STANDARD OPERATING PROCEDURES (SOP)

FOR

COAST GUARD'S TRAINING SYSTEM

EDUCATION SERVICES OFFICER (ESO)
VOLUME III

EDUCATION

Force Readiness Command (FC-514)
Coast Guard Institute
December 2011

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U.S. Department of Homeland Security
United States Coast Guard

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U.S. Coast Guard Institute

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CGINOTE 1000.3A
16 DEC 2011

CANCELLED: December 2012

CG INSTITUTE NOTICE 1000.3A

Subj:	**CH-1 TO EDUCATION SERVICE OFFICER VOLUME III, EDUCATION (TRANSCRIPTS, TUITION ASSISTANCE AND GRANTS)**
Purpose	This promulgates the Standard Operating Procedures (SOP) for the ESO's collaboration with the Coast Guard Institute (CGI).
Action	Regional, Full Time and Collateral Duty ESOs should ensure compliance with the provisions of this SOP. Internet release is authorized.
Directives Affected	CGI Note 1000.3 is cancelled.
Summary of Changes	Summary of changes can be seen on Page v of this SOP. Purely editorial changes are listed along with page numbers.

Continued on next page.

Environmental Aspect & Impact Considerations	Environmental considerations were examined in the development of this Notice and have been determined to be not applicable.
Forms	Not applicable.
Printed Copies	Printed copies of the ESO Vol. III, Education, are not available. Distribution is through the CGI website at *http://www.uscg.mil/hq/cg1/cgi/default.asp*.
Comments and Recommendations	The next change to the ESO Vol III, Education manual is expected to be completed by December 2012. CGI encourages user recommended revisions and corrections to the ESO Vol III, Education manual. Comments or recommendations may be submitted by emailing CGI-DG-TAG_DIV

//s//
DONALD L. WINFIELD
CDR, U.S. Coast Guard
Commanding Officer

Education Services Officer Volume III Change Summary List

Purely editorial changes are not listed. Major changes are summarized as follows:

Dept. Affected	Page No.	Date of Implementation	Synopsis
TAG	2-19;2-44;2-46	14DEC2011	Stated that fax is not a viable method.
TAG	2-7; 2-16	15DEC2011	Swapped WebTA steps and Paper Application steps.
TAG	2-20	14DEC2011	Emphasized the seven authorized fees for TA.
TAG	2-25	14DEC2011	Replaced busted link http://www.uscg.mil/hq/cg1/cgi/eso/eso_WAWF.asp with http://www.uscg.mil/hq/cg1/cgi/eso/ta_and_grants/TA_WAWF.asp
TAG	3-1	15DEC2011	Restructured bullet points.

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SECTION 1: OBTAINING AN OFFICIAL COAST GUARD TRANSCRIPT

Introduction

Overview

The Official USCG Registered transcript is available to anyone who has completed training experiences in the USCG. The Official USCG Registered Transcript is accepted by colleges and universities throughout the United States. Every effort is made to ensure the information listed on the transcript is correct. Data on the transcript is extracted from documentation validated by Direct Access. Active duty and reserve members shall be counseled to review their promotion and training history in Direct Access and take the necessary action to keep it up-to-date.

The transcripts issued by the CGI reflect the credit recommended by the American Council on Education (ACE) in the ACE Guide. For more information on ACE accreditation see ESO SOP Vol IV, Additional Education Information. The most common reasons why a certain course or school is not listed on the Transcript are the following:

- Rate or course was not recommended for credit when the member completed it.
- Location of the course is not listed in the ACE Guide.
- Rate or course has not been reviewed for credit and is not listed in the ACE Guide.
- For correspondence courses, sometimes the edition of the course completed is not recommended for credit or has not been reviewed.
- To review all reasons, go to http://militaryguides.acenet.edu/.

The first step for obtaining an Official Coast Guard Transcript for active duty and reserve personal is to request an assessment of the member's military training and education record. The assessment assures the members training and education record in the Coast Guard Institute Education Center Database is up to date with all the training and courses the member has completed that might be applicable for college credit and is the basis for the official transcript.

Assessment

It is important for USCG members to document their military learning experiences. A significant number of college credits can be earned for military learning experiences. These credits can reduce the amount of time required to complete a degree and greatly reduce the cost of the degree programs.

A request for an Assessment is submitted initially as an Application for Voluntary Education Services, CGI-1561 to create a file in the Education Center database at the Coast Guard Institute's Registrar's Office Division. Members should submit form CGI-1561, Application for Voluntary Education Services located on the CG Institute website (See Figure 1-2 for an example of the form), check the ASSESSMENT block and forward with appropriate documentation to obtain an assessment.

Direct Access is used to populate the Education Center database at the CG Institute. Members shall be counseled to view the training data in their Direct Access account for accuracy. Any incorrect or missing data should be corrected as soon as possible by contacting the servicing personnel office (SPO) or unit yeoman. Important documents to submit when requesting an assessment:

- Data from Direct Access Course completion certificates from sources other than the USCG or ACE evaluated courses not listed in Direct Access.
- PNA (Passed not Advanced)
- EMT, Boarding Officer
- DD-214 for prior service training
- Copies of CCAF, AARTS, SMART, etc.
- Score Reports (Examples include DANTES, CLEP, Excelsior and Defense Language Institute.)
- Licenses or certificates (i.e., FAA A&P)

Continued on next page.

Assessment (Cont.)

The assessment will produce a student transcript that is emailed to the member and ESO. The member should review the transcript for accuracy. The student transcript is not official. Once the member has received and reviewed the student transcript, than request an *Official USCG Transcript using form CGI-1561* (See Figure 1-3 for an example) to give to the educational institution. Personnel are encouraged to request transcripts when needed to support requests for officer accession programs, college enrollment, and employment. The number of transcripts requested shall be limited to five transcript requests per quarter and not more than five transcripts per request.

The individual must sign the transcript request form. Due to provisions of the Family Education and Privacy Act of 1973, information on the individual cannot be released to a third party without the individual's consent.

Continued on next page.

Request an Update to Education and Training Record

ESOs should advise members to always keep their Education and Training record updated, even if they are not requesting an Official Transcript or taking college courses. To add information to the CG Institute Education Record, submit *form CGI-1561, Application for Voluntary Education Services* (see Figure 2-1) and check the UPDATE block and forward with appropriate documentation. Required documentation is addressed below.

Updates may be submitted when student has earned an additional 12 hrs of credit, is enrolling or graduating or it has been 2 to 3 years since their last assessment update.

Also, use the application form to receive credit for the following:

- prior service military training
- college credit examinations
- certificates/licenses

When requesting credit for courses NOT listed in Direct Access, documentation of training is required and appropriate documents should be attached to the Application Form. If Direct Access fails to document source and location of course, the completion certification should also be included with the application form.

Retired/Separated Transcript Request

Personnel who have separated or retired from the Coast Guard without having an education record established with the CGI shall submit *form CGI 1561, Official Transcript Request* (see Figure 2-2). Additional documentation must be submitted with the request as noted:

- Legible copies of all DD-214's for each period of service.
- Course completion certificates/letters.
- Advancement or Promotion Certificates.
  (Enlisted and CWO only) not listed on the DD-214.

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U. S. Department of Homeland Security
U.S. Coast Guard
CGI-1561H (REV 3/11)

Application for Transcript

1. ELIGIBILITY

Create an Assessment	Update an Assessment	Send Official Transcript to College
(Assess training for college credits) • Active, Reserve, Civilian Employee, Spouse*	• Active, Reserve, Civilian Employee, Spouse*	• Active, Reserve, Civilian Employee, Spouse*, Retired/Separated

* For non-military spouses, only CLEP/DANTES/DSST score reports can be transcribed onto a CG transcript.

2. FOR ALL APPLICANTS

Status Select one

Rank/Rate (e.g. SN, YN3, LTJG, GS-5)

Request for:
- ◯ Assessment (Not available for retired/separated)
- ◯ Update to Assessment (Not available for retired/separated)
- ◯ Official Transcript (Available for retired/separated)

Last name **First name** **MI** **EMPLID** (OR last 4 digits of SSN) **Email** (Global email if available, otherwise personal)

3. FOR ASSESSMENT OR UPDATE REQUEST ONLY

Include all applicable documentation listed below with your application

A. Member's USCG Advancement History - This information is obtained from Direct Access. Before applying, review your DA promotion history and have any necessary changes/updates completed.

B. Member's "A" and "C" Schools - This information is obtained from Direct Access. Before applying, review your DA training history and have any necessary changes/updates completed. Documentation is required for Emergency Medical Technician, Boarding Team Member and Boarding Officer or any other school whose location cannot be determined in DA.

C. Prior military training and other Non-Coast Guard school information

- Courses NOT listed in Direct Access that are 5 or more days in length.
- Courses attended at a DOD agency, other US Government agency or private agency that are 5 or more days in length. Do not use abbreviations or acronyms. Use full title of course as it appears on certificate of completion.
- Prior service. Attach a valid legible copy of your DD-214(s).

Full Course Title (A School, C School, etc.)	Location (TraCen Cape May)	Length (> 5 days)	Date Started	Date Completed

D. CLEP/DSST/Excelsior exams & DLPT results - Attach legible copies of score reports

E. Certificates & licenses - Attach legible copies (front & back when applicable). (i.e. FAA Pilot License, FAA Airframe & Power Plant License) Temporary Airman Certificates cannot be accepted

Figure 1-1: Application for Transcript

Continued on next page.

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Last name _____ **First name** _____ **MI** ___ **EMPLID** _____
OR last 4 digits of SSN

4. FOR OFFICIAL TRANSCRIPT REQUEST ONLY (Must have completed an assessment request)

Mail Official Transcript to: (college mailing address)

ATTN _____ **University/College Name** _____

Address _____

Address _____ **City** _____ **State** ___ **ZIP** _____

If you need Transcripts sent to more than one college, additional college address can be added in Section 8 on page 3.

5. FOR RETIRED/SEPARATED PERSONNEL ONLY

Mailing Address: (By providing this mailing address, a copy of your unofficial transcript will be mailed to you.)

Address _____

Address _____ **City** _____ **State** ___ **ZIP** _____

Contact Phone _____ **Best time to call** _____

6. FOR ALL APPLICANTS

In accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99 / Rev. July 1, 1997), the applicant grants permission for the USCG Institute to provide personal and education information to partnership institutions to aid in degree completion. Personal information shall not be given to other institutions or to a third party without the applicant's written permission. ALDIST 102/94 authorized the Institute to collect this information. The Institute will maintain the information in order to officially transcript applicant's military learning experiences. My signature certifies that the foregoing information is true and accurate.

Applicant Signature _____ Date/Time Field _____

7. SUBMIT TO CGI

Active Duty Members/Reservists/Civilian Employees

Assessment & Updates
Submit all **Assessment and Update** requests through your ESO via TACCTS.

