# STANDARD OPERATING PROCEDURES (SOP)

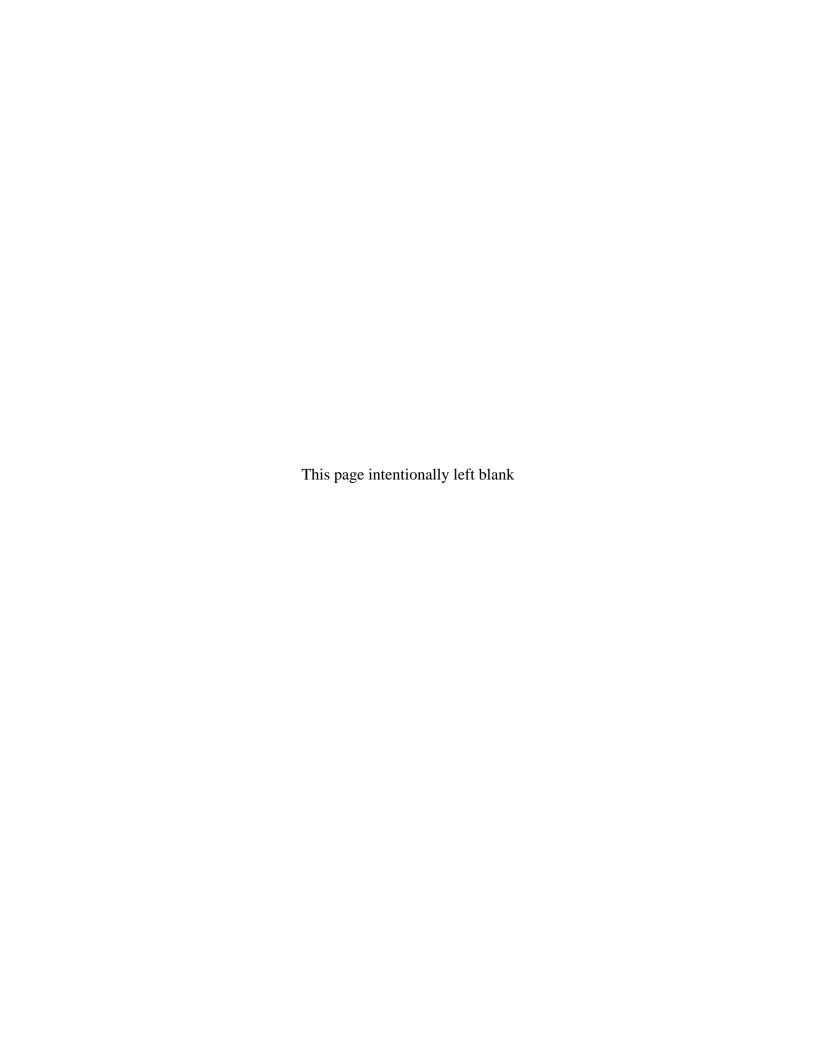# FOR

# COAST GUARD'S TRAINING SYSTEM

# EDUCATION SERVICES OFFICER (ESO)
## VOLUME III

# TUITION ASSISTANCE AND GRANTS



Force Readiness Command
Coast Guard Institute
November 2013

This page intentionally left blank

CG INSTITUTE NOTE 1000.3
27 NOVEMBER 2013

COAST GUARD INSTITUTE NOTICE 1000.3                    CANCELLED: 26NOV14

Subj:   CH-2 TO EDUCATION SERVICE OFFICER VOLUME III, TUITION ASSISTANCE AND GRANTS

Ref:    (a) COMDTINST M1500.10 (series): Performance, Training and Education Manual
        (b) COMDTINST M1001.28 (series): Reserve Policy Manual

1.  <u>Purpose.</u>  This promulgates the Standard Operating Procedures (SOP) for the ESO's collaboration with the Coast Guard Institute (CG INSTITUTE).

2.  <u>Action.</u>  Regional, Full Time and Collateral Duty ESOs should ensure compliance with the provisions of this SOP.  Internet release is authorized.

3.  <u>Directives Affected.</u>  None

4.  <u>Major Changes.</u>  Additional information was added due to Tuition Assistance policy updates.

5.  <u>Environmental Aspect and Impact Considerations.</u>  Environmental considerations were examined in the development of this Notice and have been determined to be not applicable.

6.  <u>Printed Copies.</u>  Printed copies of the ESO Vol. III, Tuition Assistance and Grants, are not available. Distribution is through the CG Institute website at http://www.uscg.mil/hq/cg1/cgi/default.asp.

7.  <u>Discussion.</u>  The next change to the ESO Vol III, Education Manual is expected to be completed by November 2014.  The CG Institute 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@uscg.mil.

LISA L. GARCEZ
Lieutenant Commander, USCG
Coast Guard Institute

This page intentionally left blank

TABLE OF CONTENTS

ENCLOSURE      (1)      Commonly Claimed Expenses

ENCLOSURE      (2)      CGFEG and VPEG Application

ENCLOSURE      (3)      SPEG Application

ENCLOSURE      (4)      Non-Receipt Worksheet

Chapter 1: **Tuition Assistance (TA)**

A. Introduction. Eligibility and benefits are standardized Coast Guard wide for active duty, appropriated funded civilian employees, drilling reserve members (SELRES), and Public Health Service members working with the Coast Guard. TA will be processed for courses taken in the current fiscal year (FY), if funds are available. Courses may be resident or 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.

B. Member Eligibility. The ESO certification is confirmation that all eligibility requirements have been met.

   1. Table 1-1: Service Requirements.

| 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.<br><br>**NOTE**: If member is going to RELAD and provides documentation showing that he/she will be in the SELRES with no break in service, 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 TA 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.<br><br>**NOTE**: The following officers are not eligible for Tuition Assistance:<br><br>1. In an involuntary/mandatory separation status due to misconduct or discipline.<br>2. In a retired recall status.<br>3. CWOs extended beyond 30 years. |

| | **NOTE:** If member is going to RELAD and provides documentation showing that he/she will be in the SELRES with no break in service, 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.<br><br>The CO/OIC has discretion in determining eligibility for reserve members with less than one year ranked E-2. Members in the SELRES with less than one year of service.<br><br>The ESO certification is confirmation that all eligibility requirements have been met. |
| Medical Hold | Members awaiting a medical board are authorized Tuition Assistance (TA) assuming they are in compliance with eligibility criteria. The course must be completed prior to the date of separation. However, if in the unique case, the member is separated prior to course end date, strong consideration will be made in regards to repayment obligation of tuition due to involuntary discharge for medical. |
| 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 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 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 | TA 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 CG 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. |

