

U.S. COAST GUARD TUITION ASSISTANCE (TA) HOW TO APPLY

July 2024

Education and
Training Quota
Management
Command
(ETQC)

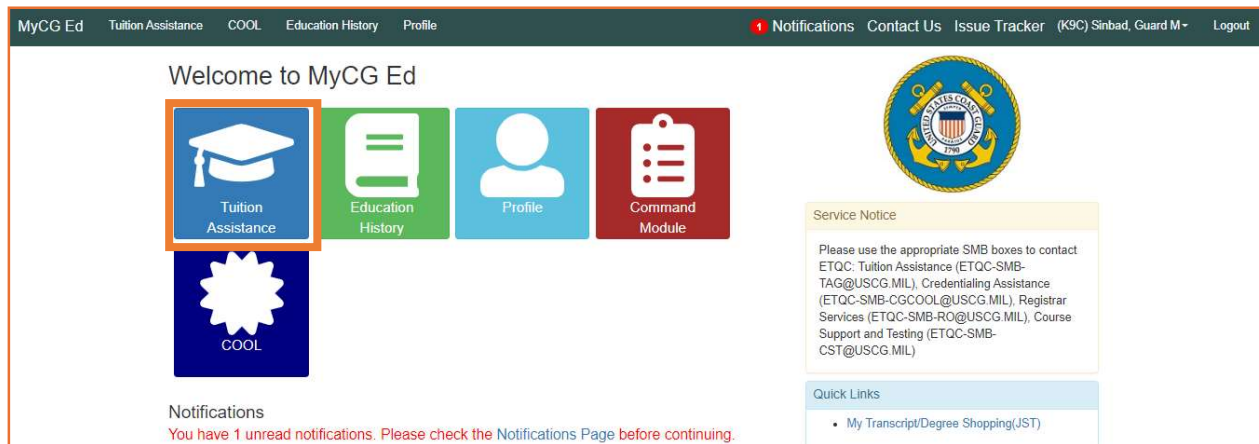
A. Application Process for Members.

1. All TA requests must be fully routed to ETQC at least 7 calendar days prior to and no more than 90 days prior to the course start date.

a. Login to MyCG Ed (<https://myeducation.netc.navy.mil>):

The screenshot shows the 'Shared Authentication Service' login page. On the left, there is a 'DEERS Information' section with a 'Login with:' dropdown set to 'DoD EDI'. Below this are input fields for 'First Name', 'Last Name', and 'Date of Birth: (yyyymmdd)', followed by a 'Login' button. A 'CAC Login' button is also present. On the right, there is an 'Account Management' sidebar with links for 'I forgot my CAC PIN', 'Download Security Certificate', and 'Support'. Below this, there are sections for 'Navy Tuition Assistance/Counseling', 'My Education/NCMIS Technical', 'US Coast Guard Tuition Assistance', and 'USMAP Support'. At the bottom, a disclaimer states '*Please Do Not Bookmark This Page*' and 'THIS IS AN OFFICIAL U.S. NAVY WEBSITE'.

b. Select the “Tuition Assistance” icon:



c. TA Landing Page and Outstanding Eligibility Requirements:

MyCG Ed Tuition Assistance COOL Education History Profile Notifications Contact Us Issue Tracker (K9C) Sinbad, Guard M- Logout

Tuition Assistance







This Tuition Assistance (TA) page allows you to access a variety of features specific to the TA program. If you would like some information on how to get started, visit [Get Started: VOLED Process](#).

If you are ready to submit a TA application select the Create New Application button below. Please complete all entries on the TA application as accurately as possible. You need the following information readily available:

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

Visit the Coast Guard web site at <https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Voluntary-Education/Active-Duty/> to learn more about the Tuition Assistance program.