Official Transcripts
Requests for sending **Transcripts** to colleges can either be submitted through your ESO or via the email, fax and mail addresses shown at right.

Retired/Separated and Spouses

Submit your request via:

Email: Submit to CGI

Fax: (405) 954-7249
Mail: Commanding Officer (RO)
USCG Institute
5900 SW 64th St., Room 228
Oklahoma City, OK 73169-6991

Generally you will receive a response to your request within 1 week, so please wait 1 week before contacting CGI on the status.

Figure 1-1: Application for Transcript (Cont.)

Continued on next page.

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Last name _____ First name _____ MI ___ EMPLID _____
OR last 4 digits of SSN

8. FOR OFFICIAL TRANSCRIPT REQUEST ONLY (To send Transcripts to multiple colleges)

Mail Official Transcript to: (college mailing address)

ATTN _____ University/College Name _____

Address _____

Address _____ City _____ State ___ ZIP _____

Mail Official Transcript to: (college mailing address)

ATTN _____ University/College Name _____

Address _____

Address _____ City _____ State ___ ZIP _____

Mail Official Transcript to: (college mailing address)

ATTN _____ University/College Name _____

Address _____

Address _____ City _____ State ___ ZIP _____

Mail Official Transcript to: (college mailing address)

ATTN _____ University/College Name _____

Address _____

Address _____ City _____ State ___ ZIP _____

Mail Official Transcript to: (college mailing address)

ATTN _____ University/College Name _____

Address _____

Address _____ City _____ State ___ ZIP _____

Figure 1-1: Application for Transcript (Cont.)

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SECTION 2: TUITION ASSISTANCE (TA)

Introduction

Overview

Eligibility and benefits are standardized service-wide for Coast Guard active duty, appropriated funded civilian employees, drilling reserve members (SELRES), and Public Health Service members working with the Coast Guard. TA will be processed prior to the course starting. Courses may be resident online. The CO/OinC is responsible for ensuring personnel meet the minimum requirements and have the authority and/or discretion to limit participation in the Coast Guard TA program and/or limit a member's course load. This provision takes into account unit staffing, unit qualification and possible disciplinary concerns or requirements.

Note: All courses must be taken with a nationally or regionally accredited institution, resulting in "accredited" college credit. TA is not authorized for Continuing Education Units (CEUs), Professional Development Units (PDUs), clock hours or contact hours.

If member is	Service requirement is
Enlisted member (active duty & select reserve - SELRES)	Must complete the TA authorized course(s) on or prior to RELAD, discharge, or retirement. **Note**: If member is going to RELAD and provides documentation showing that he/she will be in the SELRES, then TA authorized course(s) may begin in active duty status and be completed in SELRES status.
Officer (active duty, select reserve - SELRES, Public Health Service - PHS)	Must complete two-year service upon completion of the course. Officers who use CG Tuition Assistance incur obligated service in exchange for their participation in the program. Specifically, Officers agree not to request release, separation, retirement or termination off SELRES status for 24 months (48 months for SELRES) following the course completion date of the last course funded by TA. This service obligation is no different than that incurred for Advanced Education, Senior Service School, PCS Orders, Promotion, Aircraft Transition, etc. **Note (1)**: The following officers are not eligible for tuition assistance: • In an involuntary/mandatory separation status due to misconduct or discipline • In a retired recall status • CWOs extended beyond 30 years **Note (2):** If member is going to RELAD and provides documentation showing that he/she will be in the SELRES, then TA authorized course(s) may begin in active duty status and be completed in SELRES status -- as long as the two year service upon completion of course requirement is met.
SELRES	Must maintain at least “minimum drill attendance” (maintain satisfactory participation) and all readiness requirements.

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If member is	Service requirement is
Civilian Employees "Permanent"	Must have at least 90 days of CG service; agree to retain employment with the CG for one month for each completed course credit hour upon completion of the course. For example, if a civilian employee finishes a three credit hour course using CG TA, the employee must remain a CG civilian employee for three months after the course end date. If the same employee finishes another three credit hour course using CG TA, the employee must remain a CG civilian for three months after that course ends (the three month clock starts over – do not add the obligation service months together for a total of six).
Civilian Employees "Temporary" with a not to exceed NTE) date	Tuition assistance is authorized for temporary civilian employees who are employed through the Student Educational Employment Program, Career Entry-Level Opportunity Program or Minority Serving Institution Internship Program. Employee must have 12 months previous CG service and have remaining contract with the CG of one month for each completed course credit hour. If member was previously employed by the Coast Guard for over 1 year; had a break in service; then returned to the CG; member will not be required to complete another 12 months in the CG to eligible.

CG Assessment

- Assessments of training records are mandatory for all members seeking Coast Guard tuition assistance for the first time at the undergraduate level.
- All members seeking Coast Guard tuition assistance at the undergraduate (associates and bachelors) level are required to have a current assessment no older than four years before receiving Coast Guard tuition assistance.
- If the assessment is older than four-years old while the member is using TA, an updated assessment will be required to be submitted in order to continue using TA.

Note

To qualify for tuition assistance, first term military personnel must be assigned and reported to a permanent duty station and must not be under instruction.

Continued on next page.

Ineligible Members

- Coast Guard members that are incarcerated in military or state/federal prisons.
- Personnel awarded an administrative discharge, in confinement, on appellate leave, or awaiting administrative separation other than honorable or general discharge under honorable conditions. For service members convicted by foreign or domestic courts, serving sentences in foreign prisons.
- Chaplains (funded through Navy TA)
- Contract and Non-Appropriated Fund (NAF) employees.
- Members in advanced education programs
- Members in a duty-under-instruction status (DUINS) where the member's tuition and/or educational fees are being paid through another Coast Guard program.

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Limitations when CG TA is not authorized

- TA is not authorized for any course for which the member is receiving assistance under any other federally funded program where such a payment would constitute a duplication of benefits from the Federal Treasury. In cases where federal grant monies are credited to the student's institution account, the credited portion will not be reimbursed by Tuition Assistance. TA may be used when a member is receiving "financial aid" such as a student loan, Sallie Mae, Stafford loan, etc. However, per COMDTINST M1500.10C, "TA is to be calculated after grants, scholarships and fellowships have been deducted from the cost of tuition, with the exception of Pell Grants." These grants are needs based and therefore may be used by the student to defray any educational related expense.
- Course tuition paid for by primary employer (not Coast Guard). If only a portion of the tuition is paid for by primary employer, member may submit TA request for the remainder of the tuition.
- Audited courses: Courses students are not officially registered for nor earn grade or credit.
- Courses beginning in a subsequent fiscal year. The course start date determines the fiscal year funding to be used for accounting purposes.
- Courses previously paid for using TA are not authorized further TA payments. (ie. Courses previously completed when the member received a final grade of D or better, or a course which has been waived by the CG Institute.)
- Physical education or recreation courses, unless the courses are required by the institution for degree completion, or the member is a candidate for a degree with a major in physical education or recreation and has not been awarded the physical education credits recommending by ACE for Military Training.
- Undergraduate students who's average GPA is less than 2.0 (on a 4.0 scale) for the previous 12 semester hours completed under TA. In this case, the TA database (NCMIS) will lock the member’s account and further CG TA will not be authorized. Only the Navy can unlock the student’s account. Forward grade report showing GPA of at least 2.1 or higher for “all courses regardless of TA usage” to the CG Institute TAG division which will coordinate the resolution with the Navy.

Continued on next page.

Limitations when CG TA is not authorized (Cont.)

- Graduate students whose academic average for previous 12 semester hours is "less than a grade of "B" (or less than 3.0 on a 4.0 scale).
- A second degree at the same or lower educational level if the first degree was funded, in whole or in part, with CG TA. If the applicant already has a bachelor's degree funded by the Coast Guard's TA program, TA shall not be authorized for another bachelor's degree.
- Courses resulting in Continuing Education Units (CEUs), or Professional Development Units (PDUs).
- Contact hours and clock hours.
- TA from another military service. TA is not authorized from any other service. CG members must go through a CG Educational Service Officer (ESO or ESS) to process the TA application.
- Preparatory courses, Licenses (maritime, real estate, AC&R, etc.), or Tests (GMAT, GRE, LSAT), Certification Courses (computer, maritime, law, medical, etc.)
- Conversion of clock hours to credit hours is not authorized for CG TA. This usually applies to certificate programs. Students and ESOs/ESSs need to be careful not to approve courses from schools who convert clock hours to credit hours in order to avoid CG TA funds collection.

Institution

The institution on the TA authorization must be the same institution which issues the grades and invoices the Navy.

Introduction

This section outlines the Navy's electronic TA application, commonly referred to as an electronic Tuition Assistance, or WebTA, application process, and shows the responsibilities associated with each stage of the WebTA application process. All applicants for TA (except those attached to units with poor Internet connectivity) will use the Navy WebTA system to complete and submit their applications.

Process

This table shows the WebTA process and responsibilities.

Stage	Who Takes Action	Action
1	Student	Member and ESO/ESS must create an NKO (Navy Knowledge Online) account prior to filling out the WebTA application. To obtain a NKO log on, go to *https://wwwa.nko.navy.mil/portal/home/* and follow the instructions in the first section of the WebTA SOPs available here: For the member: *http://www.uscg.mil/hq/cg1/cgi/active_duty/pay_for_college/ta/apply_with_webta.asp#1* For the ESO: http://www.uscg.mil/hq/cg1/cgi/eso/ta_and_grants/web_ta.asp Member completes the online application at *https://myeducation.netc.navy.mil* and routes to his/her unit's ESO with all supporting documentation (i.e. verification of enrollment, cost and type of fees claimed, and cost of tuition). * if the browser shows the "can't display" page, click on the refresh button or contact your IT dept. * the first time you logon to the WebTA system you must use your NKO ID/password; after that you may use the CAC logon feature. **Note**: A system generated email will be sent to the member notifying him/her each time the status of the WebTA application changes. The ESO will not receive these system generated emails.

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Stage	Who Takes Action	Action
2	ESO	Reviews student's WebTA application and verifies supporting documentation, and fees being claimed are one of the seven authorized for tuition assistance. Approves the WebTA application which automatically gets electronically forwarded to the CGI. Note: For members being serviced by Full Time (FT) ESOs with NCMIS access, the approved WebTA will be electronically forwarded to the FT ESO for final authorization vice CGI.
3	CGI	Reviews the WebTA application for accuracy and authorizes the WebTA application. **Note**: A Tuition Assistance Customer Care Tracking System (TACCTS) ticket will be generated on the ESO's behalf if the WebTA application is denied for any reason.
4	Student	Follow TAA printing instructions in the WebTA SOP for members (on CGI TA webpage) to print TAA. Forward a copy of the TAA to ESO who approved the initial TA application. Sign and submit TAA letter (form CG-1560) to the school.

