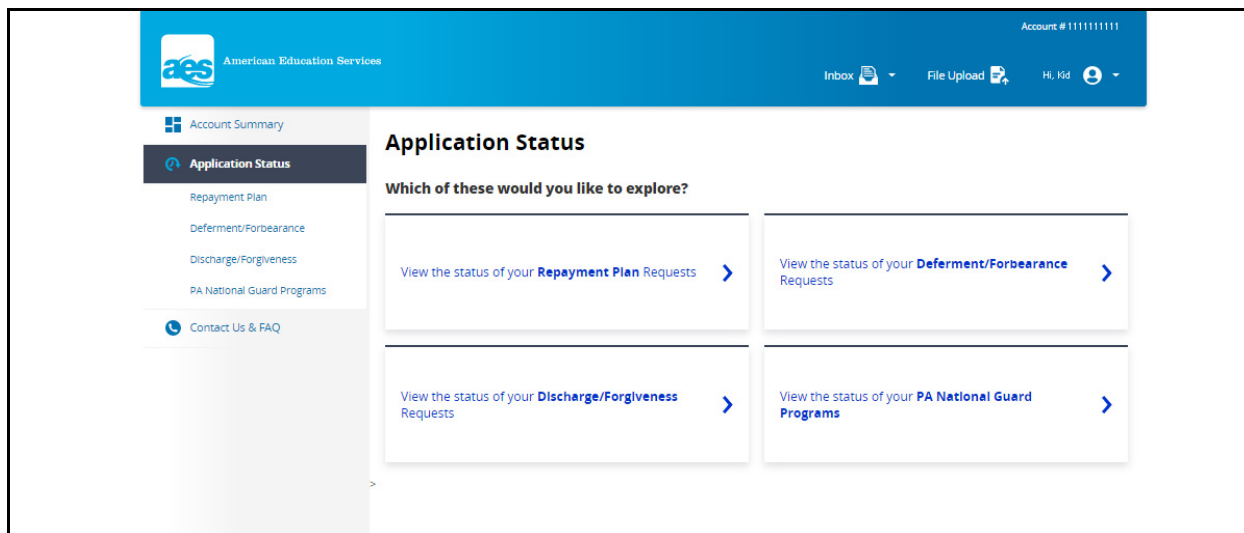
The following message displays: **Congratulations! You have successfully agreed to and signed your MFEP Application.**



