

Applying for TA

1. Log into MyCG Ed with CAC, DODID number, or SSN from this link:
<https://myeducation.netc.navy.mil>
2. Verify/update your profile.

Profile Notifications

Demographics

EDID/DOD ID	First	Middle	Last	Date of Birth	
	DAVY	TEST	JONESLOCKER	1972-04-30	
Rate/Rank	Rate/Rank Date	Pay Grade	Pay Entry Base Date	Obligation End Date(EST)	Active Duty Service Date
CS3	2016-02-16	E4	2005-07-28	2024-03-07	2003-07-28

Contact Information

Personal Email Work Email

Street Address City State Country Zip Zip+4

Personal Phone International US Country City Area Number Extension

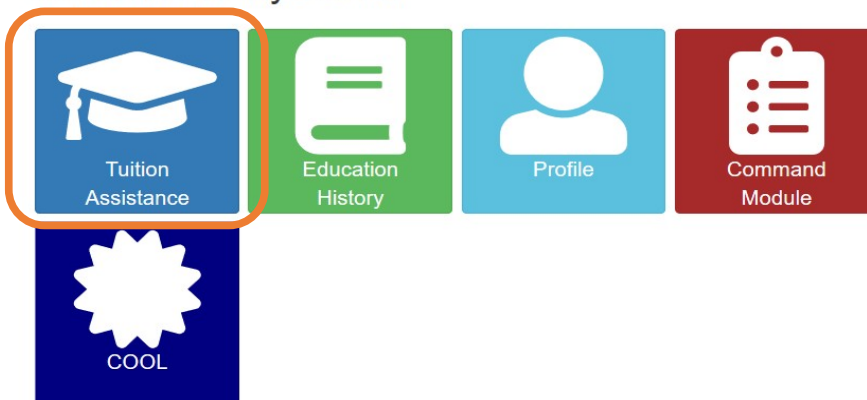
Work Phone International US Country City Area Number Extension

DSN Phone International US Country Number Extension

Assigned Command

UIC	Command	Address
00204	NAS PENSACOLA	NAS PENSACOLA 150 HASE RD STE A , PENSACOLA, FL US 325081051

3. Select the "Tuition Assistance" icon on the MyCG Ed home page.
Welcome to MyCG Ed



4. MyCG Ed Landing Page.

The TA landing page displays the following icons:

- Course Catalog: uploaded and maintained by the academic institution.
- Review Applications: all authorized, command approved, student submitted, or cancelled applications.
- Create New Application
- View User Agreement
- Upload Files: Education Plan, SELRES Point Statement, and Other.

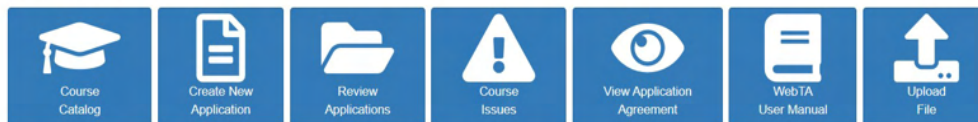
Tuition Assistance

This Tuition Assistance (TA) application allows you to request funding for specific s. Please complete all entries on the TA application as accurately as possible. Before using this system, be sure to have the following information readily available:

- The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
- Your Unit Identification Code (UIC)
- A daytime phone number where you can be reached (this may be the same as your command phone number)
- The name of the school you plan to attend
- The course number, name, and cost per credit unit of the courses you plan to take

Visit the Coast Guard web site at www.uscg.mil to learn more about the Tuition Assistance program.

Available Options



Eligibility

You are eligible for Tuition Assistance.

My Funding Status

	Total Dollars	Semester Hours (SH) or	Quarterly Hours (QH) or	Clock Hours (CH)
FY2020 Cap:	2,250.00	16.0	24.0	240.0
FY2020 Used:	0.00	0.0	0.0	0.0
FY2020 Remaining:	2,250.00	N/A	N/A	N/A
Lifetime Caps:	N/A	N/A	N/A	N/A
Undergrad Lifetime Used:	750.00	3.0	4.5	45.0
Graduate Lifetime Used:	0.00	0.0	0.0	0.0
Undergrad Lifetime Remaining:	N/A	127.0	190.5	1,905.0
Graduate Lifetime Remaining:	N/A	40.0	60.0	600.0
Lifetime Remaining:	N/A	167.0	250.5	2,505.0

5. Outstanding Eligibility Requirements. Verify Eligibility Requirements and any outstanding requirements such as degree plan, point statement, missing grades, or debt. You will not be able to “create an application” until this is taken care of.