Introduction

This checklist is provided as a job aid to assist the member and ESO in completing all necessary tasks required for submitting a WebTA Application for Coast Guard Tuition Assistance.

Note: Recommend submission no later than 14 days prior to the course start date to avoid late fees and disenrollment. CGI will not guarantee processing of a TA application before the classes start date if the TA application is received less than 14 days prior to the class start date.

Procedure

Here are specific directions to complete steps 1 through 10 of the Coast Guard WebTA Application

Step	Entry
1	After creating an NKO account, go to *https://myeducation.netc.navy.mil* to access My VolEd Voluntary Education for the Sea Services (WebTA) site.
2	To Login: Type in your "**username and password**" and click "**Login**." You can also use your CAC card to login as well. **Note:** The first time you log into WebTA, you must use your NKO User ID & password. After your initial login, all subsequent logins may be done with your CAC card.
3	Click on "**My Tuition Assistance (WebTA)**".
4	Verify eligibility and click on "**Create TA Application**."
5	Read the Application Obligation statement carefully and click "**I Accept**" at the bottom of the page.
6	Accept or deny default values by clicking "**Yes**" or "**No**."

Continued on next page.

7	Complete the form on the next screen and verify for accuracy.
7-1	**SSN** – Verify that the last four of your social security number, rank and pay-grade are correct.
7-2	**Last Name** – Verify your last name is correct.
7-3	**First Name** – Verify your first name is correct.
7-4	**Middle Name** - Verify your middle initial is correct.
7-5	**Day time phone**: **Commercial** – Type in a number you can be reached at during the day. It does not have to be a work number. **DSN –** Ignore this field, does not apply to CG members.
7-6	**FAX**: **Commercial** – Type in a number you can receive faxes at. It does not have to be a work fax number. **This field is optional.** **DSN –** Ignore this field**,** does not apply to CG members.
7-7	**Applicant Email Address** – Type in your work email address listed in global. **Note:** Personal email addresses are accepted for Reservists ONLY!

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7-8	**CO or By Direction Authority's Email Address** – Type in your **ESO's** work email address that is listed in global (Not the CO of your unit). **Note:** Only properly designated ESOs with a TACCTS account should be listed in this block. If not, the WebTA will be rejected and a TACCTS ticket will be created by CGI with comments explaining the same. General email accounts for large units are acceptable (please advise CGI of such an email address).
7-9	**GI Bill Enrollment Status –** Use the drop down menu to select the GI Bill Enrollment Status that applies to you. If you are not using your GI Bill benefits for the course on this application, click on "**None**". **Note:** The only time you can use MGIB and CG TA for the same course(s) is when you are using the active duty MGIB Top-Up program. Any other use of both programs for the same course(s) is considered a duplicate payment from the Federal Treasury and is not authorized. ** Reservists must exhaust all VA educational benefits before using CG TA.
7-10	**Years of Education –** Use the drop down menu to select the number of years of education you have currently completed.
7-11	**Command UIC –** Verify your units OPFAC number is correct. If it's not correct, contact your ESO for guidance.
7-12	**Commanding Name –** Will default to "**Commanding Officer**".
7-13	**Command Address –** Verify your units name and address is correct. If your unit shows up as "dummy" disregard and continue with application process. Your ESO/ESS can notify the CG TA Div for correction.
7-14	**Command Phone:** **Commercial –** Type in your ESO's work phone number. **DSN –** Omit this field, does not apply to CG members.

Continued on next page.

7-15	**Your Assigned education office –** Verify your unit's city, state and country is correct. Click "**Next**."
7-16	**Immediate Academic Goal -** Use the down arrow to select your present academic goal. **Note:** Do not select High School or VoTech as these are not authorized. High school MAY be authorized under special conditions and with prior approval from FC-514 via CGI.
7-17	Verify if you have an education plan or degree plan with your school by clicking "**Yes**" or "**No**."
7-18	**Anticipated Graduation Date -** If you do not plan on graduating with in the next 12 months, skip this step. Otherwise, enter your graduation date.
7-19	**School issuing the degree** – If you skipped question 18, also skip question 19. Otherwise, click on the icon nest to the window and select school.
7-20	**Have you applied for graduation?** – If you skipped questions 18 and 19, also skip question 20. Otherwise, click "**Yes**" or "**No**."
7-21	**Do you have a SOCNAV agreement? -** For CG members, this question refers to a SOCCOAST agreement. Click "**Yes**" or "**No**".
7-22	If you clicked "**Yes**" to the previous question, click the icon next to the window to indicate the SOCCOAST school. If you clicked "**No**," skip this question.
7-23	**Are you enrolled in a Navy College Program Distance Learning Partnership (NCPDLP)?** For CG members this question refers to the DANTES program. Click "**Yes**" or "**No**."

Continued on next page.

7-24	If you clicked "**No**" on the previous question, skip this question. If you clicked "**Yes**," click on the icon next to the window and find the appropriate school. The school must be a nationally accredited institution of higher learning. Click "**Next**."
7-25	**School Name** – Verify that the school listed is the school you will be taking the requested course(s). If not, click on the icon and choose the correct school.
7-26	**Term Start – End Date (yyyy/mm/dd)** – Enter the start and end date of the course(s). **Note**: Only list the courses you are taking that have the same start/end dates per application. Courses with different start or end dates must be submitted on separate applications.
7-27	**Course** – Enter your course department and number exactly as it appears on your schedule. For example: ENG 101.
7-28	**Title** – Enter the course title. For example: English Composition I
7-29	**CD** - Enter the numerical code indicating where you will be taking the course. For example: 1 – On base, 2 - Off base, 3 – Distance learning (online course), 4 – Credit by examination.

Continued on next page.

7-30	**CL** - Enter type of course level. For example: **D** – Developmental Level (only applicable if college credit is received) ,**L** – Lower Level(100-299) , **U** – Upper (300-499) , **G** – Graduate Level (500>) (Masters & Doctoral level) , **V – is not applicable for CG members.**
7-31	**PIM** - Enter courses' Primary Instructional Mode: **I** - Instructed course, and **W** - Web based course.
7-32	**CU** – Enter the type of credit hours: **S** – Semester hours, and **Q** – Quarterly Hours.
7-33	**Credit hours** – Enter the number of credits hours.
-34	**Cost per credit** – Enter the cost per credit.
7-35	**Course fees** – Enter the course fees. The seven authorized fees are: Internet, laboratory, shop, studio, technology, resource, and library. Fees that are not authorized will not be included in the government or student share of the tuition assistance authorization. Repeat steps if multiple courses are being taken, then click "**Save**."
8	Read the warning. Verify if you want to continue the application by clicking "**Yes**" or "**No**."
9	Review the application and click "**Submit**" if you want to continue. Click "**Change**" if there are any errors.
10	Click "**Yes**" or "**No**" to submit the application.

Continued on next page.

Note 1

For units holding classes on board the installation, including cutters underway, submit each person's application separately.

Note 2

For WebTA applications, if the member has not provided a grade for the last class within 42 days since the last class ended, the WebTA system will not allow the member to apply for more CG TA until the grade is posted. The member can still logon to the WebTA system and the check why he/she is not eligible for more CG TA funds, their TA history, grades, how much funding he/she has left for the current FY, etc. Send all grades to the CGI TA Division via TACCTS.

Note 3

If the WebTA system states the application can't be completed because the course ends before the member's end of service date, the member and ESO/ESS can provide a copy of the reenlistment or extension contract to the CGI TA Division for manual update of the Navy College Management Information System (NCMIS) or TA database. There is a two week lag time between personnel information in Direct Access and the TA database so there may be times when a member has signed a contract to remain in the CG but that information has not been updated in the TA database yet.

Paper Application (CG-4147)

Introduction

This section outlines the application process and shows the responsibilities associated with each stage of the application process. The paper Application for Coast Guard Tuition Assistance can be found at: *http://www.uscg.mil/hq/cg1/cgi/active_duty/pay_for_college/ta/default.asp*.

Process

The table below shows the paper CG-4147 process and responsibilities.

Stage	Who Takes Action	Action
1	Student	(1) After obtaining approval to participate in off-duty voluntary education courses from the chain of command, completes CG-4147, Application for Coast Guard Tuition Assistance form, and submits to his/her unit's ESO with all supporting documentation (i.e. assessment, verification of enrollment, cost and type of fees claimed, and cost of tuition). Ensures school is willing to submit the required electronic invoice through the Navy's Wide Area Work Flow (WAWF) system if not already established with WAWF. (Applicants attached to units that have poor Internet connectivity may submit TA applications to the Coast Guard Institute using the current version that is found on the website.) (2) Reservists must provide documentation to their ESO showing that they meet all reserve participation standards set forth in the reserve policy manual, COMDTINST M1001.28 (SERIES) Ensures business type email address in Direct Access is correct. **Note**: TA applications for prior fiscal years may be processed on a case-by-case basis only if prior fiscal year TA funds are available. There should be no expectation that a prior fiscal year application will be processed therefore the member should plan accordingly.

Continued on next page.

Stage	Who Takes Action	Action
2	ESO	Reviews student's CG-4147 and verify completeness and accuracy. Fees that are not authorized will not be included in the government or student share of the tuition assistance authorization. Completes ESO validation on the form and forwards to the CGI via TACCTS. No more than one application per ticket may be submitted (applies to on-base or underway courses as well). **Note(a)**: The CG-4147, Application for Coast Guard Tuition Assistance form, will be returned to the ESO with an explanation if any blocks are incomplete or incorrect. **Note(b)**: Many of the major audits come in the form of fee claims.
3	CGI	Reviews CG-4147 for completeness and accuracy, processes the application, and generates and signs the TA Authorization (TAA) letter (form CG-1560). CGI will then send the signed authorization to the member and ESO via the Tuition Assistance Customer Care Tracking System (TACCTS) along with a TA procedures & WAWF letter attached.
4	Student	Forward a copy of the TAA to ESO who approved the initial TA application. Sign and submit TAA letter (form CG-1560) to the school.

Introduction This checklist is provided as a job aid to assist the member and ESO in completing all necessary tasks required for submitting a paper Application for Coast Guard Tuition Assistance (CG-4147).

Procedure Here are specific directions to complete blocks 1 through 11 of the CG-4147.

Block	Title	Entry
1	Name	Enter the student's name in the following format: "**Last, First, MI**"
2	EMPLID	Enter student's complete "**EMPLID**".
3	Service Status, Service Obligation, Etc.	Enter the student's "**service status**, **rate or pay grade, service obligation, and number of years of service"**.
4	Institution	Enter the "**name, mailing address, and school code**" for the school the member is attending. **Note**: The school code list can be found at http://www.uscg.mil/hq/cg1/cgi/eso/ta_and_grants/paper-based_ta.asp . Not all schools listed are eligible for CG TA. Contact your ESO if your school is not listed.
5a	Assessments	Click "**yes**" if member has a current assessment that is not older than four years on file at the CG Institute.
6	Course Location	Indicate the "**location**" the student will be taking the course(s).
7	Degree Program	Indicate the "**degree program**" in which the member is enrolled.