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

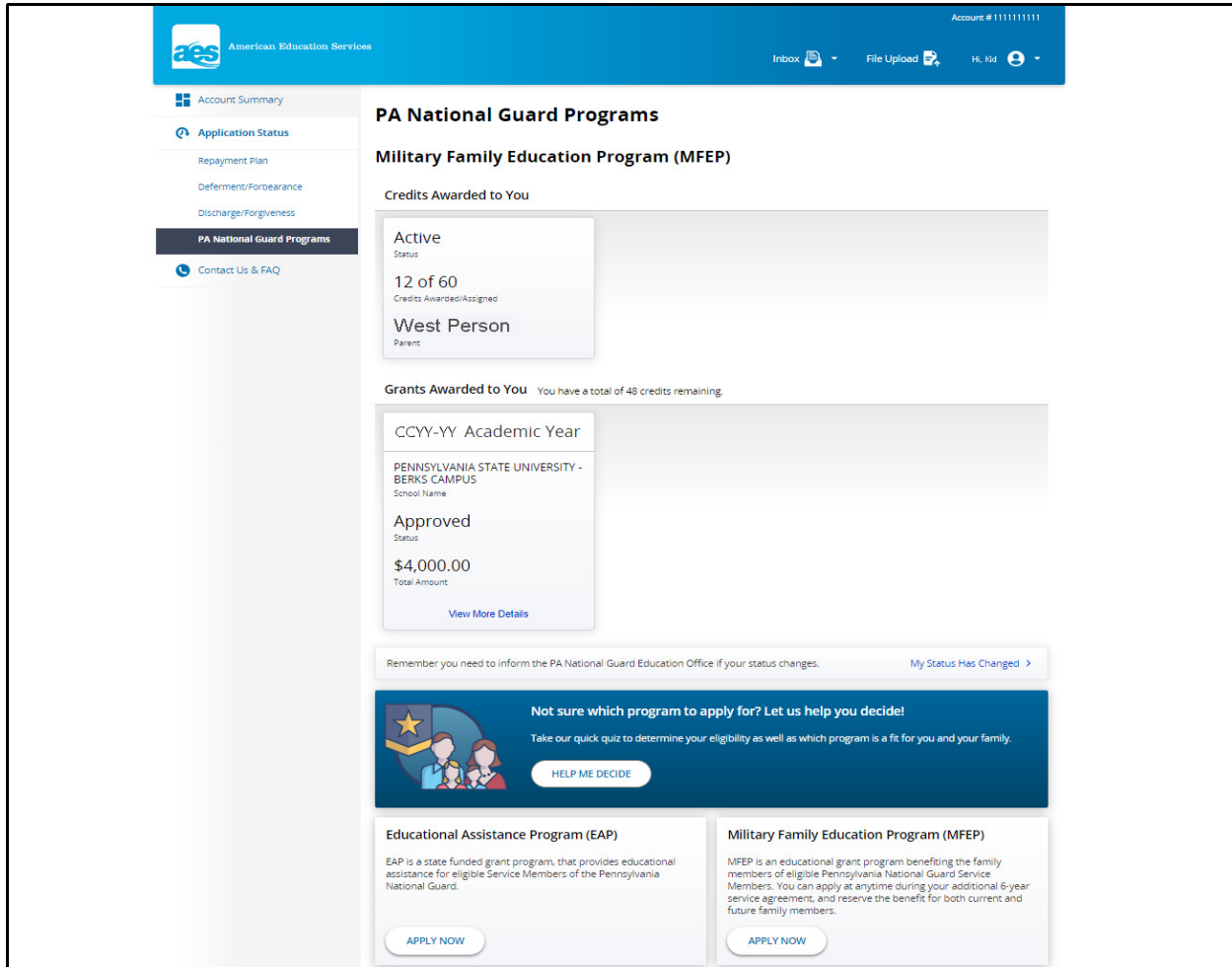
Application Status for Beneficiary

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.



The screenshot displays the PHEAA Military Family Education Program (MFEP) Application page. The page is titled "PA National Guard Programs" and "Military Family Education Program (MFEP)". It shows the following information:

- Account Summary:** Account # 1111111111
- Application Status:** Active
- Credits Awarded to You:** 12 of 60 Credits Awarded/Assigned
- West Person:** Parent
- Grants Awarded to You:** You have a total of 48 credits remaining.
- CCYY-YY Academic Year:** CCYY-YY
- PENNSYLVANIA STATE UNIVERSITY - BERKS CAMPUS:** School Name
- Approved:** Status
- \$4,000.00:** Total Amount
- View More Details:** Link to view more details about the award.
- Remember you need to inform the PA National Guard Education Office if your status changes.** My Status Has Changed >
- Not sure which program to apply for? Let us help you decide!** Take our quick quiz to determine your eligibility as well as which program is a fit for you and your family. [HELP ME DECIDE](#)
- 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](#)
- 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](#)