Available Options

 Course Catalog
  Review Applications
  Course Issues
  View Application Agreement
  WebTA User Manual
  Upload File

Eligibility

- You are a reservist. ETQC will have to verify that you are eligible for Tuition Assistance. Contact [ETQC Customer Service](#) for assistance.
- You are a reservist. In order for ETQC to verify your eligibility, please upload a [Point Statement from Direct Access](#) in PDF format [here](#). After the point statement is uploaded, ETQC will verify your eligibility. As a reminder all TA applications must be fully routed to ETQC NLT 14 days prior to the course start date.


- d. Reservists. If you are reservist, you must upload a point statement from Direct Access on your Anniversary Year. Reserves must have a good anniversary year and progress in the current anniversary year in order to utilize TA. The exception is first year reservists.


















After accessing the point statement in Direct Access, Print the file to adobe and upload the file in MyCG Ed under Point Statement.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Employee ▾ > View ▾

ORACLE®

CG AD Self Service: Employee

 View

 My Profile My Profile	 My Global Email Address My Global Email Address	 Member Training Rating Member Training Rating
 My Reserve Points Statement My Reserve Points Statement	 My Reserve Drills View information about drills occurring on or after 13 months ago (starting 01 JAN 2015), including pay and approval.	 View My Payslips (AD/RSV) Payslips for Active Duty Members
 My Dependent Information My Dependent Information	 My Employee Reviews My Employee Reviews	 My Employee Review Summary My Employee Review Summary
 Off Comparison Scale Summary This component is used for the Reviewer Marks Summary page to show by grade the distribution of marks given by the reviewer.	 SWE PDE Self Service SWE PDE	 Warrant PDE Self Service Warrant PDE
 My Credit Card Data My Credit Card Data	 My Credit Card Balance My Credit Card Balance	 SWE Profile Letter SWE Profile Letter
 Warrant Profile Letter Self Service Warrant Profile Letter	 View/Print My Year End Forms Affirmative consent to receive only an electronic copy of Year End Tax Forms.	

Total Qualifying Service Years: 19

Career-To-Date Points:



7181.000

Find First 1-2 of 2 Last

Accumulation Period: Employee's Anniversary Year

Points		Personalize Find View All First 1-5 of 20 Last										
From	Through	Qualifying Year	IDT	ATP	RMP	Course	Membership	FHD	REG AD	RSV AD	Total Adjusted	Total NonAdjusted
09/10/2021	09/09/2022	<input type="checkbox"/>	0	0	0	0	0	0	242	0	242	242
09/10/2020	09/09/2021	<input checked="" type="checkbox"/>	0	0	0	0	0	0	367	0	365	367
09/10/2019	09/09/2020	<input checked="" type="checkbox"/>	0	0	0	0	0	0	365	0	365	365
09/10/2018	09/09/2019	<input checked="" type="checkbox"/>	0	0	0	0	0	0	365	0	365	365
09/10/2017	09/09/2018	<input checked="" type="checkbox"/>	0	0	0	0	0	0	366	0	365	366

Accumulation Period: Fiscal Year

Points			Personalize Find View All   First 1-5 of 8 Last									
From	Through	Qualifying Year	IDT	ATP	RMP	Course	Membership	FHD	REG AD	RSV AD	Total Adjusted	Total NonAdjusted
10/01/2021	09/30/2022	<input type="checkbox"/>	0	0	0	0		0	0	221	0	0221
10/01/2020	09/30/2021	<input type="checkbox"/>	0	0	0	0		0	0	367	0	0367
10/01/2019	09/30/2020	<input type="checkbox"/>	0	0	0	0		0	0	365	0	0365
10/01/2018	09/30/2019	<input type="checkbox"/>	0	0	0	0		0	0	365	0	0365
10/01/2017	09/30/2018	<input type="checkbox"/>	0	0	0	0		0	0	365	0	0365

Prior Service

From	Through	Branch	Grade	Qualifying Year	IDT	ATP	RMP	Course	Membership	FHD	REG AD	RSV AD
				<input type="checkbox"/>								

MyCG Ed

Tuition Assistance

COOL

Education History

Profile

Notifications

Contact Us

Issue Tracker

(K9C) Sinbad, Guard M+

Logout

Tuition Assistance

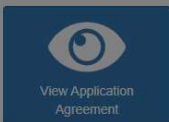
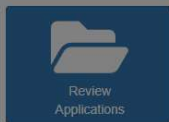
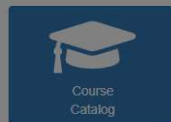
This Tuition Assistance (TA) page allows you to manage your application through the VOLET Process.