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Available Options



Current Applications([Review All Applications](#))

Application ID	Application Name	Status	Created	Updated

Eligibility

- Fiscal Year funding limit has been reached. Courses starting in October (or later), are able to use next year's funds. Submit Tuition Assistance Applications now and your voucher will be authorized on or after 1 October when the new Fiscal Year funds are available. [Create Application using next years funds.](#)
- You must have an approved education plan before requesting more than 6 semester hours, 9 quarter hours, or 90 clock hours(or combination thereof).

6. Upload Degree Plan and Point Statement.

- a. Degree plans must be in a PDF format, clearly listing the academic institution, member name, and degree or certificate pursuing. In the event a student is substituting a course, supporting documentation from the academic institution will be required.
- b. Degree plans need to be uploaded when a service MBR uses 6 semester hours or 2 classes.
- c. Point Statements can be retrieved from [Direct Access](#), ensure the member's name, EMPLID, the qualifying year box is checked for the previous FY. The point statement will need to be updated every anniversary year. Point statements are only required for reservists.

Available Options

The screenshot shows a horizontal menu of seven blue buttons with white icons and text. From left to right, the buttons are: 'Course Catalog' (graduation cap icon), 'Review Applications' (folder icon), 'Course Issues' (warning triangle icon), 'View Application Agreement' (eye icon), 'WebTA User Manual' (document icon), and 'Upload File' (upload icon). The 'Upload File' button is highlighted with an orange border. Below the menu are two identical 'Add/Edit Attachment' dropdown menus. Each dropdown has a white background and a blue header. The first dropdown has 'Education Plan' selected (highlighted in blue), while the second dropdown has 'Point Statement' selected (highlighted in blue). Both dropdowns list the following options: Education Plan, Point Statement, Other, 1164, 1164 - COOL, and Exam.

7. Create New Application.

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8. Read and Accept User Agreement.

[← Back](#) Tuition Assistance Application

The use of Coast Guard Tuition Assistance (TA) requires your review and acceptance of the TA application agreement prior to continuing.

Under authority of 5 USC 301 personal data is requested for use in the processing of your TA application. Your Educational Digital Identification number (EDI or DOD) or Social Security Number (SSN) will be used for identification. This information will be included in your Electronic Navy College Management Information System (NCMIS) Education Record and will be used by the Education and Training Quota Management Command (ETQC) to identify you. Any personal data collected will not be divulged without your written consent to anyone other than the U.S. Government and/or school personnel involved with TA. You are not required to provide this information; however, failure to do so will result in not being considered for TA. Coast Guard paper applications are not maintained at the Education Training and Quota Management Command. Copies of TA Applications and/or Authorizations for Coast Guard personnel are maintained at the local Education Services Office. All other records are maintained in electronic format within the Navy College NCMIS subsidiary.

[print this page](#)

This Tuition Assistance (TA) Application is a request to the Education, Training, and Quota Management Command Voluntary Education for an Authorization Voucher providing federal funds for my education. By agreeing to the following, I understand the current policies and procedures governing TA usage and this agreement may be superseded by updated regulations; therefore, I understand that I am responsible for reviewing the most recent relevant policy ALCOAST to ensure that I am compliant with the regulations governing TA.

Please contact your local ESO with all questions pertaining to TA policy. You may also visit the ETQC Portal page: <https://cg.portal.uscg.mil/units/forcecom/ETQC/SitePages/VolED%20Service%20Page.aspx>

