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

Education and Training Quota Management Command (ETQC)
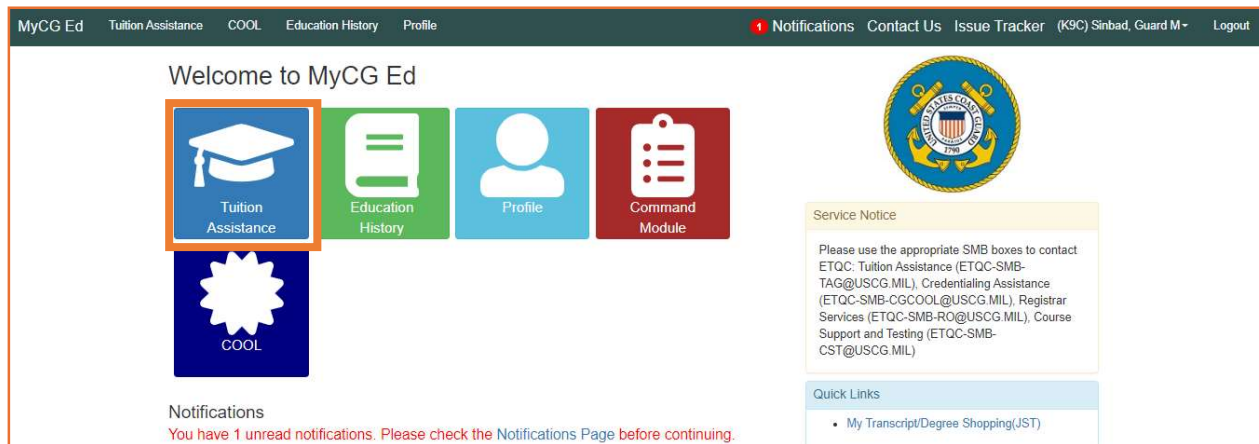
July 2024

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):

b. Select the "Tuition Assistance" icon:

c. TA Landing Page and Outstanding Eligibility Requirements:

d. <u>Reservists.</u> 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.

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	☐	0	0	0	0	0	0	242	0	242	242
09/10/2020	09/09/2021	☑	0	0	0	0	0	0	367	0	365	367
09/10/2019	09/09/2020	☑	0	0	0	0	0	0	365	0	365	365
09/10/2018	09/09/2019	☑	0	0	0	0	0	0	365	0	365	365
09/10/2017	09/09/2018	☑	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	☐	0	0	0	0	0	0	221	0	0	221
10/01/2021	09/30/2021	☐	0	0	0	0	0	0	367	0	0	367
10/01/2019	09/30/2020	☐	0	0	0	0	0	0	365	0	0	365
10/01/2018	09/30/2019	☐	0	0	0	0	0	0	365	0	0	365
10/01/2017	09/30/2018	☐	0	0	0	0	0	0	365	0	0	365

Prior Service   Personalize | Find | View All | 🗗 | 🖩   First ◀ 1 of 1 ▶ Last

From	Through	Branch	Grade	Qualifying Year	IDT	ATP	RMP	Course	Membership	FHD	REG AD	RSV AD
				☐								

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

Tuition Assistance

This Tuition Assistance (TA) page allows yo[...]   how to get started, visit Get Started:
VOLED Process.

If you are ready to submit a TA application s[...]   as accurately as possible. You need the
following information readily available:
  • The email address and phone numbe[...]   approve TA applications
  • Your Unit Identification Code (UIC)
  • A daytime phone number where you [...]
  • The name of the school you plan to a[...]
  • The course number, name, and cost p[...]

Visit the Coast Guard web site at https://ww[...]uty/ to learn more about the Tuition
Assistance program.

Attachment Upload

Unclassified

File size must be less then 2MB.

Select File

[   ] Browse

Upload File

Available Options

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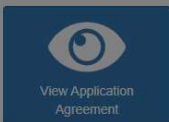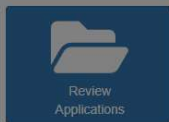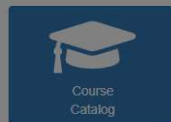
Eligibility

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

Add\Edit Attachment   X

Uploaded File: Sinbad Point Statement.pdf   **Remove File**

Type *

Point Statement   ⌄

File Name

Point Statement

Description

Anniversary Date 9/10/2022|

Close   **Save**

e. <u>Degree Plans.</u> 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:

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

f. Create Application When Eligible:

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

Eligibility

You are eligible for Tuition Assistance.

g. Read and Accept Agreement:

Tuition Assistance Application Agreement

‹ Back

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.

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

c. <u>Enter Course information:</u>

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

Tuition Assistance Application (20348357)

< Back   ❓ Help

- Application has been saved.

