Common tuition assistance application errors

Nearly 40 percent of the TA request forms the Institute receives contain errors, errors that slow processing of these requests.

Most of the problems applicants encounter with the form are with block 11, ENROLLMENT INFORMATION. *Below is block 11 of Coast Guard Institute Form 4147, Application for Off-Duty Assistance, with instructions for each required applicant response.*

11. ENROLLMENT INFORMATION																	
COURSE		COURSE TITLE	COURSE LEVEL					UNIT			TUITION COSTS		DATE					
			HIGH SCHOOL	CERT	DIV		GRAD	HOURS			PER UNIT	PER COURSE	STARTED			COMPLETED		
DEPT.	NO.				L	U		#	S/Q	CLK			YR	MO	DA	YR	MO	DA
A	B	C		D	E	F	G	H	I	J	K	L	Class start date			Class end date		

A Department name (ECON, HUM, MTH, etc.)

B Course No. (1106, 1102, 456, etc.)

C Name of course (English I, West Civ I, etc.)

D Vocational course credit

E Lower-level courses (0100, 1000, 200, etc.)

F Upper-level courses (300, 400)

G Graduate-level courses (500, 600)

H No. of credit hours (i.e. 3,4)

I S for semester, Q for quarter hour credit

J Clock hour credit

K Cost of tuition per credit hour

L Total tuition per course