YOU AGREE TO THE FOLLOWING OBLIGATIONS

1. I must submit this Tuition Assistance (TA) Application request to my Education Services Officer (ESO) for approval. Submission of a TA application does not constitute a TA authorization. If you start a course without a TA authorization, you assume all financial responsibility and will be required to pay for the course. TA is not paid retroactively. A complete TA application (degree plan uploaded, point for drilling Reservist, command approved) must be received by ETQC NO LESS than 14 days prior to the class start date, not including the date of submission to ETQC nor the class start date. The Education and Training Quota Management Command will not grant waivers and no exceptions will be made to this policy.
2. I understand the following obligated service requirements based on my member type:
 - a. CG Enlisted - must complete the course(s) before my effective active duty termination date (Release from Active Duty (RELAD), Retirement, Discharge).
 - b. CG Officer - Regular and United States Public Health Services (USPHS) officers must serve two (02) years and reserve officers must serve four (04) years after completing the course(s) approved for CG TA.
3. The amount of tuition and course fees listed as Student Share (STU SHARE) on the TA Authorization is my responsibility. If I am enrolled in Chapter 30 GI Bill education benefits (the Montgomery GI Bill or MGB) and have more than two years of active duty service, I may apply for reimbursement using the GI Bill Top-Up benefit to pay the difference between actual course costs and the amount covered by TA. In this case, I will be responsible for some non-tuition costs. I understand that I may not claim full MGB benefits for the same course(s) on this TA Application.
4. I acknowledge that I am aware CG TA will not fund courses (or prerequisites) for lower-level or lateral degrees regardless of how the previous degree was funded (i.e. self-funded either pre-service or while in service, Naval War College, Naval Post-Graduate School, Naval Academy, Advanced Education Voucher, Graduate Education Voucher, etc).
5. I understand that TA is now available for courses leading to the first certificate, Associate, Bachelor, and Master's degree. TA is not authorized for members pursuing additional degrees at the same or lower level regardless of how they received their first degree (e.g. if the applicant already has a Bachelor's degree, TA shall not be authorized for an Associates or Bachelor's degree even if the degree was obtained at a service academy, through the CG advanced education program, via grants or loans, VA benefits, or paid for out of the member's own pocket). TA is not authorized for any degree above a Master's degree, including Juris Doctor (JD), doctoral degrees (PhD), and similar terminal degrees.
6. I understand that members who have a Bachelor, Associate, or no degree, may use TA to pursue their first certificate, at any academic level; however, members who currently hold a Master's degree, or higher, are not authorized to use TA to pursue a certificate. Earning a certificate does not preclude members from using TA, as authorized, for degrees; however, members should be aware of their lifetime credit hour limits. Certificates earned from completing course requirements, as part of a degree program and indicated on a member's degree plan, does not count toward the first certificate.

18. If I am Active Duty or Reserve Coast Guard Employee:

a. I request tuition assistance under the conditions listed above. I understand that the Coast Guard's share will vary depending on limits established by the Commandant. I have read, understand, and will comply with all provisions and conditions listed above. I authorize the Coast Guard Education and Training Quota Management Command to release information covered under the Privacy Act. By selecting the I Accept below, I release the U. S. Coast Guard from any responsibility or liability for sending a TA Authorization for the course(s) listed above via the Internet. I may request that this authorization be sent to me at the personal email address listed in my user profile.

19. All questions and concerns pertaining to your tuition assistance application and tuition assistance policy shall be directed to your local ESO. Additional resources are available at ETQC's portal page: <https://cg.portal.uscg.mil/units/forcecom/ETQC/SitePages>.

9. Entering Command Approver (ESO) information. Select Command Approver by entering name and email. Careful to ensure that the email address is correct.

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Service Member

Name	Work Phone	DSN Phone	Personal Phone
(CS3) Joneslocker, Davy T	(111) 111-1111	753-5680	(777) 777-7777
EDI/DOD ID	Work Email	Personal Email	Immediate Education Goal
	test1@navy.mil	test@navy.mil	Associates

Approver Information

An Approver is required.

Academic Information

Information has been loaded from your last Authorized application. Please ensure that the information is correct.
Vincennes University has been selected for your school.

10. Enter course dates. Verify with the school the exact course start and end date.

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Service Member

Name (CS3) Joneslocker, Davy T	Work Phone (111) 111-1111	DSN Phone 753-5680	Personal Phone (111) 111-1111
EDIDOD ID	Work Email test1@navy.mil	Personal Email test@navy.mil	Immediate Education Goal Associates

Approver Information

An Approver is required.

Academic Information

Information has been loaded from your last Authorized application. Please ensure that the information is correct.
 Vincennes University has been selected for your school. [OK](#)

Education Office	School	Term Start Date	Term End Date
ETQC <input type="text"/>	Vincennes University <input type="text"/>	<input type="text"/>	<input type="text"/>

Courses

A Course is required.

- Enter in the course information. Select the course from the pre-filled information versus manual entry. Only when the course information is not listed, should you select 'manual entry'. Only one course per voucher. Select the pre-filled tuition cost versus manual entry.

