Navy Tuition Assistance provides funding for education taken outside of working hours and is considered Voluntary Education (VolEd). The process below describes the steps to complete the online TA application. Additional TA information is online at **https://www.navycollege.navy.mil/**

TA Process
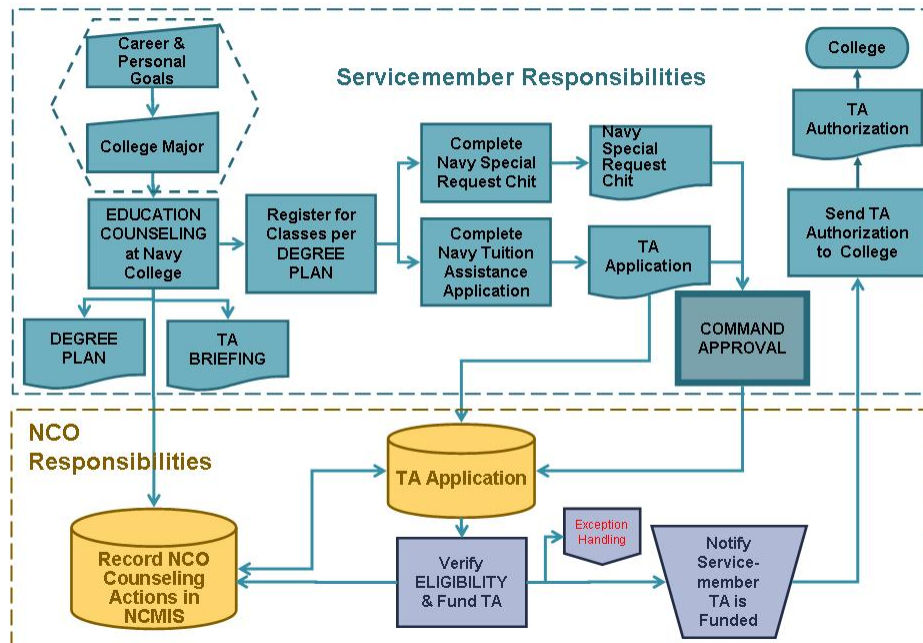
1. Check your eligibility for Tuition Assistance

TA ELIGIBILITY (verified by Navy College)

Servicemembers must be **active duty** and:
1. Must **not owe** for previously funded course
2. Must not have any **missing or overdue grades**
3. Must **not** have **used up TA quota** for fiscal year
4. Cannot be participating in other Navy education funding programs (Graduate Education Voucher (GEV), Seaman to Admiral (STA-21), Academic Education Voucher (AEV)
5. Course **term start and end date** must be **prior** to **EAOS** date
6. Officers must have at least two years remaining on their service obligation or may incur financial obligation
7. Must have received **academic counseling** by an NCO within the past year
8. Must have received **TA Policy counseling** by an NCO within the past year
9. Must have a **degree plan**, education plan, or SOCNAV on file with NCO (NAVADMIN 042/08)

ADDITIONAL ELIGIBILITY (verified by the command)
- be **recommended for promotion** or advancement (as applicable)
- **pass their most recent physical readiness test** (PRT) or be medically waived from PRT
- **have taken and passed their most recent advancement exams**. Those who are serving outside their rating and have not passed their advancement exam are eligible for TA and NCPACE with the approval of the commanding officer/officer in charge.

TA COST AND CREDIT LIMITS

TA pays up to **$4,000 per fiscal year** (Oct-Sep) or up to the **credit limits** below, whichever comes first. TA covers tuition and appropriate fees only, and does NOT pay for books.*

Maximum credits / cost per credit per year
  16 Semester Hours (SH) at no more than $250/SH
  24 Quarter Hours (QH) at no more than $166.67/QH
  240 Clock Hours (CH) at no more than $16.67/CH

Conditions for Receiving TA Funding
- Only academic courses are allowed and credits must be semester or quarter hours
- Must submit TA application before or within the school's add / drop period
- Must report grade within 60 days of term end date
- Must receive a passing grade in course. For courses not passed (grade 'F', W**), TA amount must be reimbursed to the Navy.

AND

- **NOT be under instruction in initial skills** (A School) training or in a duty under instruction (DUINS) training status
- **NOT** be in the **first year of appointment** at your first **permanent duty station**
- **NOT be subject to non-judicial or courts-martial** in the previous 6 months

* Not covered: flight training; unaccredited institutions ** Withdrawal (W grade) from a course after the start date may result in reimbursing the Navy the full TA amount. *** Family members **cannot** use TA

Electronic Tuition Assistance (Web eTA) Process Steps

2. Creating/Submitting a TA Application

STEP A: Access the TA application at **https://myeducation.netc.navy.mil or https://eta.cnet.navy.mil**
(use your CAC Card or NKO User ID and Password for login.)
If you are not eligible to use the system, a message will appear. At this point, contact your NCO and discuss how to proceed.