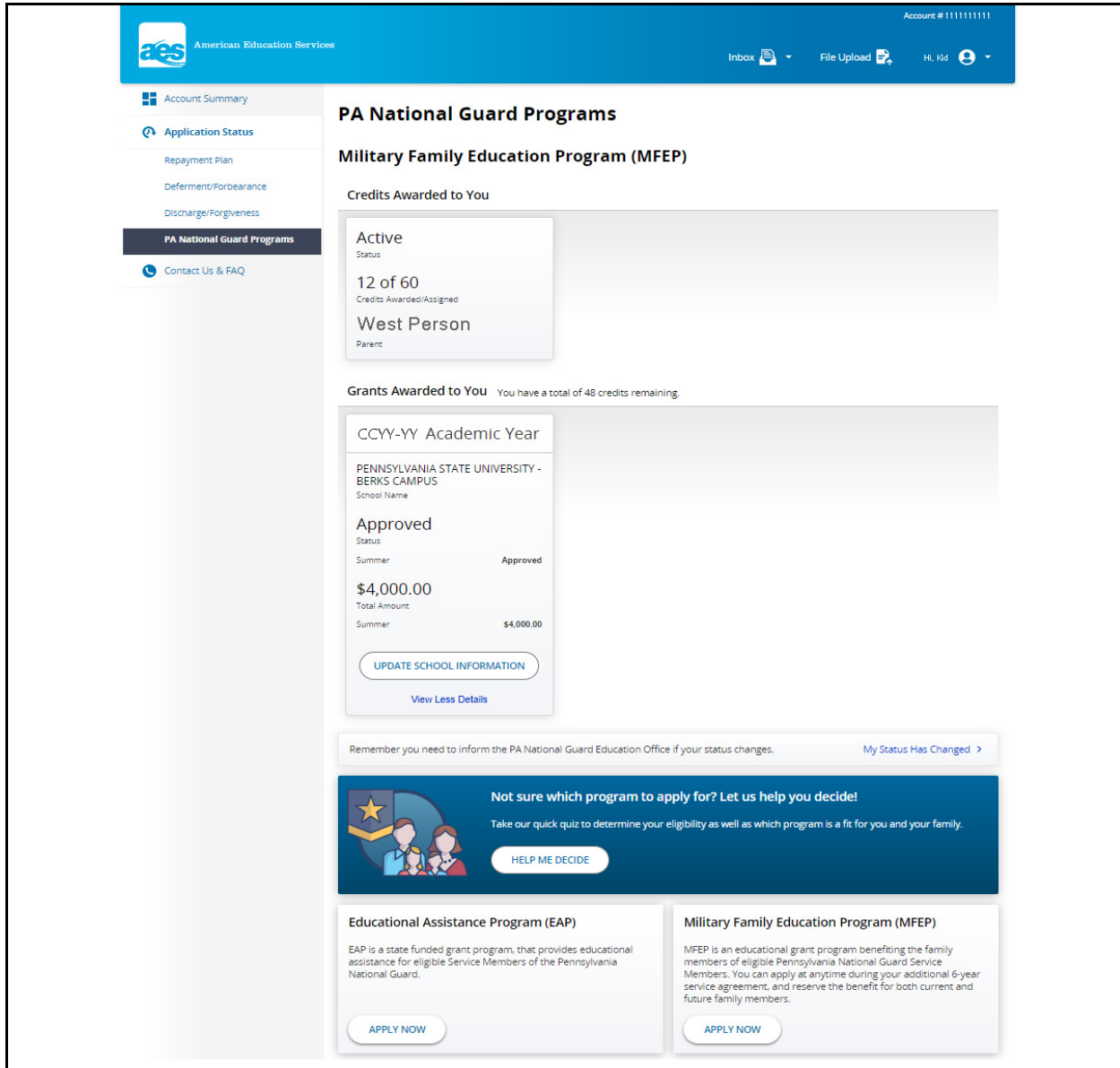
This page displays the status and information about the Military Family Education Program (MFEP) award.

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

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



Account Summary

Application Status

Repayment Plan

Deferment/Forbearance

Discharge/Forgiveness

PA National Guard Programs

Contact Us & FAQ

PA National Guard Programs

Military Family Education Program (MFEP)

Credits Awarded to You

Active

Status

12 of 60

Credits Awarded/Assigned

West Person

Parent

Grants Awarded to You You have a total of 48 credits remaining.

CCYY-YY Academic Year

PENNSYLVANIA STATE UNIVERSITY - BERKS CAMPUS

School Name

Approved

Status

Summer

Approved

\$4,000.00

Total Amount

Summer

\$4,000.00

[UPDATE SCHOOL INFORMATION](#)

[View Less Details](#)

Remember you need to inform the PA National Guard Education Office if your status changes. [My Status Has Changed](#)

Not sure which program to apply for? Let us help you decide!

Take our quick quiz to determine your eligibility as well as which program is a fit for you and your family.

[HELP ME DECIDE](#)

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](#)

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](#)

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

NOTE: Click the **My Status Has Changed** link 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.


American Education Services

Account #: 1111111111
Hi, Kdd

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 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 CCYY	<input type="text" value="Not Enrolled"/>	\$ <input type="text" value="0"/>	<input type="text" value="0"/>
Summer CCYY	<input type="text" value="Enrolled"/>	\$ <input type="text" value="4000"/>	<input 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.