Course Catalog

Subject: Number: Title: Level: All

Search Clear

Course	Title	Level	Credits	
MGT4496	Selected Topics in HR	U	3	Select
MGT6675	Theory of Organizations	G	3	Select
MGT6645	Quantitative Methods in Management	G	3	Select
MGT6674	Ethics in Business	G	3	Select
MGT6681	Organization Development and Change	G	3	Select
MGT6682	v	G	3	Select
MGT6687	Management Internship II	G	1	Select
MKT6661	Global Strategic Marketing	G	3	Select
MKT4464	Marketing Research	U	3	Select
MKT4493	Guided Independent Study	U	1	Select

« 1 2 3 4 5 6 7 8 9 10 » 1 - 10 of 500

+ Manual Course Close

Course Edit

Course: MGT6687 Title: MANAGEMENT INTERNSHIP II Level: Graduate(500>)

Location: Distance Learning Primary Instruction Mode: Web/Internet Credit Unit: Semester Credit Hours: 1 Cost: \$ 250.0000

Tuition Rate(Adjust Cost and Credit Unit): Graduate Cost: \$250.00 Credit Unit: Semester

Close Ok

12. Save and Submit Application. Verify the information is correct. Save the application and submit to the command approver ESO.

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Service Member

Name (CS3) Joneslocker, Davy T	Work Phone (111) 111-1111	DSN Phone 753-5680	Personal Phone (111) 111-1111
EDI/DOD ID	Work Email test1@navy.mil	Personal Email test@navy.mil	Immediate Education Goal Associates

Approver Information

An Approver is required.

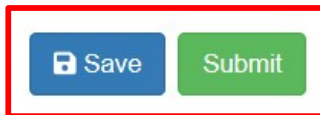
Academic Information

Information has been loaded from your last Authorized application. Please ensure that the information is correct.
Vincennes University has been selected for your school. [OK](#)

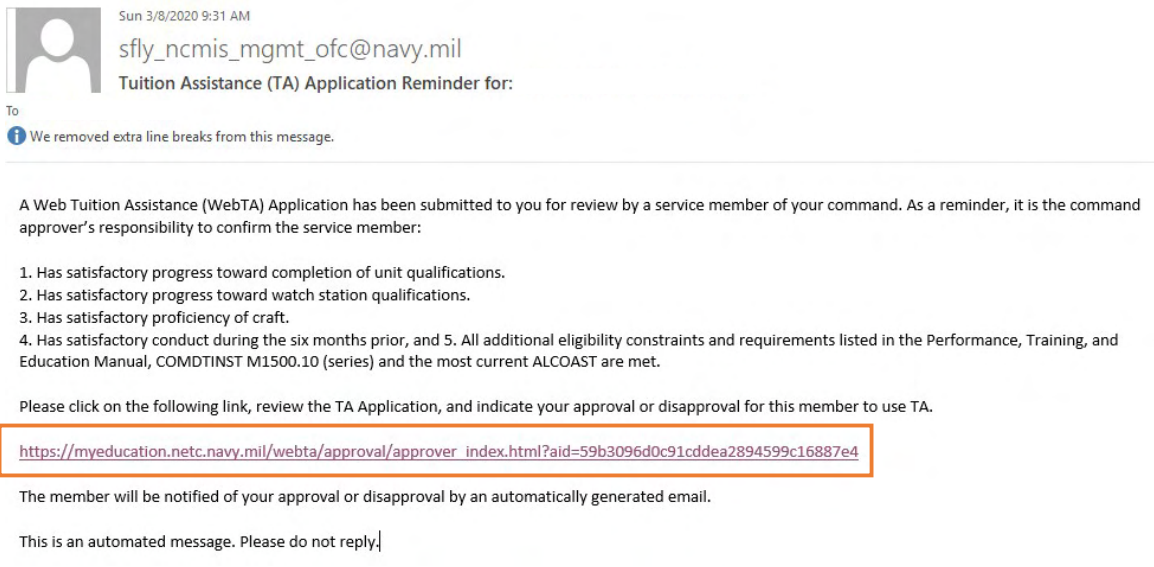
Education Office ETQC	School Vincennes University	Term Start Date	Term End Date
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Courses

A Course is required.



13. Command Approver (ESO). The command approver is notified of the pending TA request. The ESO and member will continue to receive notifications of a pending request until the request is approved. All TA applications must be command approved and routed to ETQC 14 days prior to the course start date. Members may submit TA requests up to 90 days prior to any course start date.