If you are ready to submit a TA application, please provide the following information readily available:

- The email address and phone number
- Your Unit Identification Code (UIC)
- A daytime phone number where you can be reached
- The name of the school you plan to attend
- The course number, name, and cost

Visit the Coast Guard web site at <https://www.coastguard.mil> for more information on the Tuition Assistance program.

Available Options



Eligibility

- You must have an approved education plan before requesting more than 6 semester hours, 9 quarter hours, or 90 clock hours (or combination thereof).

Attachment Upload

Unclassified

File size must be less than 2MB.

Select File

Browse

Upload File

Add/Edit Attachment

Uploaded File: Sinbad Point Statement.pdf

Remove File

Type *

Point Statement

File Name

Point Statement

Description

Anniversary Date 9/10/2022

Close

Save

- e. Degree Plans. Degree Plans are required after the second class of using TA. All courses that you are applying for must be on the degree plan. After the degree plan is uploaded, ETQC will review the degree plan within 2 business days.

Degree Plans MUST be legible in a PDF format and include the following items:

- Printed student name
- Name of the school/institution
- Degree/certificate level
- List all courses required for completion

MyCG Ed Tuition Assistance COOL Education History Profile Notifications Contact Us Issue Tracker (K9C) Sinbad, Guard M Logout

Tuition Assistance







This Tuition Assistance (TA) page allows you to submit a TA application and track the VOLED Process.

If you are ready to submit a TA application, you must provide the following information readily available:

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Available Options

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  Review Applications
  Course Issues
  View Application Agreement
  WebTA User Manual
  Upload File

Eligibility

- You must have an approved education plan before requesting more than 6 semester hours, 9 quarter hours, or 90 clock hours (or combination thereof).

Attachment Upload

Unclassified

File size must be less than 2MB.

Select File

Browse

Upload File

Add/Edit Attachment

Uploaded File: Chief Sinbad Degree Plan.pdf [Remove File](#)

Type *

Education Plan

File Name

Education Plan

Description

School

1031A - Troy University

Immediate Education Goal

Bachelors

Close Save

f. Create Application When Eligible:

Tuition Assistance

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Visit the Coast Guard web site at <https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Voluntary-Education/Active-Duty/> to learn more about the Tuition Assistance program.

Available Options



Eligibility

You are eligible for Tuition Assistance.

g. Read and Accept Agreement:

← Back Tuition Assistance Application Agreement

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

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

[print this page](#)

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

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

YOU AGREE TO THE FOLLOWING OBLIGATIONS

1. I must submit this Tuition Assistance (TA) Application request to my Education Services Officer (ESO) for approval. Submission of a TA application does not constitute a TA authorization. If you start a course without a TA authorization, you assume all financial responsibility and will be required to pay for the course. TA is not paid retroactively. A complete TA application (degree plan uploaded, point for drilling Reservist, command approved) must be received by the Education and Training Management Command (ETQC) NO LESS than 14 days prior to the class start date, not including the date of submission to ETQC nor the class start date. ETQC will not grant waivers and no exceptions will be made to this policy.

h. Ensure Profile Information is Correct: If the profile information is incorrect, first verify Direct Access and update the source of the information (email and phone). Then update your “profile” in MyCG Ed.