Military Family Education Program (MFEP) Application

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.

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 the link **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 the **CONTINUE** button.

The **Verify & Sign** page displays.

Account # 1111111111

Hi, Id.

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

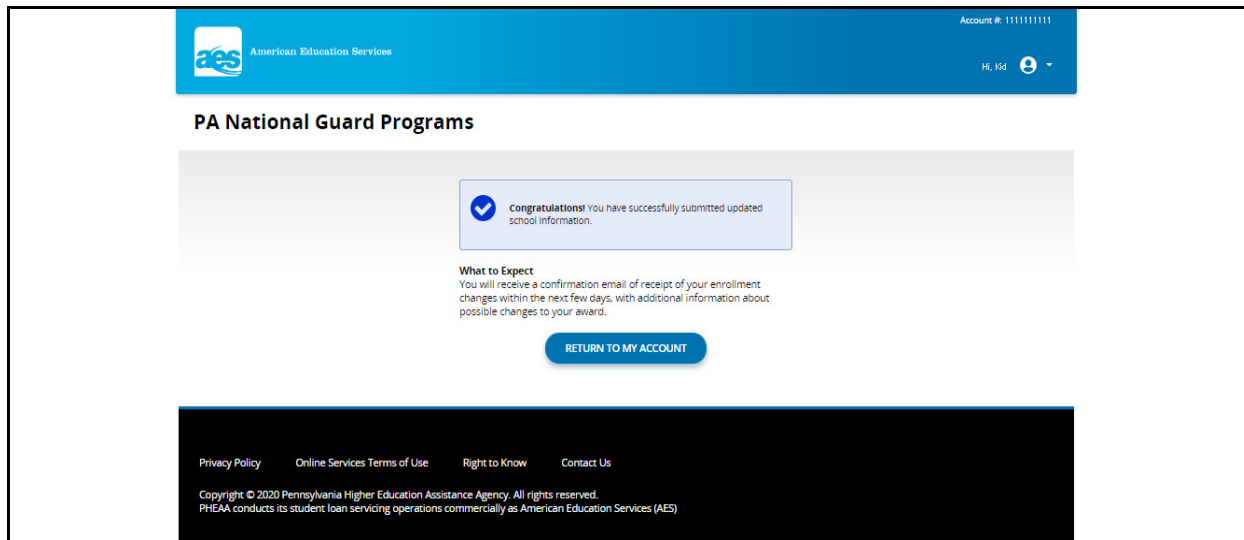
[BACK](#) [SUBMIT](#)

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 the **SUBMIT** button to submit the changes.



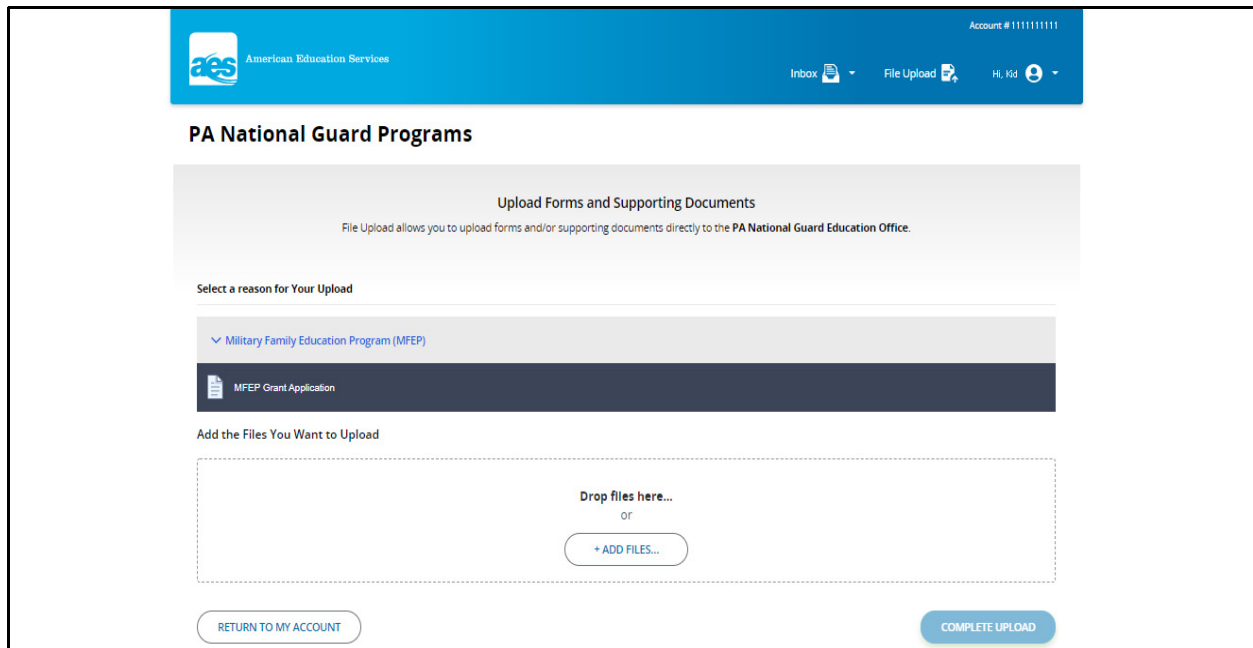
Military Family Education Program (MFEP) Application