14. Command Approver (ESO) Reviews Application. Command approver reviews the application and ensures the request is accurate and the course is listed on the degree plan. Once complete, the ESO approves the application.

Only one course can be submitted per request.

Tuition Assistance Applicator

Command Approval

Tuition Assistance Application

Approver Information

Academic Information

Education Office	School	Term Start Date	Term End Date
ETQC		2020-05-04	2020-08-31

Courses

Location: Off-Base	Level: Graduate	Instruction Mode: Web/Internet	Credit Units: Semester
Credit Hours: 6	Cost Per Hour: \$480.0000	Total Cost: \$2880.00	Estimate Authorized Amount \$1500.00 for 6 credit hours.

As a reminder, it is the command approver's responsibility to confirm the service member:

- 1. Has an approved degree plan on file in the "My Education Portal".
- 2. Has satisfactory progress toward completion of unit qualifications.
- 3. Has satisfactory progress toward watch station qualifications.
- 4. Has satisfactory proficiency of craft.
- 5. Will serve on active duty through the last day of the course.
- 6. Satisfactory conduct during the six months prior.

Please indicate your approval or disapproval for this member to use TA funding.

Approve Application

Reject Application

15. Member receives notification that the application was command approved.



Mon 3/9/2020 11:10 AM

sfly_ncmis_mgmt_ofc@navy.mil

Tuition Assistance (TA) Command Approved, Forwarded to CGI for Authorization

To

Your Web Tuition Assistance (WebTA) Application has been approved and forwarded to the education office at ETQC for funding authorization. You may check the status of your WebTA Application on the web at <https://myeducation.netc.navy.mil/webta/application/application.html?aid=59b3096d0c91cddea2894599c16887e4> under "Existing Applications".

Once your TA application has been authorized at your education office, you may log in to <https://myeducation.netc.navy.mil/webta/application/application.html?aid=59b3096d0c91cddea2894599c16887e4> to view and print your approved document.

Comment: Approved by _____ and forwarded to ETQC with comment: no comment

This is an automated message. Please do not reply.

16. ETQC Approves the Application. ETQC approves the application, and the class is funded by TA.
17. Printing the Voucher. There are several ways a member can print the approved voucher and send it to the academic institution.
 - a. Click the blue hyper link on the email

From: sfly_ncmis_mgmt_ofc@navy.mil <sfly_ncmis_mgmt_ofc@navy.mil>
Sent: Monday, March 9, 2020 11:23 AM
To:
Subject: Tuition Assistance (TA) Request Authorized

Your request for tuition assistance has been authorized.

Please log in to <https://myeducation.netc.navy.mil/webta/application/application.html?aid=59b3096d0c91cddea2894599c16887e4> to view and print your TA authorized voucher. Click on "My Tuition Assistance (WebTA)" then "Existing Applications". Look for existing applications with an "Authorized" status. Click "View" and then "Print Document". You must print, sign, and forward the TA voucher to your school.

Education Office Comment: no comment

School:

Term Start Date:2020-05-04

Term End Date:2020-08-31

Course	Title	Credit Hours
CSEC620	HUMAN ASPECTS IN CYBERSECURITY: ETHICS, LEGAL ISSUES, AND PSYCHOLOGY	6 hours

This is an auto-generated email. Please do not reply.

b. Log into MyCG Ed click the App ID.

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Available Options



Current Applicati (1 Applications)

App ID	Updated Date	School	Start Date	End Date	Status
19294775	2020-02-04 1035	Troy University	2020-03-16	2020-05-17	Authorized

c. Click review applications.

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Tuition Assistance Applications

Help

App ID	Created Date	Updated Date	School	Start Date	End Date	Status
19292769	2019-12-12 1222	2019-12-17 0658		2019-12-19	2020-03-09	Authorized
19203256	2019-09-23 1138	2019-10-23 0932		2019-10-01	2019-12-09	Not Authorized
19215257	2019-10-01 0709	2019-10-01 1028		2019-10-18	2019-12-21	Authorized
18712969	2018-07-10 0711	2019-09-23 1137		2018-08-01	2018-10-20	Authorized
19062136	2019-03-28 1148	2019-09-23 1135		2019-05-06	2019-10-27	Authorized
19177585	2019-08-09 0933	2019-08-26 2405		2019-08-26	2019-09-09	Cancelled
18907994	2018-12-06 1119	2019-05-09 0922		2018-12-31	2019-03-31	Authorized
19062134	2019-03-28 1133	2019-05-09 0922		2019-04-01	2019-05-31	Authorized
19082404	2019-04-12 1420	2019-05-09 0921		2019-05-01	2019-07-31	Authorized
18862103	2018-10-29 0520	2018-12-07 0757		2019-01-07	2019-05-13	Authorized