Continued on next page.

Block	Title	Entry
8	Other Benefits	Indicate which additional benefits the member intends to utilize for the payment of the course(s) for which the application is submitted. Only MGIB Top-Up can be used at the same time as CG TA. **Note:** The only time you can use MGIB and CG TA for the same course(s) is when you are using the active duty MGIB Top-Up program. Top-Up will be paid for the student share on a CG TA authorization form. Any other use of both programs for the same course(s) is considered a duplicate payment from the Federal Treasury and is not authorized. ** Reservists must exhaust all VA educational benefits before using CG TA.
9	Enrollment Information	Complete all blocks pertaining to the course(s) in which you area applying for TA.
9a	Course Dates	Enter the "**start and end dates**" for the courses requested. **Note**: all courses listed on any one application must have the same start and end dates. The class start date determines the fiscal year for accounting purposes.
9b.	Course Info	Enter the "**course department, number, and title**". ***For example: If the member is taking a Freshman English course, the department may be ENG, the number may be 101, and the title may be English Composition I. CG TA is not authorized for the same course code twice.
9c.	Course Level	Indicate the course level. "**L**" is for lower level courses, "**U**" is for upper level courses, and "**G**" is for graduate level courses.

Continued on next page.

Block	Title	Entry
9d.	Credit Hours	Enter the "**number and type of credit**" for the corresponding course. **Note**: Semester (S) and Quarter (Q) hour credit are the only type authorized by the Coast Guard.
9e.	Tuition Per Credit	Enter the "**cost of tuition per credit hour**".
9f.	Total Tuition Cost per Course	Enter the "**total cost of tuition for the course**".
9g.	Course Fee Codes	Indicate which, if any, "**fees**" are being claimed. **Note**: The seven authorized fees are: Internet, Laboratory, Shop, Studio, Technology, Resource, and Library. Fees that are not authorized will not be included in the government or student share of the tuition assistance authorization.
9h.	Course Fees	Enter the "**cost of fees being claimed per course**".
9i.	Total Tuition & Fees	Enter the "**total cost of the course**" by adding the tuition cost and the fee amount. **Note**: Tuition Assistance will only cover up to $250 per Semester hour credit and $166.67 for Quarter hour credit which includes any authorized fees. Any remaining balance must be covered at the student's expense.

Continued on next page.

Block	Title	Entry
10	**ESO Certification**	**ESOs must "print and sign" his or her name in the block and provide his or her "work email address, date, phone number, command address, and OPFAC number". The signature does not have to be digital. The ESO should not sign/approve the TA application without having first validated who is using TA at the undergraduate level (associates and bachelors) and has an initial assessment on file with the Coast Guard Institute within the last four years, and the cost and fees based on the documentation provided by the student/member.**
11	Coast Guard Applicant (member) Certification	Member must "**print and sign**" his or her name in the block and provide his or her "**work email address, date, and phone number**". The signature does not have to be digital. The member shall read, agree to and comply with all rules and provisions stated on the second page of the paper TA application by the member's signature block.

Continued on next page.

U. S. Department of Homeland Security
U.S. Coast Guard
CGI-4147 (REV 06/2011 v3)

1. NAME (Last, First, MI)

4. INSTITUTION (name & mailing address) School Code

Enlisted - Must complete course(s) before enlistment ends, retiring, etc.

Officer - After completing course(s) must serve: 2 yr (Active) or 4 yr (Res)

Civilian - After completing course(s) must remain employed with Coast Guard for 1 month per credit hour.

5a. Do you have a current assessment that is not older than four years on file at the CG Institute? (Applies to AA/BA/BS degrees) ◯ Yes ◯ No

6. Course location
1 - On-base
2 - Off-base
3 - Distance

7. In what degree program are you enrolled?
1 - HS diploma
2 - VoTech
3 - Associate's
4 - Bachelor's
5 - Master's
6 - Doctorate

8. Which benefits are you using for the classes listed in block 9b of this form?
☐ Vietnam era GI Bill ☐ VEAP
☐ Montgomery GI Bill ☐ REAP
☐ Post 9/11 GI Bill
☐ Top-Up ☐ NONE

Start
End

(b) COURSE INFO Dept.	Number	Title	(c) COURSE LEVEL L	U	G	(d) CREDIT HOURS #	S/Q	(e) TUITION Per Credit	(f) TOTAL TUITION COST Per Course	(g) COURSE FEE CODES 1 - Internet 2 - Laboratory 3 - Shop 4 - Studio 5 - Technology 6 - Resource 7 - Library	(h) COURSE FEE (if any) Per Course	(i) TOTAL TUITION & FEES Per Course
			◯	◯	◯							
			◯	◯	◯							
			◯	◯	◯							
			◯	◯	◯							
			◯	◯	◯							
			◯	◯	◯							
											TOTAL of all tuition and course fees	

INSTRUCTIONS FOR ITEMS ABOVE

Enter all dates on this form in DD MMM YY format.
3. Rate: DC1, YN3, MKC, etc. Rank: LCDR, ENS, etc.
4. School code is required. If your school doesn't have school code, ask your ESO to contact the CG Institute. Provide school name and complete address.
9(a): List only courses which have the same beginning and ending dates.
9(b): List info for each course as printed in the school's course guide, as shown in the sample entry above.
9(c) Course level: L = lower level undergrad (freshman & sophomore); U = upper level undergrad (junior & senior); G = graduate.
9(d): Enter S if the school uses a semester system and Q if the school uses a quarter system.
9(e): Enter the per-credit tuition. If tuition is not charged by credit, divide per course tuition by the number of credits and enter that number.
9(g): Enter the number corresponding to the fee type. To be covered by TA, the fee must be required for a specific course. Eligible fees include: Internet fees required for distance learning courses (NOT including home/personal internet service fees). Fees for the lab part of a chemistry, biology or similar course (for chemicals, glassware, biological specimens, etc). Studio fees (for models or consumables like paints and clay). Shop fees (for things like wood and broken tools).
10(h): Enter the per course fee (if any). If the fee is set by the credit, multiply the credit hours by the fee per credit and enter that amount.

READ CONDITIONS AND SIGN ON THE SECOND PAGE

Figure 2-1: Paper Application for Tuition Assistance

Introduction This section outlines the process and shows the responsibilities associated with obtaining a new school code. Although it is rare, there are times when the school is not listed. The school list is available at http://www.uscg.mil/hq/cg1/cgi/eso/ta_and_grants/paper-based_ta.asp.

Process This table shows the process and responsibilities for obtaining a new school code.

Stage	Who Take Action	Action
1	Student	After reviewing the school list located above, notifies ESO/ESS that no school code exists.
2	ESO	Submits a "**TACCTS ticket**" requesting a new school code with the following info: 1. Name of institution: 2. Complete mailing address (street/city/st/zip) and phone number of institution: 3. Accrediting agency: 4. Where accrediting/institution information was found: (i.e. what page in the "2008-2009 Accredited Institutions of Postsecondary Education" (AIPE) (dark orange book): 5. If school is not listed in #4, submit a copy of the institutions accreditation verification (certificate/letter) on the TACCTS ticket; there must be evidence of accreditation to approve for CG TA. 6. Point of contact: (if different from sender)

Continued on next page.

Stage	Who Take Action	Action
4	CGI	Reviews and validates school information provided and forwards to the Navy POC for validation and processing.
5	Naval Education & Training Professional Development & Technology Center (NETPDTC)	Reviews and validates school information provided and establishes a new school code; notifies CGI of action taken; CGI notifies ESO/ESS and member of the new school code and to continue with application process.

Overview

This section provides the invoicing process for a Coast Guard Tuition Assistance Authorization (TAA).

TA Authorization

After a TA Authorization (TAA) is delivered to the school by the member, it should be routed to the Bursar's Office or Billing/Accounting office.

Bursar's Office

Normally, a school will have someone designated for military billing or third party billing. An invoice is initiated by the school to the Navy, specifically, the Naval Education & Training Professional Development & Technology Center (NETPDTC), in Pensacola, FL.

Wide Area Work Flow (WAWF)

The Department of Defense initiated WAWF to minimize transactions in the acquisition process. In October 2007, the Navy mandated the processing of electronic invoices and created the WAWF electronic invoicing program to streamline payment of invoices for Navy, Marine Corps and Coast Guard personnel. Effective 30 Sep 2007, the Navy discontinued accepting paper invoices. The WAWF system results in an efficient invoicing process and faster payments, usually within 48-72 hours. Schools accepting CG TA authorizations are required to be established with the WAWF electronic invoicing program.

WAWF Account

Before a school can submit invoices using the WAWF, it must have a WAWF account and each of the school's invoicing staff will need a user account. Guides to set up a WAWF account can be found in the CG Institute's website *http://www.uscg.mil/hq/cg1/cgi/eso/ta_and_grants/TA_WAWF.asp*.

Invoicing

Once a school has a WAWF account they electronically submit the necessary documentation to the Navy to get paid. The institution on the TA authorization must be the same school who invoices the Navy.

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Payment

The Navy will review the invoice and documentation for accuracy. If everything is correct and matches the course information in NCMIS, the invoice is processed and the school will receive payment within 48-72 hours. Once the school submits the WAWF invoice, the Navy transmits the payment regardless of whether the grade(s) have been received or not.

Note: Whenever the Navy receives an invoice from a school, and all of the information is correct, the Navy is required to pay the invoice. This applies even if the CG Institute cancels a course based on ESO/ESS or member notification. Sometimes this causes confusion because the member previously notified the ESO/ESS who, in turn, previously notified the TA Division to cancel the course. Even though this cancellation process was followed, if the school submits an invoice after the cancellation, the Navy must remove the cancellation and pay the invoice. Then, the member receives a notice from the Navy requesting a missing grade. Despite having canceled the course, the member is responsible for notifying the school that they need to refund the money to the Navy or the member will be required to pay back the TA funds. For this reason, the member is highly recommended to ensure the student notifies the school's billing department about a canceled course in addition to the registrar's office. There is no waiver of repayment opportunity for this type of scenario.

Acceptable Grades

Section 2
TA

Introduction This section provides an overview of what grade submittal methods are acceptable.

Accepted Grades
Official transcript
Screenshots of your grades from the schools official website.
Grade on official school letterhead.
On-Base course grades converted to Adobe by the school representative or ESO/ESS.

Unacceptable Grades
Email from school that can be edited with no screenshot of student account.
Certificates of completion.