2. <u>First-Term Members.</u> TA while assigned to an accession point (Academy or Recruit Training) is not authorized. First term members assigned to an accession point in a medical hold status, or transferring from an accession point, en-route to their first PDS are not authorized TA. To

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

3. Ineligible Members:

   a. Coast Guard members that are incarcerated in military or state/federal prisons.

   b. Personnel awarded an administrative discharge, in confinement, on appellate leave or awaiting administrative separation other than honorable or general discharge under honorable conditions; and service members, convicted by foreign or domestic courts, serving sentences in foreign prisons.

   c. Chaplains (funded through Navy TA).

   d. Contract and Non-Appropriated Fund (NAF) employees.

   e. 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.

   f. Members assigned to an accession point (Academy or Recruit Training).

   g. Members assigned to "A" School.

   h. Members assigned to an accession point or "A" School in medical hold status.

4. Limitations.

   a. Limitations when TA is not authorized:

      (1) 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 TA.  TA may be used when a member is receiving "financial aid" such as a student loan, Sallie Mae, Stafford loan, etc.  All financial aid including loans must be exhausted before/prior to receiving Tuition Assistance.  As per reference (a), "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.

      (2) 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.

      (3) Audited courses: students are not officially registered for nor earn grade or credit.

(4)     Courses beginning in a subsequent fiscal year.  The course start date determines the fiscal year funding to be used for accounting purposes.

(5)     Courses previously completed.  (Where a grade of "D" or better was received.)

(6)     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.

(7)     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 Navy College Management Information System (NCMIS) will lock the member's account and further TA will not be authorized.  Only the Navy can unlock the student's account.

   (a) Reinstatement Procedures:  To unlock the account, the member must increase GPA to a 2.0 or higher.  Forward grade report showing GPA of at least 2.0 or higher for all courses, to the CG Institute TAG division which will coordinate the resolution with the Navy.

(8)     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).

(9)     A second degree at the same or lower educational level regardless of how they received their first degree (i.e. if the applicant already has a bachelors degree, TA shall not be authorized for an associates or bachelors degree even if the degree was obtained at a service academy, through the CG advanced education program, via grants or loans, VA benefits, or paid for out of the members own pocket).

(10)   Courses resulting in Continuing Education Units (CEUs), or Professional Development Units (PDUs).

(11)   Contact hours and clock hours.

(12)   TA from another military service.  TA is not authorized from any other service.  CG members must go through a CG Educational Service Officer (ESO) to process the TA application.

(13)   Preparatory courses, Licenses (maritime, real estate, AC&R, etc.), or Tests (GMAT, GRE, LSAT), Certification Courses (computer, maritime, law, medical, etc.)

(14)   Conversion of clock hours to credit hours is not authorized for TA.  This usually applies to certificate programs.  Students and ESOs need to be careful not to approve courses from schools who convert clock hours to credit hours in order to avoid TA funds collection.

b. <u>Limitations NOT Stated.</u>  The Coast Guard Institute executes the policy and prescribed procedure for the Coast Guard Voluntary Education Program.  There may be circumstances when TA is not authorized and are so stated.  However, just because a limitation is not stated does not mean that TA may be authorized.  (E.g. The philosophy of "It doesn't say I can't therefore I can." Does not apply.)

c. <u>Institution.</u>  The institution on the TA authorization must be the same institution which issues the grades and invoices the Navy.

C.  <u>WebTA Application Process and Responsibilities.</u>  This section outlines the Navy's electronic TA application, commonly referred to as an electronic Tuition Assistance, or WebTA, application process, and illustrates the responsibilities associated with each stage of the WebTA application process.  All applicants for TA shall use the Navy WebTA system to complete and submit their applications.  Paper applications may be submitted with prior approval from Tuition Assistance and Grants Division Chief.

1.  <u>Table 1-2:  WebTA Process and Responsibilities.</u>

| Stage | Who Takes Action | Action |
|---|---|---|

| 1 | Student | Member and ESO must create a 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:<br><br>For the member:<br>*http://www.uscg.mil/hq/cg1/cgi/active_duty/pay_for_college/ta/apply_with_webta.asp#1*<br><br>For the ESO:<br>http://www.uscg.mil/hq/cg1/cgi/eso/ta_and_grants/web_ta.asp<br><br>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 log-on to the WebTA system you must use your NKO ID/password; after that you may use the CAC logon feature.<br><br>**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. |

| | | Ensure 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. |
|---|---|---|
| 2 | ESO | Reviews student's WebTA application, verifies supporting documentation, and **ensures that fees being claimed are one of the seven authorized for tuition assistance.** Approves the WebTA application, which automatically gets electronically forwarded to the CG Institute.<br><br>Segregation of duties:  NCMIS users may not approve their own TA application or TA authorization.  All TA applications and TA authorizations for NCMIS users must be approved by the CG Institute TAG Division Chief (i.e. the approver of the transaction cannot be the originator). |
| 3 | CG Institute | Reviews the WebTA application for accuracy and authorizes the WebTA application. |
| 4 | Student | Follow Tuition Assistance Authorization printing instructions in the WebTA SOP for members (on CG Institute TA webpage) to print TAA.<br><br>Forward a copy of the TAA to ESO who approved the initial TA application.<br>Sign and submit TAA letter (form CG-1560) to the school. |

2. <u>Preparation of WebTA.</u> 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 TA.

   **NOTE**: It is required to submit request no later than 14 days prior to the course start date to avoid late fees and disenrollment. CG Institute 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.