< 1 2 3 4 >

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HRM6645 - INTERNATIONAL HUMAN RESOURCE MANAGEMENT		Grade:	Status: Authorized
Location: Distance Learning	Level: Graduate	Instruction Mode: Web/Internet	Credit Units: Semester
TuitionRate: Other	Total Cost \$750.00 for 3 credit hours at \$250.0000 per hour.		Authorized Amount \$750.00 for 3 credit hours.

Print Document

ID: _____ NAME: _____

ENROLLMENT INFORMATION

	TERM DATES	START: 16-Mar-2020	END: 17-May-2020		
COURSE	TITLE	HOURS	GOV SHARE	STU SHARE	
HRM6645	INTERNATIONAL HUMAN RESOURCE MANAGEMENT	3.0	\$750.00	\$0.00	
TOTAL:		3.0	\$750.00	\$0.00	

I have read, understand and will comply with the provisions of the Performance, Training and Education Manual COMDTINST M1500.10C, ACN 122/19 – FY20 Coast Guard Tuition Assistance (TA) policy, the Tuition Assistance (TA) student agreement and the TA application form. I understand this voucher is valid only for the courses and term dates listed. I am responsible for contacting my service branch tuition assistance office for any course changes or cancellations to this voucher. Failure to notify my service branch tuition assistance office of course changes or cancellations may result in a collection against me, via my Commanding Officer. I hereby authorize the release of my grades by my school and notification of degree completion to my respective branch of service. Non-receipt of grades will prohibit additional TA being authorized. If I separate, my indebtedness will be referred to the Defense Finance and Accounting Services for collection.

Applicant's Signature

Phone

CGI202004652

04-Feb-2020

AUTHORIZATION NUMBER

DATE AUTHORIZED

SIGNATURE OF USCG
AUTHORIZING INDIVIDUAL

The purpose of this form is to advise the student and the school that the course(s) listed above is approved for payment and the process for invoicing the USCG. The student is to take this form to the school. This form must be returned to the address shown below if it is canceled or amended in any way. Show action taken on the returned form. Failure to do so may result in a collection action against the student, via the Commanding Officer.

Schools should send invoices electronically via iRAPT (formerly WAWF). Schools can find reference material for invoicing using the TA iRAPT (formerly WAWF) Guide and grade submission information using the GEAP (Grade Entry Application) User Guide at: <https://www.navycollege.navy.mil/information-for-academic-institutions/index.htm>

Correspondence may be sent to:

ETQC Voluntary Education
300 East Main Street, STE 1201
Norfolk, VA 23510
757-756-5300

Students may submit grade reports via Live Help Now at: https://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432.
Select the category "TA/NCPACE Grades and Billing."

FOR OFFICIAL USE ONLY: This document may contain Personal Data covered by the Privacy Act of 1974. Please ensure this information is protected from unauthorized access and/or disclosure.

18. Denied Application. In the event the ESO or ETQC rejects the application, the member will be notified via email. The MBR will need take corrective action and resubmit the request for TA. The MBR can click the link within the email to verify the reason. The member will also see a notification in MyCG Ed.

1 Notifications | Contact Us | (CS3) Joneslocker, Davy T ▾ | Logout

An Education Counselor has sent you a message. To access your message and reply, please follow the below steps:

1. Log into My Education to view your notifications here:
<https://myeducation.netc.navy.mil/webta/home.html>
***You can log in with your CAC or by using your DOD ID number, First Name, Last Name, and Date of Birth.
2. Upload any required documents (instructions below).
3. Answer notification by clicking on "Reply Here" to open text box.
4. Type your response.
5. Click "Save."

Your response will be sent directly to the counselor that has contacted you.

NOTE: If you are asked to provide documentation, please upload your document to your record by using the "Education History" section to access "View/Upload Files." Upload any required documents prior to responding to your message.

****This is an auto-generated email. Please do not reply.**** |

If you still have questions, contact your ESO/Command Approver then ETQC at ETQC-SMB-TAG@USCG.MIL 757-756-5300