

SPOUSE EDUCATION ASSISTANCE PROGRAM (SEAP)
Administered by HQ, Army Emergency Relief (AER)
2012-2013 Program Description and Instructions

The Spouse Education Assistance Program (SEAP) is a need-based education program designed to provide spouses of active duty or retired Soldiers, and widows(ers) of Soldiers who died either on active duty or in a retired status with financial assistance to pursue a four year college degree. Applicants must apply each year. Scholarship awards do not exceed four academic years for full-time students, and do not exceed eight academic years for part-time students.

ELIGIBILITY:

To be eligible for SEAP, applicants must:

- Be a part-time (minimum of 6 credit hours per semester or term) or full-time (minimum 12 credit hours per semester or term) student working on an undergraduate degree.
- Be a Spouse of an active duty Soldier; widow(er) of a Soldier who died while on active duty; spouse of a retired Soldier or widow(er) of a retired Soldier who died while in a retired status.
- Have a cumulative GPA of 2.0 on a 4.0 grading scale.
- Active Duty Soldiers are not eligible.

PROGRAM DETAILS:

1. Spouses/widow(ers) must be enrolled, accepted, or pending acceptance as a part-time or full-time student in a post-secondary or vocational institution approved and accredited by the U.S. Department of Education.
2. SEAP is not an entitlement or automatically approved. Scholarships are based on financial need, as evidenced by information submitted on the Free Application for Federal Student Aid (FAFSA).
3. SEAP does not apply to second undergraduate degrees or graduate level courses.
4. Funds are to assist with academic expenses at the attending University/School and will be disbursed equally between fall/spring semesters or fall/winter/spring quarters to assist with tuition, books, fees and supplies. The scholarship is not available for summer courses.

APPLICATION AND SUPPORTING DOCUMENTS:

Step 1: COMPLETE AND SUBMIT AN APPLICATION

Applicants must submit an online application found at the AER web site at www.aerhq.org. Applicants must complete and submit a new application each academic year. Read instructions carefully before submitting.

STEP 2: SUBMIT TRANSCRIPTS

- a. If the applicant will be a college freshman (never attended college before), then transcripts are not required.
- b. If the applicant is currently in a post secondary school or has previously taken undergraduate courses, send the transcripts of all post secondary courses in order to verify cumulative GPA. Unofficial transcripts are acceptable as long as they include the student's name, school name and cumulative GPA based on a 4.0 grading scale.

STEP 3: IF APPLICABLE, SUBMIT ORDERS, DD FORM 214 OR CASUALTY REPORT

- a. National Guard and Reserve Soldiers – Submit orders directing the Soldier to active federal service (Title 10, United States Code) for the entire academic year (August – May).
- b. If the applicant has previously served in the military submit a copy of Discharge Orders or DD Form 214.
- c. If applicable, submit a copy of the Soldier's Army Casualty Report (DD Form 1300).

STEP 4: COMPLETE THE FAFSA APPLICATION

The FAFSA is available online at www.fafsa.ed.gov. A copy can also be obtained from your school Financial Aid Office or education advisor. Submit the FAFSA application to the processing organization in the FAFSA instructions, NOT AER. Processing the FAFSA may take as long as six weeks so plan accordingly.

STEP 5: PRINT AND SUBMIT THE STUDENT AID REPORT (SAR)

Once the FAFSA has been processed, the 2012-2013 SAR can be downloaded and printed. The SAR is the resulting analysis of the FAFSA application, and provides the Expected Family Contribution (EFC) number. The EFC is used to determine your eligibility for financial assistance. The SAR will not be accepted if the EFC number is left blank or filled with an asterisk (*). Email the SAR to AER not later than May 1, 2012.

STEP 6: E-MAIL ALL SUPPORTING DOCUMENTS TO SPOUSE@AERHQ.ORG

TIMETABLE: MARK YOUR CALENDAR!!!!!!

APRIL 2, 2012: Online scholarship applications deadline.

APRIL 2, 2012: Transcript(s) deadline date.

APRIL 2, 2012: All other supporting documents from step 3 above such as active duty orders, Army Casualty Report and applicant's DD Form 214 deadline date (if applicable).

MAY 1, 2012: 2012-2013 SAR deadline date.

JUNE 2012: AER mails scholarship award letters to scholarship recipients.

JULY 9, 2012: Deadline for Scholarship recipients to return the AER Scholarship Agreement Form.

JULY 9-31, 2012: HQ, AER disburses scholarship funds to schools.

DECEMBER 2012: Applications for the 2013-2014 Academic Year (AY) will be available on our (AER) web page.

DOCUMENT CHECK LIST:

- AER Spouse Education Assistance Program Application for AY 2012-2013, SUBMITTED ONLINE.
- National Guard and Reserve Soldiers: Active Duty Orders, showing service under Title 10, US Code for the entire academic year (August through May). **IF APPLICABLE**
- Army Casualty Report. **IF APPLICABLE**
- A copy of applicant's Discharge Orders or DD Form 214 if previously in military service. **IF APPLICABLE**
- Transcript(s) of all grades verifying Cumulative GPA of 2.0 on a 4.0 grading scale.
- The complete 2012-2013 Student Aid Report (SAR) showing the Estimated Family Contribution (EFC) number.

Email all documentation to Spouse@aerhq.org. All documents must be scanned in a PDF (Portable Document Format) file, and **MUST** be legible. Any parts cut off due to scanning, or not legible will not be accepted. All emailed documents must be received no later than the postmarked deadline date.

If you cannot email the required documents, mail them to the below address. Enclose a self-addressed postcard to receive acknowledgement of receipt. NOTE: Return receipt of the self-addressed postcard does not mean that your application was complete. Additionally, mailed documents will take longer to process.

Headquarters, Army Emergency Relief
Spouse Education Assistance Program
200 Stovall Street
Alexandria, VA 22332-0600

PLEASE NOTE: HQ, AER assumes no responsibility for applications or supporting documentation not received by this office OR not received in a timely manner. We do not assume responsibility for items mailed to this address with insufficient postage and subsequently returned to the applicant by the postal service. All correspondence to the student will be sent to the address listed on the application until a change is received in writing to the contrary. We assume no responsibility for letters from HQ, AER not delivered to the applicant. All changes to information furnished to HQ, AER must be submitted in writing. **NO EXCEPTIONS TO DOCUMENTS RECEIVED AFTER THE DEADLINE DATE.**