STEP B: Select *"My Tuition Assistance (Web TA)"* and select an Option from the next menu to continue.

Note: In order to begin a new TA application, you must read and accept your TA Application Obligation. You will be taken to the Application Agreement page and asked to Accept or Not Accept. If you do not accept, you will not be allowed to proceed. When you Accept, you will be allowed to proceed with the TA Application.

STEP C: *Complete the Application.*
Enter data (see table below), and your ESO's or the Command designated approver email address. *Check your entries for accuracy* (some fields are automatically filled), then submit your application electronically.
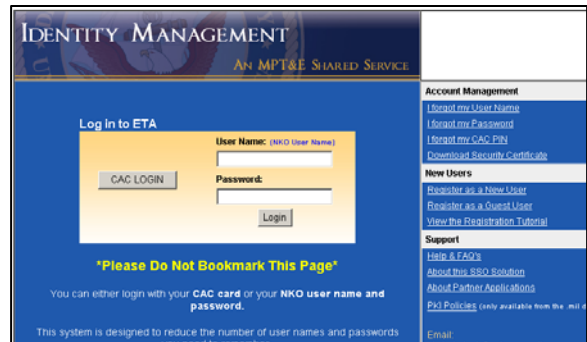
Applicant Information Screen		Course Request Information Screen	
1. SSN (Rate/Rank & Pay Grade)		25. School Name	
2. Last Name		26. Term Start & End Dates	yyyy/mm/dd
3. First Name		27. Course Department & Number	
4. Middle Name		28. Course Title	
5. Daytime Phone (Coml & DSN)		29. CD (Course Description)	**1**: on-base
6. Fax Number (Coml & DSN)			**2**: not on-base (on campus)
7. Applicant's email address			**3**: distance learning
8. CO or ByDir email address			**4**: via examination
9. GI Bill enrollment status	Choose from List	30. CL (Course Level)	**D**: developmental **H**: high school
10. Years of education	Choose from List		**L**: lower level **U**: upper level
11. Command UIC			**G**: graduate **V**: vocational
12. Command Name			
13. Command Address		31. PIM (Primary Instruction Mode)	**C**: CD-rom **I**: instructor
14. Command Phone (Com & DSN)			**P**: DL paper-based
15. Your assigned NCO	**NCO Bremerton**		**T**: Teletraining **V**: DL video
16. Immediate Academic Goal?	Choose from List		**W**: Internet based
17. Do you have a Degree Plan?	Yes // No	32. CU (Credit Unit)	**K**: Carnegie units (high school credit)
18. Anticipated Graduation Date?	Date format: yyyy/mm		**Q**: quarter hours
19. School Issuing Degree?	Choose from List		**S**: semester hours
20. Applied for Graduation?	Yes // No		
21. SOCNAV Agreement?	Yes // No	33. # Credit Hours	
22. If yes, SOCNAV School?	Choose from List	34. Cost Per Credit ($)	
23. Are you enrolled in NCPDLP?	Yes // No	35. Course Fees ($)	(optional, may not be covered) **
24. If yes, NCPDLP School?	Choose from List	36. Term/Semester Fees ($)	(optional, may not be covered) **

** Fees covered: application or enrollment fee, mandatory surcharge, consolidated fee; computer usage fee for computer courses; Distance learning (DL) fees; consumable supply fee, equipment use fee; internet fee for DL course; Lab fees (science, aviation, computer, network user, studio & shop); PE fee for physical education course. <u>Not</u> covered: flight training; unaccredited institutions, textbooks, e-resource learning, parking fees.

STEP D: *Application Approval.* After your command approves the application electronically, your document is sent to the servicing Virtual Education Center. You will receive an email notification. Navy College will fund your application. You will receive an email notification when your TA Authorization voucher is available. Print your voucher to give to the school.

3. Printing the TA Authorization Voucher

PRINT the TA Authorization Voucher and send it to your college. *If you find errors or incorrect data on your TA Voucher, contact your servicing Navy College Office immediately.*

STEP A: *Logon to the TA web site.*
STEP B: *Click on **Existing Applications**.*
STEP C: *Click "View" for **Existing Applications** in Authorized Status*
STEP D: *Click **Print Document**.*

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