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



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.



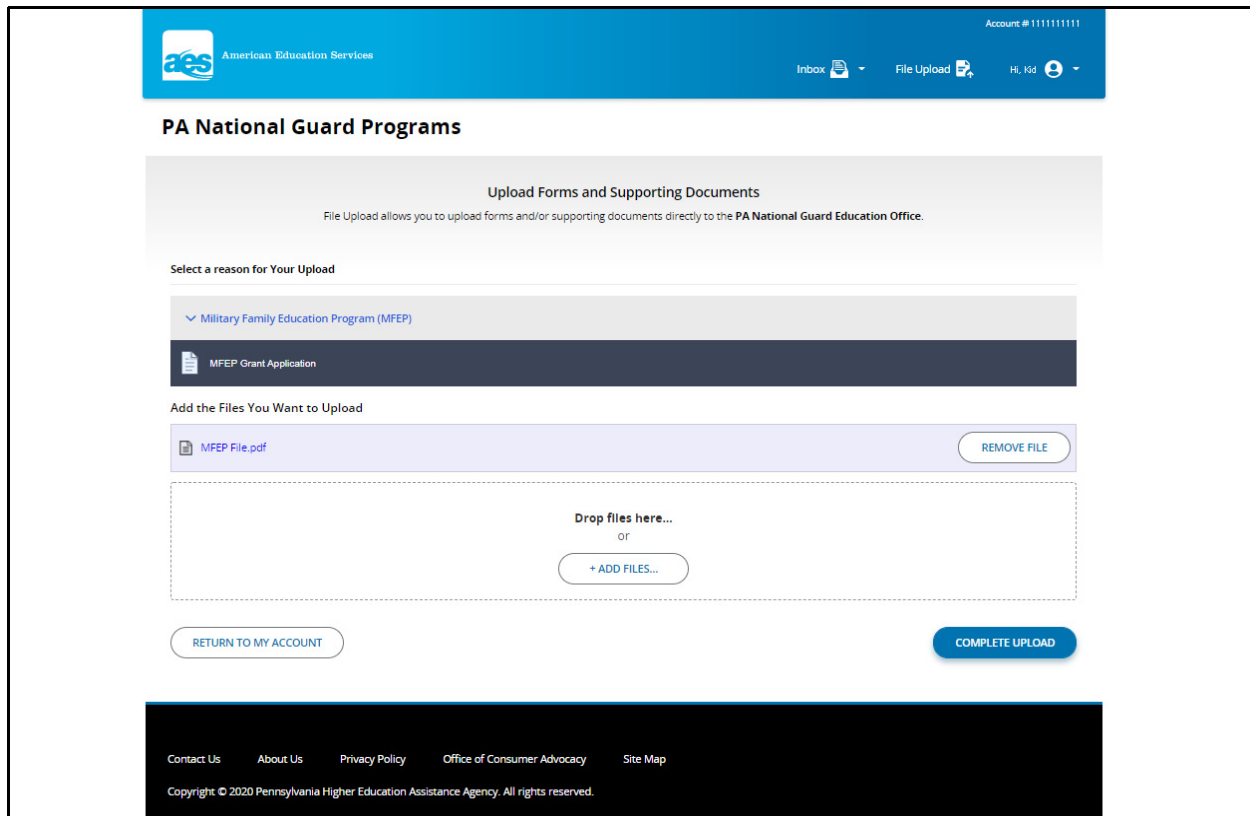
This page allows the user to upload forms and supporting documents directly to the PA National Guard Education Office.