3. <u>Table 1-3: Preparation of WebTA.</u>

| 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. <br><br> **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**." |
| 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:<br><br>Commercial – Type in a number you can be reached at during the day.  It does not have to be a work number.<br><br>DSN – Ignore this field, does not apply to CG members. |
| 7-6 | FAX:<br><br>Commercial – Type in a number you can receive faxes at.  It does not have to be a work fax number.  This field is optional.<br><br>DSN – Ignore this field, does not apply to CG members. |
| 7-7 | Applicant Email Address – Type in your work email address listed in global.<br><br>**NOTE:** Personal email addresses are accepted for Reservists ONLY. |
| 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).<br><br>**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 CG Institute with comments explaining the same.  General email accounts for large units are acceptable (please advise CG Institute 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".<br><br>**NOTE:** The only time you can use MGIB and 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.<br>\*\* Reservists must exhaust all VA educational benefits before using 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 unit's 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 can notify the CG TAG for correction. |
| 7-14 | Command Phone:<br><br>Commercial – Type in your ESO's work phone number.<br><br>DSN – Omit this field, does not apply to CG members. |
| 7-15 | Your Assigned education office – Verify your unit's city, state and country is correct.<br><br>Click "Next." |
| 7-16 | Immediate Academic Goal - Use the down arrow to select your present academic goal.<br><br>**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 CG Institute. |
| 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 within 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 next 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." |

| 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 or regionally 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. |
| 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. |
|------|---------------------------------------------------|
| 7-34 | 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.<br><br>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. |

**NOTE 1:**  For units holding classes on the installation, including cutters underway, submit each member'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 additional TA until the grade is posted.  The member can still logon to the WebTA system and check why he/she is not eligible for additional TA funds, their TA history, grades, how much funding he/she has left for the current FY, etc.  Send all grades to CG Institute TAG 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 can provide a copy of the reenlistment or extension contract to CG Institute TAG division for manual update of the NCMIS or TA database.  There is a two week lag time between personnel information in Direct Access and the TA database. There may be times when a member has signed a contract to remain in the CG but the information has not been updated in the TA database yet.

D. <u>Application For Coast Guard Tuition Assistance  (CG-4147).</u>  This section outlines the application process and shows the responsibilities associated with each stage of the application process. Form CG-4147 may be used on a case-by-case basis for units with poor internet connectivity issues that have been approved by the Tuition Assistance & Grants (TAG) Division Chief. The paper application for Coast Guard Tuition Assistance can be found at: http://www.uscg.mil/hq/cg1/cgi/forms/CG_Form_4147.pdf

1. Table 1-4: CG-4147 Process and Responsibilities.

| Stage | Who Takes Action | Action |
|-------|------------------|--------|
| 1 | Student | (1) If approved by After obtaining approval to participate in off-duty voluntary education courses from the chain of command, submits TA request to his/her units 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.** (Units may submit TA applications to the Coast Guard Institute with prior approval from TAG Division Chief.)<br>(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).<br><br>Ensures business type email address in Direct Access is correct.<br><br>**NOTE**: TA applications for prior fiscal year 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. |

| 2 | ESO | Reviews student's CG-4147 and verifies completeness and accuracy.  Unauthorized fees will not be included in the government or student share of the Tuition Assistance authorization.<br><br>Completes ESO validation on the form and forwards to the CG Institute via TACCTS.<br><br>No more than one application per ticket may be submitted (applies to on-base or underway courses as well).<br><br>Segregation of duties:  NCMIS users may not approve their own TA application or TA authorization.  All NCMIS user's TA applications and TA authorizations must be approved by the CG Institute TAG Division Chief (i.e. the approver of the transaction cannot be the originator).<br><br>**NOTE 1:**  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.<br><br>**NOTE 2:**  Many of the major audits come in the form of fee claims. |
| --- | --- | --- |
| 3 | CG Institute | Reviews CG-4147 for completeness and accuracy, processes the application, and generates and signs the TA Authorization (TAA) letter (form CG-1560).  CG Institute 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.<br><br>Sign and submit TAA letter (form CGI-1560) to the school. |

2. <u>Preparation of Application.</u>  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).

3. <u>Table 1-5:  Directions to Complete Blocks 1-11 (CG-4147).</u>

| **Block** | **Title** | **Entry** |
|---|---|---|
| 1 | Name | Enter the student's name in the following format:<br>"**Last, First, MI**" |
| 2 | EMPLID | Enter student's complete "**EMPLID.**" |
| 3 | Service Status, Service Obligation, Ect. | 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.<br><br>**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 TA. Contact your ESO if your school is not listed. |
| 5 | 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. |

| 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/Post 9-11 Top-Up can be used at the same time as TA.<br><br>**NOTE**:  The only time you can use MGIB/Post 9-11 and TA for the same course(s) is when you are using the active duty MGIB/Post 9-11 Top-Up program.  Top-Up will be paid for the student share on a 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.<br><br>\*\*Reservists must exhaust all VA educational benefits before using TA. |
| --- | --- | --- |
| 9 | Enrollment Information | Complete all blocks pertaining to the course(s) in which you area applying for TA. |
| | Course Dates | Enter the "start and end dates" for the courses requested.<br><br>**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. |
| | Course Info | Enter the "course department, number, and title."<br><br>\*\*\*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. TA is not authorized for the same course code twice. |
| | 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. |
| | Credit Hours | Enter the "number and type of credit" for the corresponding course.<br><br>**NOTE**:  Semester (S) and Quarter (Q) hour credit are the only type authorized by the Coast Guard. |
| | Tuition Per Credit | Enter the "cost of tuition per credit hour". |

| | | |
|---|---|---|
| | Total Tuition Cost Per Course | Enter the "total cost of tuition for the course". |
| | Course Fee Codes | Indicate which, if any, "fees" are being claimed.<br><br>**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. |
| | Course Fees | Enter the "cost of fees being claimed per course". |
| | Total Tuition & Fees | Enter the "total cost of the course" by adding the tuition cost and the fee amount.<br><br>**NOTE**:  Tuition Assistance will only cover authorized amount as per Commandant policy. Any remaining balance must be covered at the student's expense. |
| 10 | ESO Certification | ESOs must print and sign name in the block and provide his or her work email address, date, phone number, command address, and OPFAC number.<br><br>The signature does not have to be digital.<br><br>**NOTE**:  ESO Certification is official verification that the Command has approved the member to utilize TA, the applicant has met all eligibility requirements, supporting documentation has been provided confirming tuition cost and fees, the requested course(s) are being offered by an accredited institution and the application will earn college credit after completing the course(s), and the member has a current assessment on file.<br><br>The ESO should not sign/approve the TA without having first validated all of the above. |
| 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. |

E.  New School Codes.  This section outlines the process and demonstrates the responsibilities associated with obtaining a new school code.  Although 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

1.  Table 1-6:  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 that no school code exists. |
| 2 | ESO | Submits a "**TACCTS ticket**" requesting a new school code with the following info:<br><br>1. Name of institution:<br><br>2. Complete mailing address (street/city/st/zip) and phone number of institution:<br><br>3. Accrediting agency (reference DOE website: http://www.ope.ed.gov/accreditation/ or CHEA website: http://www.chea.org/search/)<br><br>4. If school is not listed in #3, submit a copy of the institution's accreditation verification (certificate/letter) on the TACCTS ticket; there must be evidence of accreditation to approve for TA.<br><br>5. Point of contact: (if different from sender)<br><br>**NOTE:**  All school code requests must come from Navy, Coast Guard, or USMC education offices.  School codes are not issued to individuals or schools. |
| 4 | CG Institute | 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 CG Institute of action taken; CG Institute notifies ESO and member of the new school code and to continue with application process. |

F.  Invoicing Process.

1.  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.