WHO Takes Action	Action
Member:	A member is to submit grades to their ESO no later than 60 days after the course end date to prevent collection. For units and members using WebTA, submit grades within 42 days after the course end date to remain eligible for additional CG TA funds. The WebTA system will not allow you to apply for more CG TA funds after 42 days.
ESO	The unit ESO/ESS will verify the information provided by the member
CG Institute	ONLY the Coast Guard Institute will enter grades into NCMIS.
NETPDTC	Has the ability to enter grades for CG members – the preferred location for grades submission is the CG Institute vice the Navy. The TAA (CG 1560) form states grades are to be submitted to NETPDTC – please disregard that statement. The 1560 form is used by the USN/USMC/USCG and cannot be changed to USCG specific information.

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Ways to Submit Grades
Via TACCTS ticket: https://taccts.main.ads.uscg.mil/Issue_Tracker/login.asp is the preferred method for efficiency and traceability. Please start a new TACCTS ticket for grades submission vice opening an old ticket.
Via Email: *CGI-PF-Tuition_Assistance@uscg.mil* is the second most preferred method for traceability
Via Fax: (405) 954-7245. This method is not preferred (no tracking method).
Note: When submitting grades, please include last four of member's social.

Institution The institution on the TA authorization must be the same institution which issues the grades.

Who Takes Action	Action
Member	Requests an extension of the course end date in order to complete the course through the school. If the school approves the course extension, obtain a copy of the approval (letter or memo) and provide to ESO/ESS. **Note**: The member must complete the course work and submit a grade before the extension period is over. After the end of the extension period, the missing grade collection process will begin if no passing grade is posted.
ESO	The unit ESO/ESS will submit a new TACCTS ticket for the grade extension request and upload the documentation provided by the member.
CG Institute	The CG Institute TA division will review and coordinate the grade extension with NETPDTC in the TA database (NCMIS).
NETPDTC	Post the grade extension in the TA database (NCMIS).

Who Takes Action	Action
CGI TA DIV	TA Div generates a random number to determine the frequency of the audit record count. Example: if the random number is 12, every 12th TAA on the report will be audited. If the TAA contains multiple courses, all courses on that TAA will be audited to ensure consistency. If the TA Div determines no errors on the audited TAA, the TA Div will create a TACCTS ticket notifying the member and ESO/ESS that the TAA was audited; passed and no further action is needed. If the TA Div discovers any discrepancies, the TA Div will create a TACCTS ticket notifying the member and ESO/ESS of the issue(s) to include what corrective action is needed. Usually, all that is needed is proof of the costs in question. If the requested documentation provided by the member substantiates the claim on the TAA, the ticket will be closed with no further action. If the requested documentation provided by the member does not substantiate the claim on the TAA, the TAA will be corrected and the member will bear the unauthorized amount for the course(s). In this case, the TA Div will provide a corrected TAA that the member must deliver to the school.
Member	Upon receipt of the TACCTS “audit failed” email notification, read the attached memo instructions and comply by providing the requested documentation to the ESO/ESS. When the member receives the “audit passed” email, no action is required.
ESO/ESS	Assist the member with the audit compliance process by uploading the requested documentation (provided by the member) on a reply to the established TACCTS ticket. This is for historical record and a way to track responses.

Overview

This audit program is designed to identify courses that have not been paid in order to resolve the open obligation. These upaid courses could also be called undelivered orders or "UDOs", similar to unpaid orders in the financial sector.

Introduction

When a course is authorized by the CG Institute or a full-time ESO with NCMIS access, government funds (TA funds) are obligated in the name of the student for the course(s) being taken. This practice is similar to a travel tono in that the member is ultimately responsible for ensuring the obligated TA funds, or TA document number, is liquidated, or the course is paid. Below is a listing of each stake holder's role and responsibilities.

Who Takes Action	Task
CGI TA DIV	TA Div generates a report showing all authorized courses for the fiscal year and the invoiced amount recorded in NCMIS. If the TA Div discovers any courses that are missing an invoice and at least 90 days has elapsed since the course end date, the TA Div will create a TACCTS ticket notifying the member and ESO/ESS of the missing invoice. If the course is missing an invoice because the member did not actually take the course(s), the TA Div can cancel the course and the issue is resolved. If the course is missing an invoice because the school has not submitted an electronic invoice via WAWF, the school needs to do so. If the school continues to have trouble navigating the WAWF setup procedures as provided in the WAWF help guides posted on the CGI webpage, the TA Div will engage with the Navy and request additional one-on-one assistance to get the school established in the WAWF system.

Continued on next page.

Who Takes Action	Action
Member	Upon receipt of the TACCTS "missing invoice audit" email notification, immediately advise the unit ESO/ESS if the course was, or was not, actually taken. If the course was taken, the member needs to contact the school and ensure the school's billing department submits the required electronic invoice via WAWF. If the school is having trouble navigating the WAWF setup procedures, advise the ESO/ESS and/or obtain the WAWF help guides posted on the CGI webpage.
ESO/ESS	Assist the member with the audit compliance process by posting a reply to the established TACCTS ticket stating whether or not the member actually took the course(s). If the school continues to have trouble navigating the WAWF setup procedures as provided in the WAWF help guides posted on the CGI webpage, post a reply to the established TACCTS ticket indicating the school needs additional help. Provide the school's billing point of contact information on the TACCTS ticket.

Note: The responsibility of ensuring the course gets paid rests with the member. The TA document number (like a travel tono) is in the member's name and must be liquidated (or the course must be paid). Working together to close out all unpaid courses, or "UDOs", will facilitate the improved financial integrity of the overall TA program. The TA program has a finite budget every fiscal year and every penny must be accounted for just like a personal check book. The sooner an un-invoiced course can be canceled, if not actually taken, the sooner those funds can be redirected for someone else to use.

Overview This audit program is designed to identify missing grades. Posting a grade is the last step in the overall TA process. If a grade is not posted, the collection process will begin 60 days after the course end date.

Who Takes Action	Action
CGI TA DIV	TA Div generates a missing grades report from the NCMIS database. The TA Div determines which courses that have ended are missing grades. The TA Div will create a TACCTS ticket notifying the member and ESO/ESS that a grade is missing for a course. Upon receipt of a passing grade, the TA Div will enter the grade, notify the member and ESO/ESS that the grade was entered and the issue is resolved. Upon receipt of a non-passing grade, the TA Div will enter the grade, notify the member and ESO/ESS that the grade was entered and start the collection process.
Member	Upon receipt of the TACCTS “missing grade” email notification, immediately provide a grade report to the ESO/ESS. If the member received a non-passing grade for the course, he or she will be required to repay the tuition and fees originally authorized with CG TA funds.
ESO/ESS	Assist the member with the audit compliance process by uploading the grade report (provided by the member) on a reply to the established TACCTS ticket.

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Note 1: Sometimes a member may receive a "missing grade" TACCTS ticket email for a course he or she did not take. This only happens when a course was originally authorized and then the member dropped the course. If the member dropped the course before the school's 100% drop deadline and the school has not invoiced for the course, the TA Div can cancel the course and the issue is resolved.

If the student dropped the course after the school's 100% drop deadline, the student will be required to repay the amount of CG TA that was not refunded by the school to the Navy. In this scenario, the member is responsible for resolving the issue with the school before obtaining more CG TA funds.

Note 2: Even when the member dropped the course and notified the ESO/ESS who in turn notified the TA Div (and canceled the course), if the school still submits an invoice for the course, the Navy is required to remove the cancellation and pay the course. This opens up the course again as if the member took the course. When this scenario happens, the NCMIS database views the course as missing a grade and the member may receive a collection letter for the "missing grade". In this situation, the member is responsible for coordinating the resolution with the school, specifically, that the school should refund the TA funds to the Navy. If the school will not refund the TA funds to the Navy because the member did not drop the course before the school's 100% drop deadline, the member is responsible for repaying the TA funds.

Introduction

The Tuition Assistance (TA) waiver process is available to all members who are authorized to use the TA program. The waiver process can be used to request the tuition be waived for a course where a student received a non-passing grade (Failure (F), Withdrawal after drop date (W) or Incomplete (I) courses).

Note: members shall request a waiver through the school before submitting a waiver to the CG Institute. If the school denies the request, the member may proceed with a waiver through the CG Institute. **Do not submit a waiver to the Navy.**

Reasons

Reasons a waiver request may be submitted are:

- Operational necessity – An operational commitment which lead to the student failing, withdrawing after drop date or incomplete in course. This must be verified by a member of the student's unit command cadre.
- Personal emergency – Emergency leave which lead to the student failing, withdrawing after drop date or incomplete in course. Illness or hospitalization must be verified by a medical officer's statement; all other reasons must be verified by a member of the student's unit command cadre.
- Service obligation – The student was discharged before completing a TA-related service obligation.
- Other – Student must specify, provide supporting documentation and obtain positive Command endorsement validating the circumstances.

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Procedures

To request a waiver a student must submit a CG-4147-1, Application for Tuition Assistance Waiver, through his/her Education Services Officer (ESO). The form is located on the Coast Guard Institute's (CGI) website at http://www.uscg.mil/hq/cg1/cgi/active_duty/pay_for_college/ta/waivers.asp#5.

This table outlines the waiver process and shows the responsibilities associated with each stage of the waiver process.

Stage	Who Takes Action	Task
1	Student	Completes CG-4147-1, Application for Tuition Assistance Waiver form, and submits to his/her unit's command cadre with TA authorization and supporting documentation (e.g. TDY orders, doctor statement).
2	Command/Unit	Reviews student's narrative on CG-4147-1 and completes command endorsement. Command then forward's to unit's ESO.
3	ESO	Reviews CG-4147-1 to ensure all blocks completed. Completes ESO validation on the form and forwards to the CGI TA Division. **Note**: The CG-4147-1, Application for Tuition Assistance Waiver form, will be returned to the ESO with an explanation if any blocks are incomplete.
4	CGI	Reviews CG-4147-1 for completeness and forwards to the review board for a decision. CGI will inform the ESO via TACCTS of the final decision.
5	CGI	Will apply changes to the system if the waiver is approved. If a pay garnishment is in effect, the CGI TA Division will send an email to the Navy to stop pay garnishment and initiate a refund to the student.

Continued on next page.

Note 1: The Command endorsement and ESO validation blocks should not be completed by the same person unless the CO/OinC is also the ESO. Or, in this case, the CO/OinC can complete the Command endorsement and the Alternate ESO can complete the ESO validation blocks.

Prior Fiscal Year The following rules apply in regards to waivers/applications submitted for the prior fiscal year:

- All waivers for the previous fiscal year must be submitted by 31 December of the following fiscal year. For example, if the waiver is for a class that started on 5/17/10 (FY10), it must be received by the CG Institute, TA Division, NLT COB 12/31/10 (FY11).