MyCG Ed Tuition Assistance COOL Education History **Profile** 1 Notifications Contact Us Issue Tracker (K9C) Sinbad, Guard M -

[Back](#) Tuition Assistance Application [Help](#)

Service Member

Name (K9C) Sinbad, Guard M	Work Phone (222) 222-2222	DSN Phone 459-1001	Personal Phone (223) 222-2223
EDI/DOD ID	Work Email SINBAD@EXAMPLE.COM	Personal Email jtlith@cox.net	Immediate Education Goal Bachelors

Approver Information [+ Add Approver](#)

An Approver is required. [Search Approvers](#)

Academic Information

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

Education Office

Education Office ETQC	School Embry Riddle Aeronautical University	Term Start Date	Term End Date
--------------------------	--	-----------------	---------------

Courses [+ Add Course](#)

A Course is required. [Search Course Catalog](#)

[Save](#) [Submit](#)

- b. Select Command Approver (servicing ESO) Information. If the ESO is not listed, manually enter in the information.

Approver Search

Last, First	Command	Rate/Rank	Branch
			All

[Search](#) [Clear](#)

Enter search parameters for your command approver and search.

[Close](#) [Manual Entry](#)

- c. Enter Course information:

Use as many pre-filled options/picklists as possible to avoid simple errors.

hour. Acceptable documentation is the academic school's website, billing statement that shows the cost per credit hour.

MGT4496 - SELECTED TOPICS IN HR
Edit
Remove

Location: Distance Learning
Level: Upper(UG)
Instruction Mode: Web/Internet
Credit Units: Semester

Total Cost: \$540.00 for 3 credit hours at \$180.0000 per hour.
Estimate Authorized Amount: \$0.00 for 0.0 credit hours.

Manually entered tuition rates require verification by Navy College. You must upload a cost verification sheet below in order to submit your application. Application must be saved before uploading file.

- d. Save and Submit Application: Triple check all of the information is correct on the TA request. Course code, title, and term dates must match exactly or the school will not be able to invoice post grade. Once complete, save and submit the TA request.

Save
Submit

- e. You will see the pending application under "Current Applications"

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Available Options

Course Catalog

Create New Application

Review Applications

Course Issues

View Application Agreement

WebTA User Manual

Upload File

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

App ID	Updated Date	School	Start Date	End Date	Status
20348357	2022-05-05 1038	Troy University	2022-07-21	2022-08-18	Submitted

- f. ESO (Command Approver) Notified by Email:



Thu 5/5/2022 11:40 AM

sflty_ncmis_mgmt_ofc@navy.mil

Tuition Assistance (TA) Application Approval Request for (K9C) Sinbad, Guard M

To

Participant:(K9C) Sinbad, Guard M

Application ID:20348357

A MyCG Ed Tuition Assistance Application has been submitted to you for approval by a member of your command. As a reminder, it is the command approver's responsibility to confirm the service member meets the following requirements:

- Has satisfactory progress toward completion of unit qualifications.
- Has satisfactory progress toward watch station qualifications.
- Has satisfactory proficiency of craft.
- Has satisfactory conduct during the six months prior, and
- All additional eligibility constraints and requirements listed in the Performance, Training, and Education Manual, COMDTINST M1500.10 (series) and the most current ALCOAST are met.

Please click on the following link, review the TA Application, and indicate your approval or disapproval for this member to use TA.

https://myeducation.netc.navy.mil/webta/approval/approver_index.html?aid=79bc1fa971c419143323eef220c6b2bd

If a Command Approver Account has been requested, then all submitted applications may be viewed by going to: <https://myeducation.netc.navy.mil/command/>

The member will be notified of your approval or disapproval by an automatically generated email.

This is an automated message. Please do not reply.

g. ESO (Command Approver) Approves or Rejects the Application:

Tuition Assistance Application(20348357) - Command Approval

Tuition Assistance Application(20348357)

Name (K9C) Sinbad, Guard M.	Work Phone (222) 222-2222	D&N Phone 455-1001	Personal Phone (222) 222-2223
EDIDOC ID	Work Email SINBAD@EXAMPLE.COM	Personal Email j@h@cox.net	

Approver Information

Name	Work Email	Work Phone	D&N Phone

Academic Information

Education Office ETQC	School Troy University	Term Start Date 2022-07-21	Term End Date 2022-08-18
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Courses

MGT4496 - SELECTED TOPICS IN HR

Location: Distance Learning	Level: Upper(UG)	Instruction Mode: Web/Internet	Credit Units: Semester
Credit Hours: 3	Cost Per Hour: \$180.0000	Total Cost: \$540.00	Estimate Authorized Amount: \$540.00 for 3 credit hours.