2.  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.

3.  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 TA authorizations are required to be established with the WAWF electronic invoicing program.

4.  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*.

5.  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.

6.  Payment.  The Navy will review the invoice and documentation for accuracy.  If the documentation 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 or member notification.  At times, this may cause confusion because the member previously notified the ESO who, in turn, previously notified TAG to cancel the course.  Although the cancellation process was followed, if the school submits an invoice after the cancellation, the Navy must remove the cancellation and pay the invoice.  The member will then receive 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, it is highly recommended that the student notifies the school's billing department and the registrar's office, about a canceled course.  There is no waiver of repayment opportunity for this type of scenario.

G. Acceptable Grades.

    1. Table 1-7: Accepted Grades.

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

    2. Table 1-8: Unacceptable Grades.

| Unacceptable Grades |
| --- |
| Email from school that can be edited with no screenshot of student account. |
| Certificates of completion. |
| Any modifiable document that can be edited. |

H. Grade Submission.

    1. Table 1-9: Actions for Grade Submission.

| WHO Takes Action | Action |
| --- | --- |
| Member: | A member is to submit grades to CG Institute through their ESO no later than 42 days after the course end date to prevent collection and system lockout. |
| ESO | The unit ESO will verify the information provided by the member. |
| CG Institute | ONLY the CG 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. |

2.  Table 1-10:  Ways to Submit Grades.

| 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 the last four digits of the member's SSN. |

I.  Extensions.

1.  Table 1-11:  Extensions Actions.

| 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.<br><br>Members who do not receive a grade by the course end date, will receive an incomplete ("I").<br><br>Members who receive an incomplete ("I") in a course shall have no more than a six month extension from the term end date to finish the course requirements and receive a passing grade.<br><br>**NOTE**:  The member must complete the course and submit a grade before the six month extension period is over.  After the end of the extension period, the missing grade collection process will commence.<br><br>Members who do not complete the course with a passing grade within the six month extension period will be required to reimburse the Coast Guard. |

| ESO | The unit ESO will submit a new TACCTS ticket for the grade extension request and upload the documentation provided by the member. |
|---|---|
| CG Institute | The CG Institute TAG will review and coordinate the grade extension with NETPDTC in the TA database (NCMIS). |
| NETPDTC | Post the grade extension in the TA database (NCMIS).<br><br>**NOTE:** TA authorization will not be generated for course extensions. |

J.  Random Audit of Tuition Assistance Authorizations (TAA's).

   1.  Table 1-12: TAA's Actions.

| Who Takes Action | Action |
|---|---|
| CG Institute | If TAG determines that the audited TAA is error-free, TAG will create a TACCTS ticket notifying the member and ESO that the TAA was audited; passed and no further action is needed.<br><br>If TAG discovers any discrepancies, TAG will create a TACCTS ticket notifying the member and ESO of the issue(s) to include what corrective action is needed.  Usually, all that is needed is proof of the costs in question.<br><br>If the requested documentation provided by the member substantiates the claim on the TAA, the ticket will be closed with no further action.<br><br>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, TAG 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.<br>When the member receives the "audit passed" email, no action is required. |
| ESO | 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. |

K. <u>Missing Invoice Audit.</u>  The audit program is designed to identify courses that have not been paid in order to resolve open obligations.  These unpaid courses could also be called undelivered orders or "UDOs," similar to unpaid orders in the financial sector.

1. 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.

   a. Table 1-13:  Stake Holders' Role & responsibilities.

| Who Takes Action | Task |
|---|---|
| CG Institute | TAG generates a report showing all authorized courses for the fiscal year and the invoiced amount recorded in NCMIS. If TAG discovers any courses that are missing an invoice and at least 90 days has elapsed since the course end date, TAG will create a TACCTS ticket notifying the member and ESO of the missing invoice. If the course is missing an invoice because the member did not actually take the course(s), TAG 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, TAG division will create a TACCTS ticket advising the member and ESO that the school should invoice the Navy as soon as possible. If the school continues to have trouble navigating the WAWF setup procedures as provided in the WAWF help guides posted on the CG Institute webpage, TAG will engage with the Navy and request additional one-on-one assistance to get the school established in the WAWF system. |
| Member | Upon receipt of the TACCTS "missing invoice audit" email notification, immediately advise the unit ESO if the course was, or was not, 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 and/or obtain the WAWF help guides posted on the CG Institute webpage. |
| ESO | 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 CG Institute 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 that a course is paid rests solely 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.

L.  <u>Missing Grade Audit.</u>  The 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 90 days after the course end date.

1.  <u>Table 1-14:  Missing Grades Actions.</u>

| Who Takes Action | Action |
|---|---|
| CG Institute | TAG generates a missing grades report from the NCMIS database. TAG determines which courses that have ended are missing grades. TAG will create a TACCTS ticket notifying the member and ESO that a grade is missing for a course. Upon receipt of a passing grade, TAG will enter the grade, notify the member and ESO that the grade was entered, closing the audit. Upon receipt of a non-passing grade, TAG will enter the grade, notify the member and ESO 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. 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 | 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. |

**NOTE 1:**  A member may receive a "missing grade" TACCTS ticket email for a course he or she did not take.  This only occurs 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 TAG division 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 if the member dropped the course and notified the ESO who in turn notified the TAG division to cancel the course, and 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 droop the course before the school's 100% drop deadline, the member is responsible for repaying the TA funds.

M. <u>Waiver Process.</u> The 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.

1. <u>Reasons.</u>

    a. <u>Operational Necessity.</u> An operational commitment which leads to the student failing, withdrawing after the drop date or incomplete in course. This must be verified by a member of the student's unit command cadre.

    b. <u>Personal Emergency.</u> 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.

    c. <u>Service Obligation.</u> The student was discharged before completing a TA-related service obligation.

    d. <u>Other.</u> Student must specify, provide supporting documentation and obtain positive Command endorsement validating the circumstances.

        e. <u>Prior Fiscal Year.</u> See 1-25.