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. In the **Add the Files You Want to Upload** section, drag and drop a file to be uploaded or click the **+ADD FILES** link to open a desktop location to find a file.

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

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



Account # 1111111111

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

Contact Us About Us Privacy Policy Office of Consumer Advocacy Site Map

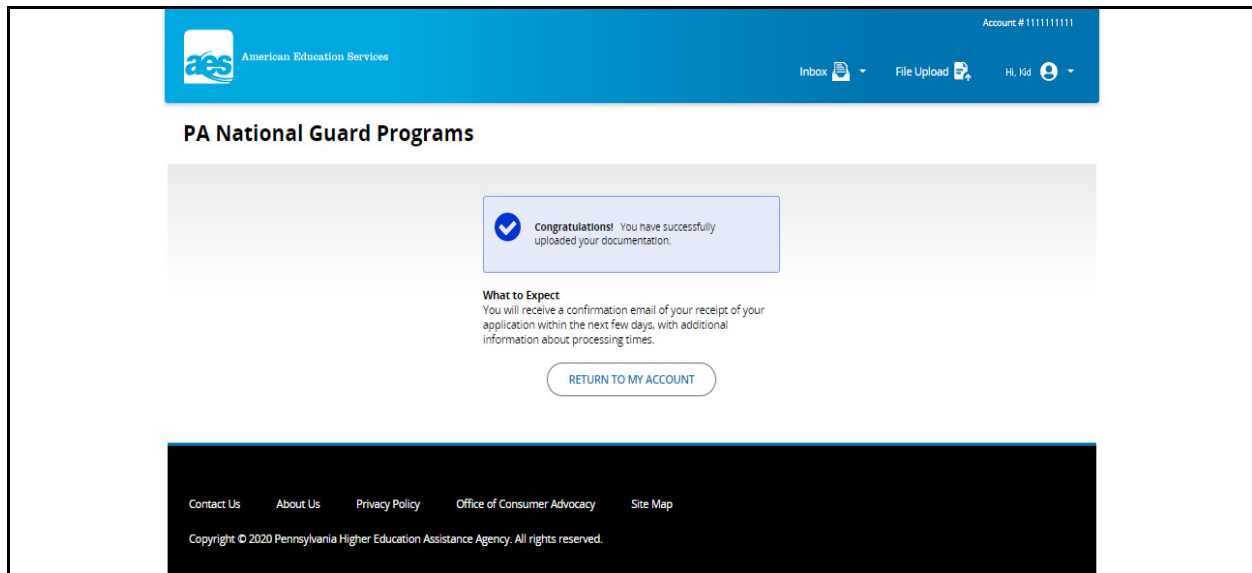
Copyright © 2020 Pennsylvania Higher Education Assistance Agency. All rights reserved.

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



Military Family Education Program (MFEP) Application

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



Created in 1963 by the Pennsylvania General Assembly, the Pennsylvania Higher Education Assistance Agency (PHEAA) has evolved into one of the nation's leading student aid organizations. Today PHEAA is a national provider of student financial services, serving millions of students and thousands of schools through its loan guaranty, loan servicing, financial aid processing, outreach, and other student aid programs.

PHEAA's earnings are used to support its public service mission and to pay its operating costs, including administration of the Pennsylvania State Grant and other state-funded student aid programs. As the only major federal loan servicer with a nonprofit public service mission, PHEAA devotes its energy and resources to help ease the financial burden of higher education for its primary stakeholders – Pennsylvania students and families.

PHEAA conducts its student loan servicing operations nationally as FedLoan Servicing and American Education Services (AES). PHEAA operates its digital technology division as Avereo. For more information, visit [PHEAA.org](https://www.pheaa.org).

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