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

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



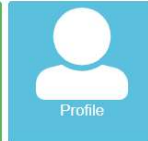

Please indicate your approval or disapproval for this member to use TA funding.


Approve Application


Reject Application

MyCG Ed Tuition Assistance COOL Education History Profile **1 Notifications** Contact Us Issue Tracker (K9C) Sinbad, Guard M Logout

Welcome to MyCG Ed





Service Notice

Please use the appropriate SMB boxes to contact ETQC: Tuition Assistance (ETQC-SMB-TAG@USCG.MIL), Credentialing Assistance (ETQC-SMB-CGCOOL@USCG.MIL), Registrar Services (ETQC-SMB-RO@USCG.MIL), Course Support and Testing (ETQC-SMB-CST@USCG.MIL)

Quick Links

- My Transcript/Degree Shopping(JST)

Notifications
You have 1 unread notifications. Please check the [Notifications Page](#) before continuing.

From: sfly_ncmis_mgmt_ofc@navy.mil <sfly_ncmis_mgmt_ofc@navy.mil>
Sent: Tuesday, May 10, 2022 10:45 AM
To: ETQC-SMB-TAG <ETQC-SMB-TAG@uscg.mil>
Subject: My Education - New Message

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

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

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

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

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

- i. Authorized Application. After ETQC authorizes the TA application you will be notified via email. You can either click the hyperlink or log in to [MyCG Ed](#), download the voucher and submit the TA request to the school.

(K9C) Sinbad, Guard M,

Your request for tuition assistance has been authorized.

Please log in to <https://myeducation.netc.navy.mil/webta/application/application.html?aid=79bc1fa971c419143323ee20c6b2bd> to view and print your TA authorized voucher. Click on "My Tuition Assistance (WebTA)" then "Existing Applications" Look for existing applications with an "Authorized" status. Click "View" and then "Print Document". You must print, sign, and forward the TA voucher to your school.

Education Office Comment: no comment

School: Troy University
Term Start Date: 2022-07-21
Term End Date: 2022-08-18

Course	Title	Credit Hours
MGT4496	SELECTED TOPICS IN HR	3 hours

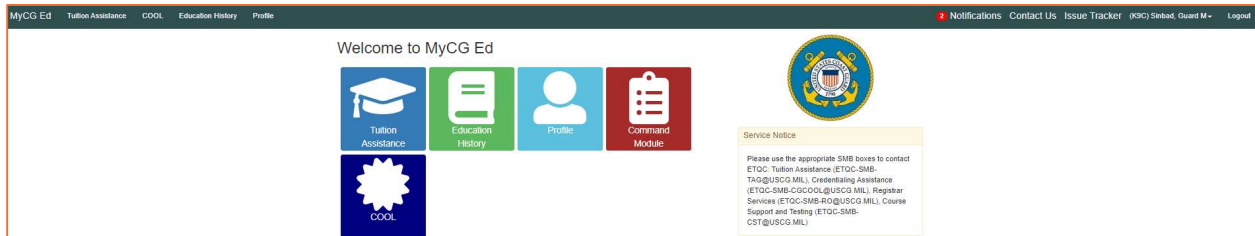
This is an auto-generated email. Please do not reply.

- j. Class completion. Most schools will enter the grades via the Academic Institution Module (AIM). In the event the schools do not, you may submit an issue tracker ticket in [MyCG Ed](#). As a reminder, members shall ensure that all grades are submitted 42 days after course completion.