2. <u>Procedures.</u> 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 website at: http://www.uscg.mil/hq/cg1/cgi/active_duty/pay_for_college/ta/waivers.asp#5.

3.  Table 1-15:  Waiver Procedures.

| 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 are completed.  Completes ESO validation on the form and forwards to CG Institute TAG.<br><br>**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 | CG Institute | Reviews CG-4147-1 for completeness and adjudicates (approve/disapprove) waiver request.  CG Institute will inform the ESO via TACCTS of the final decision. |
| 5 | CG Institute | Will apply changes to the system if the waiver is approved.  If a pay garnishment is in effect, CG Institute TAG will send an email to the Navy to stop pay garnishment and initiate a refund to the student. |

**NOTE 1:**  The Command endorsement and ESO validation blocks should not be completed by the same person unless the CO/OIC is also the ESO.  If the CO/OIC is the ESO, the CO/OIC may complete the Command endorsement and the Alternate ESO can complete the ESO validation blocks.

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

a.  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 5/17/13 (FY13), it must be received by the CG Institute TAG division, NLT COB 12/31/13 (FY13).

b. 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, TAG must forward the application information to the Navy for manual processing due to NCMIS system limitations.  This may cause a delay in processing.

5. Indebtedness Letter.  Although the student may receive a "Tuition Assistance Resolution/Indebtedness" letter sent by the Navy, the Coast Guard Institute 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 TA participants must submit waiver requests only to the CG Institute.  The Navy will not process TA waivers for any CG member.

Recoupment process will not be delayed until the waiver process has been completed.

6. 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.

7. Waived Course.  A student may not request TA for a course previously waived by the CG Institute as per chapter 1, section M, paragraph 1 of *Limitations when TA is not authorized.*

8.  Preparation of Waiver Application (CG-4147). 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/hr/cgi/forms/CG_Form_4147.pdf, and can be prepared using Adobe or Typewriter.

a.  Table 1-16: Preparation of Waiver.

| 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. |

b.  Table 1-17:  Supporting Information/Prep of Waiver.

| 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. |
| 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/OIC 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. |
| 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.

N. Corrections to TAA's.

    1. Table 1-18: Corrections to TAA's.

| Who Takes Action | Action |
|---|---|
| Member | Shall verify all information on the TAA upon receipt. If any of the information is not correct, notify ESO and provide documentation showing what needs to be corrected (ex: course registration showing course code, course title, etc). <br><br> **NOTE**: A Pen/ink change to the original TAA for minor corrections such as typos to the course information (course code, course title, etc.) is authorized. A new TA authorization is not required for corrections. <br><br> If the member has a valid TA authorization for a course and that course is cancelled, a new TA request with the new course must be submitted. This is considered a cancellation vice correction. |
| ESO | 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 the needed change (ex: course registration showing course code, course title, etc). The ESO should utilize the customized "correction to a TAA" ticket description to convey the request to TAG. If using TACCTS is not possible due to underway periods, etc. the ESO may scan/email or fax the original TAA with pen and ink changes to TAG. 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 have elapsed from the date of original authorization. If more than 15 days have elapsed, follow procedures above and TAG will coordinate the cancellation.

2.  Table 1-19:  Corrections after Posting of Invoice.

| Who Takes Action | Action |
|---|---|
| Member | If the TAA needs to be corrected, immediately notify ESO and provide documentation showing what needs to be corrected (ex:  course registration showing course code, course title, etc.) |
| ESO | 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 Institute TAG, make change(s) in NCMIS; Notify CG Institute TAG when complete. |

O.  Cancellation Procedures.

1.  Table 1-20:  Cancellation Procedures.

| Who Takes Action | Action |
|---|---|
| Member | Shall notify ESO and provide documentation showing what needs to be cancelled.  (Ex:  course registration showing member cancelled a class).<br><br>Member may use a pen & ink change on the original TAA.  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. |
| ESO | 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  may scan/email or fax the original TAA with pen and ink changes to TAG.  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 have elapsed from the date of the original authorization. If more than 15 days have elapsed, follow the procedures above and TAG will coordinate the cancellation.

**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 TAG 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.

    a. Ultimately if the course was not dropped before the school's 100% refund deadline date, the responsibility of the cost rests with the member.

P. Enlisted Members Service Obligations.

    1. 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.

    **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 (i.e. from active duty to SELRES, active duty to CG Civilian) during the course of instruction are exempt from this requirement.

    2. 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 (b) 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:** The CO/OIC 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. The ESO certification is confirmation that all eligibility requirements have been met.

TA audits are designed to maintain the integrity of the TA program. If it is determined that a member was ineligible to receive TA, the collection process will be initiated.

Q. Officer Service Obligations.

1. Active Duty. In accordance with ref (a), 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 TA program. Active duty Officers, who provide approved documentation to change status (i.e. 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 two year obligated service requirement. In this case, the member shall notify the ESO 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 TA if they do not integrate for any reason.

   The ESO shall notify TAG of this situation and TAG can process the TA application.

2. Reserve (SELRES). In accordance with 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.

R. Civilian Obligations.

1. 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.

2. <u>Permanent.</u>  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 their 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.

S. <u>United States Public Health Service (USPHS).</u>  All USPHS members who are authorized TA will incur a two-year mandatory obligated service requirement upon completion of the latest course authorized (i.e. – member is approved course ending 02 JAN 2013; member must obligate service up to 01 JAN 2015 to fulfill the obligated service requirement).

T. <u>Obligated Service Matrix.</u>  This section provides several scenarios and guidance on the associated obligated service requirements or restrictions.  This matrix 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.

1. <u>Table 1-21:  Obligated Service Matrix.</u>

| 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. | 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 waived | Unearned amount of TA funds will be waived |
| 4. | 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. | Officer Candidate School Graduate | Two years from course end date | N/A |
| 8. | Reserve Officer Candidate Indoctrination 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 |
| 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 member's death | Obligated service is forgiven and no TA funds will be collected | Obligated service is forgiven and no TA funds will be collected |
| 15. | Chaplain (Navy) | Not eligible for CG TA | May apply via the Navy. 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.

U.  Collections.

   1.  Terms.

       a.  DD139 (PAA) - Pay Adjustment Authorization (garnishment).

       b.  NCMIS – Navy College Management Information System.

       c.  NETPDTC – Naval Education and Training Professional Development and Technology Center.

       d.  PPC - Pay and Personnel Center (military).

       e.  NFC – National Finance Center (civilian).