- Late applications may be denied dependent upon the availability of previous fiscal year funding. Submitting a waiver will not reverse the decision. If a previous FY application is accepted, the TA Division must forward the application information to the Navy for manual processing due to NCMIS system limitations. This could cause a delay in processing.

Continued on next page.

Indebtedness Letter	Although the student may receive a "Tuition Assistance Resolution/Indebtedness" letter sent by the Navy, the Coast Guard is responsible for all Coast Guard Tuition Assistance matters. The student must follow procedures set forth in this chapter and route his/her waiver request through his/her command cadre and unit ESO. **Do not** submit a waiver request to the Navy. All CG TA participants must submit waiver requests only to the CG Institute. The Navy will not process TA waivers for any CG member.
TA Cap	An approved TA waiver excuses the student from being financially responsible for the waived course due to operational necessity, personal emergency, service obligation, or other reason. The waiver does excuse the waived cost from counting against the student's TA cap. Tuition limits are established by FORCECOM (FC-51) on a fiscal year basis in response to Coast Guard-wide funding constraints.
Waived Course	A student may not request TA for a course previously waived by the CG Institute as per chapter 2, section B, paragraph 5 of *Limitations when CG TA is not authorized*.

Introduction The CG-4147-1 is a form to request a waiver for Tuition Assistance. The CG-4147-1 can be found on the CG Institute's website at http://www.uscg.mil/hq/cg1/cgi/active_duty/pay_for_college/ta/waivers.asp#5 and can be prepared using Adobe or a typewriter.

Block	Entry
Name	Enter the student's name in the following format: "**Last, First, MI**"
SSN	Enter student's complete "**social security number**". Do not enter the student's employee ID.
Institution Name	The "**school's name**" the student is attending.
Department Name	Enter only the "**department portion**" of the student's course number. Example: Student would like a waiver for SCI101. The department name is SCI.
Course Number(s)[1]	Enter only the "**number portion**" of the student's course number. Example: Student would like a waiver for SCI101. The course number is 101.
Course Title(s)[1]	Enter the "**title of the course**" the student is submitting a waiver for.
Course Dates	Enter the "**start and end date**" for the course(s).
Type of Waiver[2]	Check the block that applies to the waiver.
Reason for Request	Check the block that applies to the waiver.

Continued on next page.

SUPPORTING INFORMATION	
6.a	Enter "**the date**" the student registered for the class.
6.b	Check the block that corresponds with the answer.
6.c	Check the block that corresponds with the answer.
6.d	Enter "**the date**" the student received notification of circumstances that would prevent him/her from successfully completing the course.
6.e	Check the block that corresponds with the answer. If the answer is "**yes**", enter the date the student contacted the school.
6.f	Check the block that corresponds with the answer. If the answer is "**yes**", enter the date the student withdrew from the class and the final drop date to receive a full refund for the course.
6.g	Check the block that corresponds with the answer. If the answer is "**yes**", enter the date the student notified the ESO of the circumstances that would prevent him/her from successfully completing the course.
Narrative	The student must explain in his/her own words and to the best of his/her knowledge, as clearly and concisely as possible, what happened. Additional pages can be utilized for the explanation. Students must include pertinent facts that support the reason for the waiver.
Enclosure Checklist	Check all blocks that apply.
Signature	The student must sign his/her name in the block. The signature does not have to be digital.

Continued on next page.

Date	The "**date**" the student signed the CG-4147-1.
Printed Name	The student's "**printed name**".
Email	The student's "**email address**".
Phone	The student's "**phone number**".
Command Endorsement	Must be completed by the unit's command. Small, medium unit (<150) – CO/OIC; large unit – appropriate delegated authority. If the CO/OIC is also the ESO, have an alternate ESO of the command fill this portion out, and state in the comments that the CO/OIC is also the ESO. If the CO is the ESO, and needs to submit a waiver for him/herself, the XO/XPO of the unit may sign as command. See note 2 in Section A of this chapter.
10.a	Check the blocks that correspond with the answers.
10.b	Check the block that corresponds with the recommendation.
10.c	Check the block that corresponds with the recommendation.
10.d	This block must be completed when submitting the CG-4147-1. The request will be returned if the block is blank.
10.e	The "**command must sign his/her name in the block**". The signature does not have to be digital.
10.f	The "**date**" the command signed the CG-4147-1.

Continued on next page.

10.g	The command representative's "**printed name**".
10.h	The command representative's "**email address**".
10.i	The command representative's "**phone number**".
ESO Validation	
11.a	ESO's must check that he/she verified that the application information is correct and that he/she validated all course costs, registration dates, and drop dates.
11.b	Check the block that corresponds with the recommendation.
11.c	The ESO must sign his/her name in the block. The signature does not have to be digital.
11.d	The date the command signed the CG-4147-1.
11.e	The ESO's "**printed name**".
11.f	The ESO's "**email address**".
11.g	The ESO's "**phone number**".

Note 1: Multiple courses can be submitted on the same waiver as long as the course dates are the same for each course.

Note 2: Waiver applications are no longer required for late applications.

Who Takes Action	Action
Member	Member shall verify all information on the TAA upon receipt. If any of the information is not correct, notify ESO/ESS and provide documentation showing what needs to be corrected (ex. course registration showing member had to change classes due to availability, etc.)
ESO/ESS	Verifies that a correction is needed and submits a TACCTS ticket (preferred method) requesting the correction with applicable information.
CG Institute	Review correction TACCTS ticket and any documentation provided. Process correction in TA database (NCMIS), regenerate the TAA and send it out via the established TACCTS ticket.

Note 1: The member may use a pen and ink change to the original TAA to convey what needs to be changed. The ESO/ESS should utilize the customized "correction to a TAA" ticket description to convey the request to the TA division.
If using TACCTS is not possible due to underway periods, etc., the ESO/ESS may scan/email or fax the original TAA with pen and ink changes to the TA division. Fax submission is not the preferred method (no tracking method).

Note 2: If a full-time ESO with NCMIS access authorized the original TAA, submit the cancellation to the same full-time ESO if less than 15 days has elapsed from the date of original authorization. If more than 15 days has elapsed, follow procedures above and the TA division will coordinate the cancellation.

Who Takes Action	Action
Member	Once the member realizes the information on the TAA needs to be changed, immediately notify ESO/ESS and provide documentation showing what needs to be corrected (ex. course registration showing member had to change classes due to availability, etc.)
ESO/ESS	Verifies that a correction is needed and submits a TACCTS ticket (preferred method) requesting the correction with applicable information.
CG Institute	Review correction TACCTS ticket and any documentation provided. Coordinate correction in TA database (NCMIS) with NETPDTC. Once the course has been invoiced, only the Navy (NETPDTC) can correct the course information; Regenerate the TAA after the Navy finishes the correction and send it out via the established TACCTS ticket.
NETPDTC	Upon receipt of correction request from CG TA division, make change(s) in NCMIS; Notify CG TA division when complete.

Who Takes Action	Action
Member	Member shall notify ESO/ESS and provide documentation showing what needs to be cancelled. (Ex. course registration showing member cancelled a class). Member may use a pen & ink change on the original TAA as well. Draw a straight line through the course that needs to be cancelled, initial and date. Provide the TAA showing pen & ink changes to the ESO/ESS.
ESO/ESS	Verifies that a cancellation is needed and submits a TACCTS ticket (preferred method) requesting the cancellation with applicable information. For cancellation tickets please provide the authorization number and course code.
CG Institute	Review cancellation TACCTS ticket and the documentation provided. Process cancellation in TA database (NCMIS); Regenerate the TAA and send it out via the established TACCTS ticket if the original had multiple courses and not all courses were cancelled.

Note 1: If using TACCTS is not possible due to underway periods, etc., the ESO/ESS may scan/email or fax the original TAA with pen and ink changes to the TA division. Fax submission is not preferred (no tracking method).

Note 2: If a full-time ESO with NCMIS access authorized the original TAA, submit the cancellation to the same full-time ESO if less than 15 days has elapsed from the date of original authorization. If more than 15 days has elapsed, follow procedures above and the TA division will coordinate the cancellation.

Continued on next page.

Note 3: **A class that has been invoiced by the school cannot be cancelled.** The member will need to contact the school and request the money be refunded to the Navy. Once the money is received by the Navy, the course is cancelled

Note 4: A course cancelled through the TA division does not necessarily mean it has been cancelled with the school. The student is highly encouraged to ensure both the registrar and billing offices are both notified of a cancelled course. Once a school invoices for a course, any previous cancellation code is removed and the course is "reactivated". The member is left responsible for the course cost unless a passing grade is provided.
Ultimately if the course was not dropped before the school's 100% refund deadline date, the responsibility of the cost rests with the member.

Active Duty	Member must complete the course(s) on or prior to RELAD, discharge, or retirement If member is going to RELAD and provides documentation showing that he/she will be in the SELRES, then TA authorized course(s) may begin in active duty status and be completed in SELRES status.
Reserve (SELRES)	Member must complete the course(s) on or prior to discharge or retirement. SELRES members are required to meet all participation standards including current readiness metrics IAW Ref (c) for the previous twelve (12) months prior to the course requested. TA is not authorized for members who have not met participation (drill) standards for the 12 months immediately prior to the application or for reservists who are more than 6 months out of compliance for readiness metrics (medical readiness). Reservists and civilians who are CG Reservists must use VA benefits (i.e. MGIB and/or Reserve Educational Program (REAP) benefits prior to requesting Tuition Assistance.
Note:	Enlisted members do not incur a service obligation but must complete the course of instruction prior to RELAD, separation, or retirement. Members who change status (e.g. from active duty to SELRES, active duty to CG Civilian) during the course of instruction are exempt from this requirement.

Active

IAW ref (b), active duty Officers incur a two-year service obligation following the completion of the course. Officers in an involuntary separation or in a retired recall status and CWOs extended beyond 30 years are not eligible for the TA program (exception: an Officer coming up on a 30-year mandatory retirement is authorized TA funding since the retirement is involuntary and not due to discipline or misconduct). Active duty Officers agree not to request release, separation, or retirement for 24 months following the course completion date of the last course funded through the CG TA program. Active duty Officers, who provide approved documentation to change status (e.g. from active duty RELAD into the Selected Reserve (SELRES) or employment to Full Time CG Civilian) and can show a minimum of a two year service obligation upon completion of the course of instruction are exempt from this requirement and TA may be authorized for the Officer.

Note:

Officers with a temporary commission who have not yet integrated may have an end of service date of less than the normal 30 years. When such an Officer requests TA, sometimes the application may be denied due to insufficient time to complete the 2-year obligated service requirement. In this case, the member shall notify the ESO/ESS and provide a statement that states the member fully intends to integrate (thereby changing their end of service date to the 30-year mark) and understands the requirement to repay CG TA if they do not integrate for any reason. The ESO/ESS shall notify the TA division of this situation and the TA division can process the TA application.