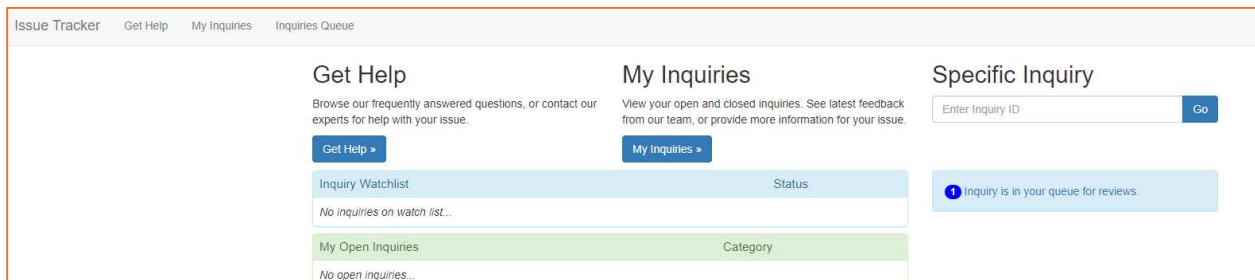
- k. Class completion. Ensure that all grades are submitted via the issue tracker in MyCG Ed 42 days after course completion.

B. Issue Tracker.

1. Issue Tracker has an array of commonly asked questions and solutions for tuition assistance. Follow the below steps to access issue tracker.



a. Click Get Help:



b. Create a new inquiry:

The screenshot shows the Issue Tracker "New Inquiry" form. At the top is a navigation bar with links: Issue Tracker, Get Help, My Inquiries, and Inquiries Queue. Below the navigation bar is a "New Inquiry" form. The form has a "Back" button and a "New Inquiry" button. The form is divided into two columns. The left column contains the following fields: "What do you need help with? -- Required" (Other), "Subject? -- Required" (MISSING GRADES), "What's your question, comment, or issue? -- Required" (Good Day, I received a request that I was missing grades for MGT4496. I have attached the grade report. Respectfully request you update the grade. v/r Chief Sinbad), and "Send us a file, screenshot, or other document." (Sharing a picture of what's wrong can help us big time.). The right column contains the following fields: "What's your email address? -- Required" (ETQC-SMB-TAG@USCG.MIL), "Time Zone? -- Required" (East Coast), and "Education Office location closest to me:" (East Coast). At the bottom right of the form is a "Submit Request" button.

- c. My Inquires will display the submitted inquiry and response from ETQC or the Navy. You will be notified via the email address submitted once action is complete.

[Issue Tracker](#) [Get Help](#) [My Inquiries](#) [Inquiries Queue](#)

My Inquiries

Subject

Category

Status

Open

Search

Clear

ID	Subject	Category	Status	Response
101352	MISSING GRADES	Other	Open	

1 - 1 of 1

- d. Need to respond or send in additional information, click Mark as Open and respond.

[Issue Tracker](#) [Get Help](#) [My Inquiries](#) [Inquiries Queue](#)

[< Back](#) **MISSING GRADES**

Inquiry from [REDACTED] on 2022-05-11 1001

Good Day, I received a request that I was missing grades for MGT4496. I have attached the grade report.

Respectfully request you update the grade.

v/r
Chief Sinbad

* Action by [REDACTED] on 2022-05-11 1005

Inquiry assigned to ETQC - Office Mailbox.

Reply from Bradt, Michelle G on 2022-05-11 1006

Good Day, grade is posted. You are all set.

v/r
ETQC.

* Action by [REDACTED] on 2022-05-11 1006

Inquiry marked as Closed.

Reply to this inquiry...

You must [re-open](#) this inquiry before you can add responses.

Closed ID: 101352

Created on: 2022-05-11 1001

Category: Other

You can **Re-Open** this inquiry if you need additional assistance.

[Mark as Open](#)

Attachments

There are no attachments.

You must [re-open](#) this inquiry before you can add more attachments.