   2.  Collections occur based on the following issues.

       a.  Failed course.

       b.  No grade.

       c.  Grade of Incomplete.

       d.  Overpayment of Member.

       e.  If conditions exist on Page 1-37.

       **NOTE 1:**  If no grade is received, member is ineligible for TA until grade is submitted.

       **NOTE 2:**  Members who receive an incomplete ("I") in a course shall have six months from the term end date to finish the course requirements and receive a passing grade.

       Members who do not complete the course with a passing grade within the six month extension period will be required to reimburse the Coast Guard.

3. Failed Courses.

   a. 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.

      (1) Automatic NCMIS PAA actions.

      (2) Upon members request.

         (a) Member must send an email from the CG email account to the ESO which in turn is forwarded to the CG Institute TAG division.

         (b) TAG division sends notice to NETPDTC to initiate pay action on member for applicable course(s).

   b. 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:

      (1) Automatic NCMIS PAA actions.

      (2) Upon members request.

         (a) Member must send an email from the CG email account to the ESO which in turn is forwarded to the CG Institute TAG division.

         (b) TAG division sends notice to NETPDTC to initiate pay action on member for applicable course(s).

      **NOTE 1:** If GPA falls below minimum eligibility requirements, the TA database will lock the member's account and further TA will not be authorized. Only the Navy can unlock the student's account.

      To restore TA eligibility, the member shall raise the last 12 semester hours to meet GPA minimum requirements. Future courses must be paid "out of pocket." Once the GPA is above the minimum requirement, the member is to submit grades to the CG Institute through their ESO. Upon receipt of grades, the CG Institute will calculate GPA to confirm eligibility. If above minimum requirement, the CG Institute TAG division will coordinate the resolution with the Navy.

4. No Grade Submitted. Member fails to submit grade within current policy timeline (60 days after course end date).

   a. 42 days after course completion date: Member will not be authorized to request TA.

b. <u>60 days after course completion date:</u> 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 for submission to TAG division to stop the collection process.

c. <u>90 days after course completion date:</u> 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.

d. <u>120 days after course completion:</u> 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.

    (1) The member/command will not receive notice from NETPDTC or CG Institute that a pay action has been initiated against the member.

    (2) It is up to the pay center to notify the member of the impending action against their pay (due process).

5. <u>Grade of Incomplete.</u> 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.

6. <u>Overpayment of Member.</u> If a member has received more than the authorized amount. CG Institute TAG division will notify member and ESO of the error and help coordinate mandatory repayment.

7. <u>In-Service Collection.</u> 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.

8. <u>Out of Service Collection.</u> 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).

V. <u>Repayments.</u>  Members will resolve their indebtedness to the government.  A CG member has two options to repay the TA.  Voluntary and involuntary separations due to discipline or misconduct will be pro-rated.  Involuntary separations at no fault to the member such as pass over and 30-year retirement will not have to repay TA.

1. <u>Option 1:</u>  Submit a request to CG Institute via unit ESO requesting a pay garnishment.  ESO will forward member's request to CG Institute TAG division.

2. <u>Option 2:</u>  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 must 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 the TA authorization lists multiple courses, highlight or identify only those courses required to be repaid.  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.

W. Refunds.

1. Coast Guard Institute. 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 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:

   a. 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 two pay periods.

   b. Civilian Personnel. The 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.

Chapter 2:  **Grants.**

A.  Introduction.  The CG Foundation Education Grant (CGFEG), Vander Putten Education Grant (VPEG), Marine Science Education Grant (MSEG), Spouse Education Grant (SPEG), 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 text books, tuition and miscellaneous education expenses.

The VPEG offers additional grant funding above and CGFEG.  The MSEG, SPEG and UOBEG each serve specific populations within the Coast Guard Community.

1.  Coast Guard Foundation Education Grant.  The CGFEG  program is for active duty E-3 to E-9 and reserve E-3 to E-9 currently serving on active duty orders of at least one year.  The maximum reimbursement per calendar year (CY) is $500.00.

The CGFEG program provides reimbursement for text books and miscellaneous educational expenses.  See the list of _commonly claimed expenses_  the list is not all-inclusive. See Figure 3-1.

There is no time in service requirement for active duty personnel.  Reservists are required to be currently serving on active duty orders of at least one year at the time of application submission.

**NOTE:  Applicant must have an updated application for grants for acceptance.  Old versions will not be accepted.  The application is available at the CG Institute website.**

2.  Vander Putten Education Grant .  VPEG program is for active duty members E-3 to E-9 and reserve members E-3 to E-9 currently serving on active duty orders of at least one year.

The VPEG program provides reimbursement for text books and miscellaneous educational expenses.

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 calendar year (CY) in addition to the CGFEG. Applicants must have received full reimbursement of $500.00 during the same calendar year under the CG Foundation Education Grant Program (CGFEG).

The VPEG program provides reimbursement for text books and miscellaneous educational expenses. See the list of *commonly claimed expenses* - the list is not all-inclusive. See Figure 3-1.

**NOTE:  Applicant must have an updated application for grants for acceptance.  Old versions will not be accepted.  The application is available at the CG Institute website.**

3.  <u>University of Oregon Bookstore Education Grant (UOBEG).</u>  The UOBEG program is for active duty members E-3 to E-9 and reserve members E-3 to E-9 currently serving on active duty orders of at least one year, and all Officers.

    **This is the only Educational Grant program administered by the CG Institute for which Officers are eligible.**

    The total annual donation to the University of Oregon Bookstore (UOBEG) will be set by the University of Oregon.  The total calendar year (CY) reimbursement limit is $500.00 per eligible member.  UOBEG applicants must have served in a designated Southwest Asia combat zone for 30 consecutive days or 60 non-consecutive days in the calendar year (CY).

    The UOBEG program provides reimbursement for text books and miscellaneous educational expenses. See the list of *commonly claimed expenses* - the list is not all-inclusive. See Figure 3-1.

    **NOTE:  Applicant must have an updated application for grants for acceptance.  Old versions will not be accepted.  The application is available at the CG Institute website.**

4.  <u>Marine Science Education Grant.</u> The MSEG program is for active duty members E-3 to E-9, and reserve members E-3 to E-9 currently serving on active duty orders of at least one year. **Eligible members must be in the Marine Science Technician (MST) rating.**

    The total annual donation to the Marine Science Education Grant (MSEG) will be set by the Coast Guard Foundation.  The total calendar year (CY) reimbursement limit is $500.00 per eligible member.