Reserve (SELRES)

IAW ref (b), SELRES Officers must agree to remain a member of the Selected Reserve (SELRES) for at least four (04) years after the completion of the course(s) for which the tuition was paid.

Temporary	Temporary Civilian employees under the Student Educational Employment Program, Career Entry-Level Opportunity Program, or Minority Serving Institution Internship Program must have 12-months previous CG service and have a remaining contract with the CG of one month for each completed course credit hour.
Permanent	Civilian employees must have at least 90 days of prior, continuous Coast Guard service. Civilian employees are obligated to remain employed with the Coast Guard one full month for each course credit hour upon the completion date of the course (example: 3 credit course completion date of 26 July, obligated to serve until 25 Oct and complete the full pay period). Members who change status (i.e. from active duty to CG civilian) during the course of instruction shall follow the obligated service requirement of the active duty component. Civilians who are also SELRES members will fall under the obligated service requirement that pertain to CG Civilians.

PHS	All PHS members who are authorized TA will incur a two year mandatory obligated service requirement upon completion of the latest course authorized, just like active duty officers. (e.g. – member is approved course ending Jan 2, 2011; member must obligate service up to Jan 1, 2013 to fulfill the obligated service requirement.

Overview This section provides several scenarios and guidance on the associated obligated service requirements or restrictions. This matrix or table is not intended to be all-inclusive as there may be future scenarios that cannot be foreseen. The final determination rests with the Commanding Officer, CG Institute.

Rule	Scenario	AD Officer OBLISERV	Reserve Officer OBLISERV
1.	In a course with a start date after 4/1/09	Two years from course end date	Four years from course end date
2.	Within 2 years of 30 year mandatory retirement	Considered involuntary separation not due to member's fault or discipline - eligible for TA	Considered involuntary separation not due to member's fault or discipline - eligible for TA
3.	Being involuntarily separated - not due to member's fault or disciplinary reasons (including being passed over twice or for medical)	Unearned amount of TA funds will be forgiven	Unearned amount of TA funds will be forgiven
4.	Being involuntarily separated - due to member's fault or disciplinary reasons	Prorated amount of unearned TA funds will be collected	Prorated amount of unearned TA funds will be collected
5.	A member of the USPHS	Two years from course end date	N/A
6.	A Reserve Program Manager (RPA)	Two years from course end date	N/A
7.	OCS graduate	Two years from course end date	N/A
8.	ROCI graduate	N/A	Four years from course end date
9.	Taking multiple courses at the same time that end on the same date	Two years from course end date	Four years from course end date

Continued on next page.

Rule	Scenario	AD Officer OBLISERV	Reserve Officer OBLISERV
10.	Taking multiple courses at the same time that end on different dates	Two years from the latest course end date (farthest in the future)	Four years from the latest course end date (farthest in the future)
11.	SELRES Officer on active duty (any type of orders including T10, T14, ADSW, EAD, etc.)	N/A	Four years from course end date
12.	Serving on 5 year Academy obligation	Two years from course end date (Note 1)	N/A
13.	Integrated into the active duty ranks during your four year reserve officer TA obligated service period	N/A	Four years from course end date based on your Reserve member type when TA funds were used
14.	In the event of death	Obligated service is forgiven and no TA funds will be collected	Obligated service is forgiven and no TA funds will be collected
15.	a Chaplain	Not eligible for CG TA	Not eligible for CG TA
16.	AD Officer Relad into SELRES status	Eligible for CG TA, serve remaining obligated service in SELRES	N/A
17.	Officer separates and is hired as CG civilian	Eligible for CG TA, serve remaining obligated service as CG civilian	Eligible for CG TA, serve remaining obligated service as CG civilian
18.	CWO extended past 30 years TIS	Must have at least two years remaining on extension authorization	Must have at least four years remaining on extension authorization

Note: The two year obligated service for TA usage runs concurrently with any other service obligation.

Terms

- DD139 (PAA) – Pay adjustment authorization (garnishment)
- NCMIS – Navy College Management Information System
- NETPDTC – Naval Education and Training Professional Development and Technology Center
- PPC – Personnel and Pay Center (military)
- NFC – National Finance Center (civilian)

Collections occur based on the following issues

- Failed course
- No grade
- Grade of Incomplete
- Overpayment of Member
- If conditions exist on Page 2-47 (Note 4)

Failed Courses

Undergraduate:

- Undergraduate students who receive a grade less than a "D" or whose average GPA is less than 2.0 (on a scale of 4.0) on the previous 12 semester hours using TA, collections actions will commence based on two factors.
    - Automatic NCMIS PAA actions.
    - Upon members request
        - Member must send an email from their CG email account to the ESO which in turn is forwarded to the CG Institute TA division.
        - TA division sends notice to NETPDTC to initiate pay action on member for applicable course(s).

Graduate:

- Graduate level courses or above, where a GPA is less than 3.0 (on a scale of 4.0) on the previous 12 semester hours using TA, collection actions will commence based on two factors:
- Automatic NCMIS PAA actions.
- Upon members request
    - Member must send an email from their CG email account to the ESO which in turn is forwarded to the CG Institute (TA) division.
    - TA division sends notice to NETPDTC to initiate pay action on member for applicable course(s).

Continued on next page.

No Grade Submitted

- Member fails to submit grade within current policy timeline (60 days after course end date).
  - 42 days after course completion date – Web-TA will prevent member from requesting further TA.
  - 60 days after course completion date – If a grade is not posted in NCMIS a system generated letter to the member will be sent requesting a grade. The notice of indebtedness is sent to the member at the member's command address as listed in Direct Access. Member shall provide grade report showing passing grade for the course(s) in question to ESO/ESS for submission to the TA division to stop the collection process.
  - 90 days after course completion date – If a grade is not posted in NCMIS a system generated letter to the member's Command will be sent requesting a grade and states that a lack of grade submission will result in a garnishment action against member. The notice of indebtedness is sent to member's command address as listed in Direct Access.
  - 120 days after course completion – If a grade is not posted in NCMIS, the Navy will contact the member's appropriate pay center, dependent on service component, and initiate the PAA action against the member.
    - The member/Command will not receive notice from NETPDTC or CG Institute that a pay action has been initiated against the member. It is up to the pay center to notify the member of the impending action against their pay (due process).

Grade of Incomplete

- Member fails to provide a passing grade after six (6) months after original course completion date
  - If member fails to provide passing grade after the six month time frame, the Navy will begin the collection action against the member.

Continued on next page.

Overpayment of Member	If a member has received more than the authorized amounts ($4500/FY or $250 per semester credit hour or $166.67 per quarter hour or unauthorized fees), CGI TA division will notify member and ESO/ESS of the error and help coordinate mandatory repayment.
In-service Collection	After 120 days after the completion date of a course, if a passing grade or repayment of TA is not received, a DD Form 139, Pay Adjustment Authorization (PAA) is initiated by the Navy and sent to the respective pay center for collection of the TA funds.
Out of Service Collection	If a member separates or terminates employment, the collection will **continue** through an out-of-service collection process with the U.S. Treasury (reduce tax refund).

Repayment of TA Debt

Members will resolve their indebtedness to the government. A CG Member has two options to repay the CG TA. Voluntary separations will require full repayment of TA funding. Involuntary separations will have TA funding pro-rated and will repay only unearned TA funds.

Option 1:
Submit a request to CG Institute via unit ESO requesting a pay garnishment. ESO will forward member's request to CG Institute, TA division.

Option 2:
A member may repay the tuition debt in full by mailing a money order or cashier's check, made out to U.S. TREASURY. Payment will need to include a copy of the TA authorization identifying the course being repaid. Submit payment to:

Commanding Officer
NETPDTC N8115/Coast Guard Group
6490 Saufley Field Road
Pensacola, FL 32509-5241

If more than one course is authorized on the TA authorization, highlight or identify the course the repayment is for. Sending a personal check is not recommended as it takes much longer to process and clear the student's account. Neither the CG Institute nor the Navy accepts credit card payments.

Coast Guard Institute (CGI)

When a final grade is submitted and a refund is necessary due to previous collection or garnishment action, the CG Institute will post the passing grade in the TA database and verify documentation and course information. Once all information and documentation is verified, a request is sent to the Navy and respective pay center to stop collection action and process refund if applicable. The request will include the member's address and phone number. The Navy will then process the refund.

In cases where a collection is in progress and the respective pay center is asked to cancel the collection, the following applies:

Military personnel
The Pay Center collects funding from each pay period and pools it at the Pay Center until the amount is collected in full. Once fully collected, the funds are sent to the Navy (NETPDTC). If a notice to stop collection is received by the Pay Center from the Navy the collection is stopped and any collected money still at the Pay Center will be returned to member's pay within the next 2 pay periods.

Civilian personnel
Pay Center for civilian personnel (National Finance Center or NFC) collects funds from each pay period and are forwarded to the Navy (NETPDTC). The collected money is not pooled. When NFC receives a notice to stop collection action from the Navy, the collection is stopped. Any uncollected portion will remain in member's pay. Refund of collected funds will be provided by the Navy.

SECTION 3: COAST GUARD EDUCATION GRANTS

Introduction

Overview

The CG Foundation Education Grant (FEG),Vander Putten Education Grant (VPEG), Marine Science Education Grant (MSEG), Foundation Spouse Education Grant (FSEG), and University of Oregon Bookstore Education Grant (UOBEG) are designed to assist active duty enlisted members and reservists on active duty for at least one year, in pay grades E-3 to E-9, by providing reimbursement for test books, tuition and miscellaneous education expenses. The VPEG offers additional grant funding above and FEG. The MSEG, FSEG, and UOBEG each serve specific populations within the Coast Guard Community.

a. The total annual donation to the FEG gift fund is set by the Coast Guard Foundation. The total calendar year (CY) reimbursement limit is $500.00 per eligible member per CY to maximize the distribution of donated funds.

b. The total annual donation of the VPEG will be set by the Vander Putten Family and the Coast Guard Foundation. Awardees can receive up to $250.00 per CY in addition to the FEG.

c. The total annual donation to the MSEG will be set by the Coast Guard Foundation. The total CY reimbursement limit is $500.00 per eligible member.

d. The total annual donation to the FSEG will be set by the Coast Guard Foundation. The total CY reimbursement limit is $500.00 per eligible member.

e. The total annual donation to the UOBEG will be set by the University of Oregon. The total CY reimbursement limit is $500.00 per eligible member.

The approval board will convene weekly at the Institute to determine approved applicants. Multiple applications may be submitted throughout the CY until the individual cap is reached. Approved applicants will receive a check in the mail at the address listed on their application form. Non-approved applicants will be notified via email.