Service Member

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

Approver Information   ✕ Clear   ☑ Edit

Name	Work Email	Work Phone	DSN Phone

Academic Information

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

Courses

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: $540.00 for 3 credit hours.

Attachments

Name	Detail	Type	Status	
CV-143-20348357	Troy University(CV: 20348357)	Cost Verification	Submitted	⬇

🖫 Save   Submit   ✕ Cancel

⌄ Application History(1 Events)

Course Edit   X

- All course fields are required. Primary Instruction Mode requires a location to be selected.

Additional Course Catalog Information

- This is Selected Topics in HR
- Prerequisites: NONE
- Required Materials:NONE

Course	Title	Level
MGT4496	SELECTED TOPICS IN HR	Upper Level(300-499)

Location	Primary Instruction Mode	Credit Unit	Credit Hours	Cost Per Hour
Distance Learning	Web/Internet	Semester	3	$ 250.0000

Tuition Rate(Adjust Cost and Credit Unit)

Semester at $250.00

< Back   Close   Confirm

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e. Cost Verification. If there is no prefilled option, the service member will need to upload a cost verification sheet. Cost verification is a verification of the cost per credit

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

d. <u>Save and Submit Application:</u> 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.

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

f. ESO (Command Approver) Notified by Email:

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	Work Phone	D&N Phone	Personal Phone
(K9C) Sinbad, Guard M	(222) 222-2222	459-1001	(223) 222-2223
EDIDOD ID	Work Email	Personal Email	
	SINBAD@EXAMPLE.COM	jrith@cox.net	

Approver Information

Name	Work Email	Work Phone	D&N Phone

Academic Information

Education Office	School	Term Start Date	Term End Date
ETQC	Troy University	2022-07-21	2022-08-16

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.
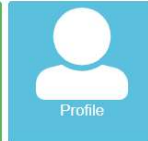- 6. Satisfactory conduct during the six months prior.

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

[Approve Application] [Reject Application]

h. <u>Approved TA application.</u> After your ESO (Command Approver) approves the application, it is forwarded to ETQC for final approval. Members will be notified at each stage of application process. If there are any issues ETQC will send a message in MyCG Ed and you will see the 'red notification'. You will also receive an email notifying you of the message.

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. <u>Authorized Application</u>. 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=79bc1fa971c419143323eef220c6b2bd 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

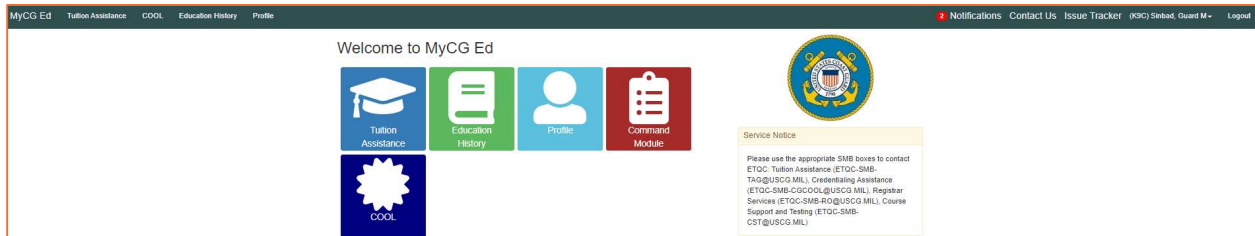| Course	Title	Credit Hours
MGT4496	SELECTED TOPICS IN HR	3 hours

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

    j. <u>Class completion.</u> 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.
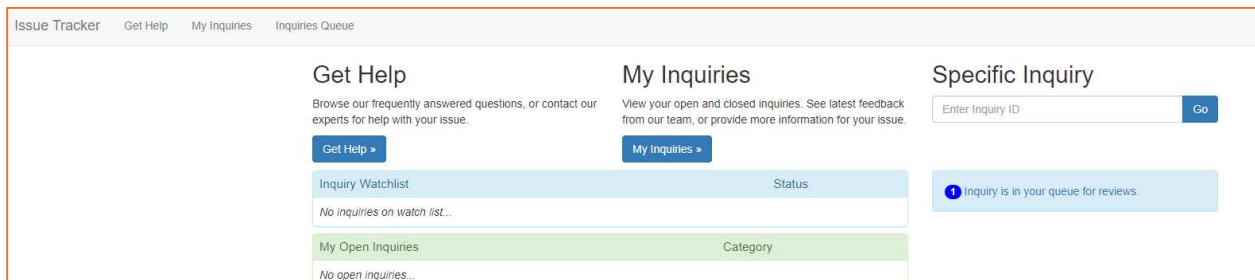
k. <u>Class completion.</u> Ensure that all grades are submitted via the issue tracker in MyCG Ed 42 days after course completion.

B. <u>Issue Tracker.</u>

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:

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.

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