The MSEG program provides reimbursement for text books and miscellaneous educational expenses.  See the list of *commonly claimed expenses* -the list is not all-inclusive. See Figure 3-1.

**NOTE:  Applicant must have an updated application for grants for acceptance.  Old versions will not be accepted.  The application is available at the CG Institute website.**

5.  Spouse Education Grants.  The SPEG program is ONLY authorized for civilian spouses of active duty members E-3 to E-9, and reserve members E-3 to E-9 currently serving on active duty orders of at least one year.

The SPEG is a needs-based grant intended to assist spouses pursuing professional development courses, licensing courses, certificates, certifications and college level degrees.  The total reimbursement limit is up to $500.00 per eligible spouse.

**Applicants must submit all required documentation which includes proof of enrollment and cost of the courses, as well as an attached 500-word essay describing what being a Coast Guard spouse means to you and why education is important.**

Applications may be submitted from 01 April to 01 June of the current calendar year.  All applications are forwarded to CG Foundation for final determination and payment.

**NOTE:  Applicant must have an updated application for grants for acceptance.  Old versions will not be accepted.  The application is available at the CG Institute website.**

B.  Application.

1.  Complete CG Institute Form 1560/10a for CGFEG and VGPEG.  This form is available at the CG Institute website.  An example of this form is Figure 3-2, 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 3-3, at the end of this section.  There is no specific application for the MSEG and UOBEG (use CGFEG/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.

2.  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.

3.  Grants are based on a calendar year vice fiscal year.

4.  Applications may be submitted throughout the year.

C.  Authorized Expenses.

1.  Text books, study guides, "online" text books or other required publications.

2.  Tuition costs in excess of the cost amounts covered under Tuition Assistance or the GI Bill/Post 9-11 Top-Up program.

3.  Application, enrollment, assessment or graduation fees.

4.  Other administrative fees.  The see the list of *commonly claimed 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.

5.  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.

6.  Authorized expenses for the SPEG include childcare and transportation costs associated with course pursuits.

D.  Special Conditions.

1.  Student Loan Payments.

    a.  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.

   b. Documentation from the loan company must show the time frame (i.e. which academic year) for which the loan applies.

   c. 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).

2. Non-traditional courses.

   a. 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 CG Institute Commanding Officer.

   b. The course should be related to the applicant's Coast Guard duties and/or enhance the applicant's professional development.

   c. Expenses incurred for membership dues or honor societies will not be considered for reimbursement.

E. Additional Guidance.

   1. The approval board will convene weekly at the CG Institute to determine approved applicants. Multiple applications may be submitted throughout the calendar year (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.

   2. 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. The member will need to submit a new application for unverified expenditures after 90 days have expired.

F. Non-Receipt of Pay. If the member has received indication of a check being sent via email and has not received the check within 90 days of the initial review, the member should submit a CG-1560/10b. See Figure 3-4.

This page intentionally left blank

Figure 3-1:  Commonly Claimed Expenses

| Expense | Authorized | Not Authorized |
|---|---|---|
| Laboratory fees, Studio fees, Graduation fees, Course Internet fees. | ✓ | |
| Application/Entrance/Enrollment (unless these fees are identified by the school as "fees in lieu of tuition") | ✓ | |
| Consumables (pens, notebooks, highlighters, etc.) | ✓ | |
| Late Registration fees, Class Withdrawal fees | | ⊘ |
| Record Maintenance fees, Student Activity/Student ID | ✓ | |
| Membership of Society dues/fees | | ⊘ |
| General Technology fees, Parking fees, Transcript fees, Dissertation/Oral Exams | ✓ | |
| Text books, manuals and study guides | ✓ | |
| Taxes & shipping for authorized expenses (i.e. books) | ✓ | |
| Non-consumables (memory sticks, ink cartridges, clothing items, etc.) | | ⊘ |
| Software available on the CG workstation or at the learning institution. (i.e. Microsoft Office, Excel, etc.) | | ⊘ |
| Some non-traditional courses (case by case basis) | ✓ | |
| Non-credit aviation classes , boat towing license, firefighting | ✓ | |
| Class specific requirements such as software, calculators or stethoscope. Student must provide syllabus with application showing the item is required for the course. | ✓ | |
| Foreign language software such as Rosetta Stone | ✓ | |
| Internet connection fee for home use | | ⊘ |
| Computer equipment or peripherals (printer, ink, monitor, laptop, hard dive, etc.) Camera & tripod | | ⊘ |
| Tuition paid by student loans that are not in payback status (student is not making payment on loan yet) | | ⊘ |
| Personal Fitness Trainer Cert | ✓ | |
| GRE, LSAT, and ECE exams | ✓ | |
| SAT, ACT, GMAT, PRAXIS, CLEP, DSST exams (DANTES pays for these exams) | | ⊘ |
| Motor vehicle/motorcycle safety courses (for information on programs go to USCG Human Resources - Motor Vehicle Safety | | ⊘ |
| Tuition costs in excess of Tuition Assistance | ✓ | |

Receipts must not be over 1 year old from date Institute receives application package.

Receipts MUST show an actual description of the item you purchased. To ensure the financial integrity of this grant program, the CG Institute must be able to prove that each grant issued was for an authorized expense in keeping with the guidelines provided by the CG Foundation. This documentation will ensure satisfactory completion of any future audit.

Receipts MUST show proof of payment. Proof of payment is a receipt shows a credit card charge or states "Paid in Full" or a balance due of $0.00 or otherwise clearly shows payment has been made.

Submit legible copies of receipts as **receipts will not be returned to the member**.