Incomplete applications. When an application is received and additional information is needed by the CG Institute, the member/ESO has 90 days to provide the requested information. If the information has not been

received and funds are available, the application will be processed and only valid expenditures will be paid. Member will need to submit a new application for unverified expenditures after 90 days have expired.

Eligibility

- Applicants for the FEG and VPEG must be active duty status, serving in pay grades E-3 to E-9 or
- Reserves on continuous active duty for at least 12 consecutive months serving in pay grades E-3 to E-9 and
- Applicants for the MSEG must meet the FEG and VPEG criteria and must be in the Marine Science Technician (MST) rate. To extend annual funding as much as possible, all MSTs applying for FEG or VPEG grants will first draw from the MSEG funding and proceed to FEG and then to VPEG funding.
- Applicants for the SPEG program must be a current spouse of a member who meets the following criteria:
    - Needs based/merit grant for spouses of E-3 to E-6 members (Reserves must be on continuous active duty for at least 12 consecutive months).
    - The spouse only needs to show enrollment in an education program with proof of completion of the course(s) after 31March 2010. Courses for this grant include those at vocational schools and certifications.
    - Reimbursable expenses such as transportation and child care expenses are considered legitimate expenses. Basic financial information is required on the application. While receipts will not be required for such expenses they will need to be itemized on the application.
    - An essay no longer than 500 words is required. It should address what it means to the applicant to be a Coast Guard spouse and what impact education has made or how it will make their lives and the lives of their family better.
- For the SPEG program: A selection committee will convene to select recipients after the closing date of 1 June of each year.
- Applicants for the UOBEG must have performed duty in a designated Southwest Asia combat zone for a period of 30 consecutive days or 60 non-consecutive days of duty. The time requirement will be waived for those who were engaged in combat or wounded in the line of duty. Eligible members are Active Duty and Reserve members who are enlisted or officers.

Continued on next page.

Application

- Complete CGI Form 1560/10a for FEG and VGPEG. This form is available at the CG Institute website. Example of this form is Figure 3-1, at the end of this section. Complete CGI-1570 for SPEG. This form is available at the CG Institute website. An example of this form is Figure 3-2, at the end of this section. There is no specific application for the MSEG and UOBEG (use FEG/VPEG), the board will review your rate and if you performed duty in a designated Southwest Asia combat zone to determine if you are eligible for the grant.
- Make legible copies of itemized receipts showing the cost and description of items being claimed and forward with the application form. Application processing will be delayed, or denied, if receipts are not descriptive (i.e. "Psych 101 textbook" vice "Dept 2"). With the exception of the SPEG program, receipts must not be more than one year old as of the date the CG Institute receives the application.
- The program is based on a calendar year vice fiscal year.
- Applications may be submitted throughout the year.

Authorized Expenses

- Text books, study guides, "online" text books or other required publications.
- Tuition costs not paid for by Tuition Assistance or the GI BILL Top-Up program.
- Application, enrollment, assessment or graduation fees.
- Other administrative fees. The path to the commonly claimed expenses table is active duty > pay for college > foundation grants > common expenses, which contains a list of most commonly seen examples but it is not all-inclusive. Final determination rests with the Commanding Officer, CG Institute.
- Expenses must be paid by the student prior to reimbursement. Grant and gift monies are not designed to be an "advance" of funds for expenses that are due in the future. The student must not submit an application until the course start date. This rule is in effect to prevent reimbursement of expenses connected to a class that is dropped or withdrawn, thereby creating an erroneous grant payment.
- Authorized expenses for the FSEG include childcare and transportation costs associated with course pursuits.

Special Conditions

Student loan payments:

- When claiming student loan payments for reimbursement, the class for which the loan was secured and the payments made on the student loan must both have been within the last 12 months of the date the CG Institute received the application.
- Documentation from the loan company must show the time frame (i.e. which academic year) for which the loan applies.
- Documentation from the school must show the overage due for the course(s) and/or a copy of the tuition assistance authorization letter must be included with the CGFEG and/or VPFS application(s).

Non-traditional courses:

- Some courses that do not earn college credits, such as audit courses, may be considered for reimbursement on a case-by-case basis. Final determination rests with the Commanding Officer, CG Institute.
- The course should be related to the applicant's Coast Guard duties and/or enhance the applicant's professional development.
- Expenses incurred for membership dues or honor societies will not be considered for reimbursement

U. S. Department of Homeland Security
U.S. Coast Guard
CGI-1560-10A (REV 1/11)

CG FOUNDATION (CGFEG) & VANDER PUTTEN (VPEG) EDUCATION GRANTS APPLICATION

CGFEG & VPEG programs are supported by gift funds from the CG Foundation.
Grants will be disbursed based on availability of funds.

Eligibility: Programs are open to active duty enlisted personnel in pay grades E-3 to E-9. Reservists on any type of active duty orders for at least one year in duration, in pay grades E-3 to E-9, are also eligible. These grants may be used for required educational items not funded through other educational resources. The maximum payable is $500 for the CG Foundation and $250 for the Vander Putten per member per calendar year. Applications may be submitted throughout the year. Copies of receipts cannot be more than 12 months old.

Privacy Act Statement: Under the authority of 5 USC 301, the personal data on this form is requested to review and process your request for education grants. Your employee ID will be used for identification. This information will be retained by the responsible office as required and will not be divulged without your written authorization to anyone other than Coast Guard or CG Foundation personnel involved with the administration of the grant. Failure to provide this information will result in your not being considered for the grant.

3. Name (Last, First, MI) _____ **4. EMPLID** _____

3. Name (Last, First, MI)

5. Rate _____ **6. AD Term Date (block 5 on LES)** _____ **7. Course Start Date** _____

8. Your immediate education goal Select One

Other education goal _____

9. Are you currently:
☐ Active Duty
☐ Reserve

If Reserve, enter AD start date: _____

10. Mailing Address for Grant Check ***IMPORTANT***

Member Name (Last, First, MI) _____ Daytime Phone _____

Address _____ City _____ State _____ ZIP _____

11. Member Signature

Penalty Statement: Knowingly submitting a false, fictitious, or fraudulent claim may be evidence of the following crime(s): (1) Making false, fictitious or fraudulent claim, 18 USC Section 287 (PENALTY: Fine not exceeding $10,000 and/or imprisonment of not more than 10 years). (2) Theft of Public money, 18 USC Section 641 (PENALTY: Fine not exceeding $10,000 and/or imprisonment of not more than 10 years; lesser penalties if the value of the theft is less than $100.00). (3) Violation of the Uniform Code of Military Justice, Article 121; larceny and wrongful appropriation.

State _____ District _____ OPFAC _____

Member Signature _____ Date _____

12. ESO Signature

ESO Signature _____ Date _____

ESO Name _____ Phone _____

Figure 3-1. FEG and VPEG Application

Continued on next page.

CGI-1560-10A (REV 1/11) page 2 of 2

Name (Last, First, MI)		EMPLID	

13. Itemized List of Expenses (Attach copies of itemized, dated receipts that show description of item purchased.)

Item #	Description of Expenses	Requested Expense	FOR CGI USE ONLY
1			
2			
3			
4			
5			
6			
7			
8			
9		Block13b8	
10			
11			
12			
13			
14			
15			
	TOTAL		
	(b) SEG Grant Benefits Received (for expenses claimed above)		
	(c) CGFEG or VPEG Grant Benefits Received (for expenses claimed above)		
	(d) Other Education Benefits Received (for expenses claimed above)		
	(e) TOTAL Amount Eligible for Reimbursement		
	FOR CGI USE ONLY - TOTAL CGFEG		
	FOR CGI USE ONLY - TOTAL VPEG		

14. Submit Request Through Your ESO Via TACCTS

Prefer submission via TACCTS OR FAX: (405) 954-3684 Mail: ATTN: CGFEG MANAGER COMMANDING OFFICER (CGFDN) USCG INSTITUTE, MPB RM 235 5900 SW 64TH STREET OKLAHOMA CITY, OK 73169-6990

Figure 3-1. FEG and VPEG Application (Cont.)

U. S. Department of Homeland Security U.S. Coast Guard CGI-1570 (REV 3/11)	**CG FOUNDATION SPOUSE EDUCATION GRANT (SPEG) APPLICATION**

The SPEG is supported by gift funds from the CG Foundation. Grants will be disbursed based on availability of funds. The Foundation Spouse Education Grant is a needs based grant intended to assist spouses pursuing professional development courses, licensing courses, certificates, certifications, and college and graduate level degrees.

Child care and transportation costs associated with attending classes are legitimate costs covered under this grant.

Eligibility: The SPEG is open to spouses of active duty enlisted personnel in pay grades E-3 to E-6. Spouses of Reservists on any type of active duty orders for at least one year in duration in the aforementioned pay grades are also eligible. This grant is intended to assist spouses who are either pursuing a degree or certification from a nationally or regionally accredited institution. Typically, these programs express credit in semester, quarter, or clock hours. This grant may be used for required educational items not funded through other educational resources. Expenses may include books, school fees, transportation, and child care costs. The maximum payable is $500 per calendar year. Applicants can apply for this grant in advance of class dates, however all applicants must supply proof of enrollment. Applications may be submitted from 1-APR-11 to 1-JUN-11.

Privacy Act Statement: Under the authority of 5 USC 301, the personal data on this form is requested to review and process your request for education grants. Your employee ID will be used for identification. This information will be retained by the responsible office as required and will not be divulged without your written authorization to anyone other than Coast Guard or CG Foundation personnel involved with the administration of the grant. Failure to provide this information will result in your not being considered for the grant.

1. Spouse and Sponsor Information

Spouse's Name (Last, First, MI)		**Spouse's Age**	
Sponsor's Name (Last, First, MI)		**Sponsor's EMPLID**	
Sponsor Rank/Rate	**AD Term Date (block 5 on LES)**	**If Reserve, enter AD start date:**	
Your immediate education goal Select One	**Institution where spouse is enrolled**	**Course Start Date**	

2. Need Assessment Information

Number of children	**Are you in Coast Guard housing or Coast Guard leased housing?** ◯ Yes ◯ No	**Do you rent or own your home?** ◯ Rent ◯ Own	**Rent/Mortgage payment amount**
Car Payment #1 Amount	**Car Payment #2 Amount**	**Car Payment #3 Amount**	
Specify type of other expenses such as boat or motorcycle payment or credit card debt		**Other Expense Amount**	
Spouse's Annual Income	**Application Amount Requested**		

Figure 3-2. SPEG Application

Continued on next page.

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2. Need Assessment Information (cont.)

Reason assistance is needed

3. Essay

Attach to this form a short, 500 word essay describing what being a spouse of a CG member means to you and why education is important to you as a CG spouse.

4. Mailing Address for Grant Check ***IMPORTANT***

Name (Last, First, MI) **Daytime Phone**

Address **City** **State** **ZIP**

Figure 3-2. SPEG Application (Cont.)