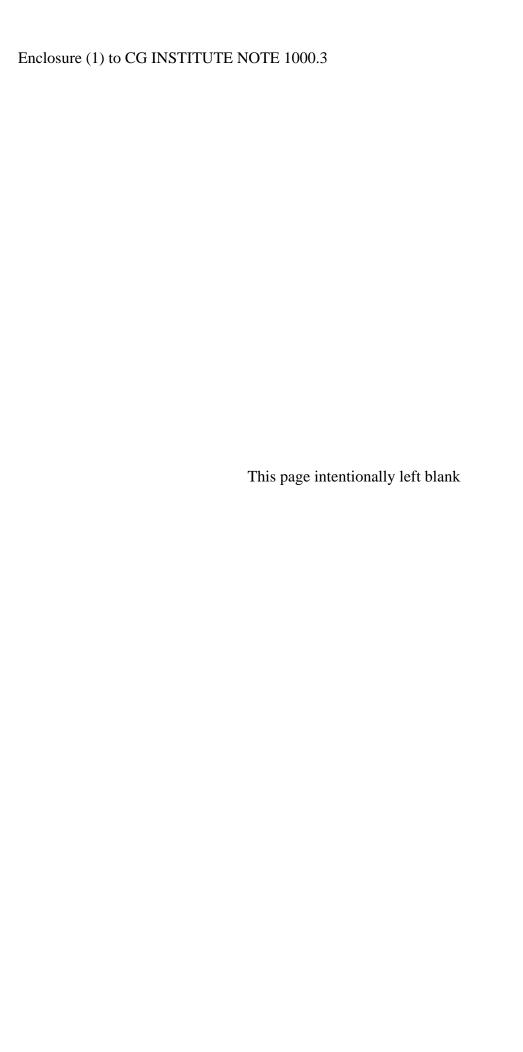Each exam may be claimed only one time per member. Retakes of the same exam are not authorized for reimbursement.

This page intentionally left blank

Figure 3-2:  CGFEG and VPEG Application.

| U. S. Department of Homeland Security<br>U.S. Coast Guard<br>CGI-1560-10A (REV 1/12) | **CG FOUNDATION (CGFEG) & VANDER PUTTEN (VPEG)<br>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.

**2. Enter $ amount of CGFEG and VPEG previously received in current CY.**   CGFEG [ ]   VPEG [ ]

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

**5. Rate/ Pay Grade** [ ]   **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:**   If Reserve, enter AD start date:
☐ Active Duty
☐ Reserve   [ ]

**UOBEG:** I have performed duty in a designated Southwest Asia combat zone for a period of 30 consecutive days or 60 non-consecutive days of duty, or I have been engaged in combat or wounded in the line of duty.   ○ Yes   ○ No

## 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 3-2:  CGFEG and VPEG Application (Cont.)

CGI-1560-10A  (REV 1/12)   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 | | | |
| 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) 954-7245   Mail: ATTN: CGFEG MANAGER  COMMANDING OFFICER (CGFDN) USCG INSTITUTE, MPB RM 235  5900 SW 64TH STREET  OKLAHOMA CITY, OK 73169-6990

| 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-13 to 1-JUN-13.

**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 3-3: SPEG Application (Cont.)

CGI-1570 (REV 3/11)   page 2 of 3

## 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 3-3: SPEG Application (Cont.)

CGI-1570 (REV 3/11)  page 3 of 3

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

### 5. Itemized List of Expenses (Receipts are not required. Proof of course enrollment must accompany application.)

| Item # | Description of Expenses | Requested Expense | FOR CGI USE ONLY |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| | Total | | |

### 6. Spouse and Sponsor Signatures

**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.

Spouse Signature                    Date

Sponsor Signature                   Date

### 7. Submit Request

Email to CGI          **Fax:** (405) 954-7245          **Mail:** Commanding Officer (TAG)  USCG Institute
5900 SW 64th St., Room 233  Oklahoma City, OK 73169-6991
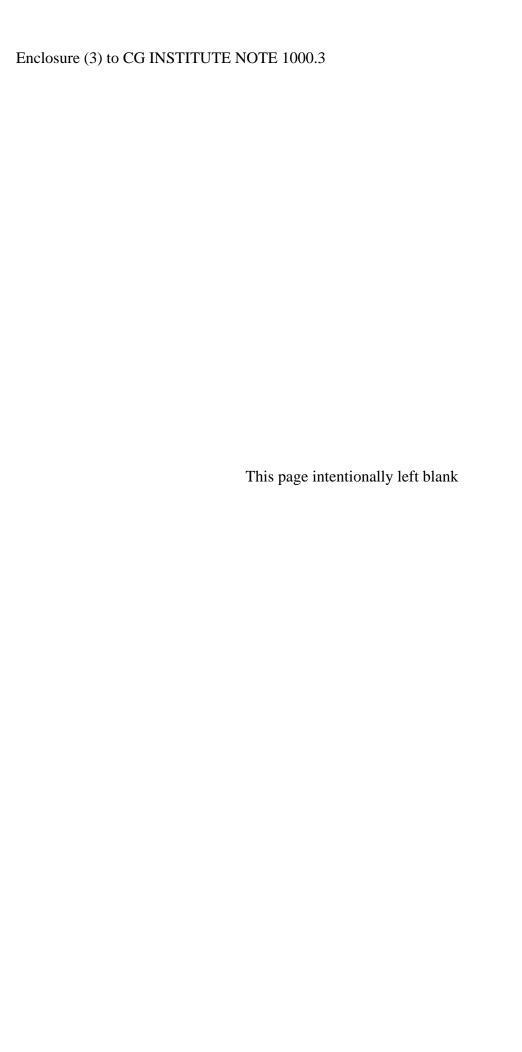
This page intentionally left blank

Figure 3-4:  Non-Receipt Worksheet.

| Department of Homeland Security<br>U. S. Coast Guard<br>CGI Form 1560/10b (Rev. 6/08) | Non-receipt Worksheet<br>CG Foundation & Vander Putten<br>Education Grants |
|---|---|

**Privacy Act Statement:**
In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority - 10 USC Section 2771. Principal Purpose(s) - Used to indicate non-receipt of CG Foundation grant check. Routine uses - same. Disclosure - Disclosure of this information is voluntary, but without disclosure the member may not receive replacement CG Foundation grant check(s).

**Purpose:** Use this form to report non-receipt of a CG Foundation or Vander Putten Education Grant check.

| 1. Rank/Rate | 2. Name (Last, First, MI) | 3. EMPLID |
|---|---|---|
| | | |

4. Possible reason for non-receipt; (e.g., lost, stolen, changed address):

5. Mail replacement check to:

**Penalty:**
YOUR NEGOTIATION OF BOTH THE ORIGINAL CHECK AND REPLACEMENT CHECK MAY BE EVIDENCE THAT THE FOLLOWING CRIMES HAVE BEEN COMMITTED:

(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.

| Member Signature: | Date: |
|---|---|

**FAX** this form to the CG Foundation Education Grant Manager at: (405) 954-7245 **OR**

**Email to CG Institute**