Applying for TA

1. Log into MyCG Ed with CAC, DODID number, or SSN from this link: https://myeducation.netc.navy.mil

2. Verify/update your profile.

3. Select the “Tuition Assistance” icon on the MyCG Ed home page.
4. **MyCG Ed Landing Page.**

The TA landing page displays the following icons:

- **Course Catalog**: uploaded and maintained by the academic institution.
- **Review Applications**: all authorized, command approved, student submitted, or cancelled applications.
- **Create New Application**
- **View User Agreement**
- **Upload Files**: Education Plan, SELRES Point Statement, and Other.

5. **Outstanding Eligibility Requirements.** Verify Eligibility Requirements and any outstanding requirements such as degree plan, point statement, missing grades, or debt. You will not be able to “create an application” until this is taken care of.
6. **Upload Degree Plan and Point Statement.**

   a. Degree plans must be in a PDF format, clearly listing the academic institution, member name, and degree or certificate pursuing. In the event a student is substituting a course, supporting documentation from the academic institution will be required.

   b. Degree plans need to be uploaded when a service MBR uses 6 semester hours or 2 classes.

   c. Point Statements can be retrieved from Direct Access, ensure the member’s name, EMPLID, the qualifying year box is checked for the previous FY. The point statement will need to be updated every anniversary year. Point statements are only required for reservists.
7. **Create New Application.**

Tuition Assistance

This Tuition Assistance (TA) application allows you to request funding for specific courses. Please complete all entries on the TA application as accurately as possible. Before using this system, be sure to have the following information ready available:

- The email address and phone number of your Commanding Officer or other official within your command
- 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 www.uscg.mil to learn more about the Tuition Assistance program.

Available Options

8. **Read and Accept User Agreement.**
9. **Entering Command Approver (ESO) Information.** Select Command Approver by entering name and email. Careful to ensure that the email address is correct.

10. **Enter course dates.** Verify with the school the exact course start and end date.
11. Enter in the course information. Select the course from the pre-filled information versus manual entry. Only when the course information is not listed, should you select ‘manual entry’. Only one course per voucher. Select the pre-filled tuition cost versus manual entry.
12. **Save and Submit Application**. Verify the information is correct. Save the application and submit to the command approver ESO.
<table>
<thead>
<tr>
<th>Service Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>(CSE) Jonesr, Day T</td>
</tr>
<tr>
<td>EDC/EDD ID</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Approver Information**

**An Approver is required.**

**Academic Information**

Information has been loaded from your last Authorized application. Please ensure that the information is correct. Vincennes University has been selected for your school.

<table>
<thead>
<tr>
<th>Education Office</th>
<th>School</th>
<th>Term Start Date</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETQC</td>
<td>Vincennes University</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A Course is required.

13. **Command Approver (ESO).** The command approver is notified of the pending TA request. The ESO and member will continue to receive notifications of a pending request until the request is approved. All TA applications must be command approved and routed to ETQC 14 days prior to the course start date. Members may submit TA requests up to 90 days prior to any course start date.

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

14. **Command Approver (ESO) Reviews Application.** Command approver reviews the application and ensures the request is accurate and the course is listed on the degree plan. Once complete, the ESO approves the application.
Only one course can be submitted per request.

15. Member receives notification that the application was command approved.
Your Web Tuition Assistance (WebTA) Application has been approved and forwarded to the education office at ETQC for funding authorization. You may check the status of your WebTA Application on the web at https://myeducation.netc.navy.mil/webta/application/application.html?aid=59b3096d0e91cddea2894599c16887e4 under "Existing Applications".

Once your TA application has been authorized at your education office, you may log in to https://myeducation.netc.navy.mil/webta/application/application.html?aid=59b3096d0e91cddea2894599c16887e4 to view and print your approved document.

Comment: Approved by and forwarded to ETQC with comment: no comment

This is an automated message. Please do not reply.

16. **ETQC Approves the Application.** ETQC approves the application, and the class is funded by TA.

17. **Printing the Voucher.** There are several ways a member can print the approved voucher and send it to the academic institution.

   a. Click the blue hyper link on the email
Your request for tuition assistance has been authorized.

Please log in to [https://myeducation.netc.navy.mil/webapp/application/application.html?aid=59b30964b91cddf82894599c16687e4](https://myeducation.netc.navy.mil/webapp/application/application.html?aid=59b30964b91cddf82894599c16687e4) 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSEC620</td>
<td>HUMAN ASPECTS IN CYBERSECURITY: ETHICS, LEGAL ISSUES, AND PSYCHOLOGY</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

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

b. **Log into MyCG Ed click the App ID.**

c. **Click review applications.**
Tuition Assistance Applications

<table>
<thead>
<tr>
<th>App ID</th>
<th>Created Date</th>
<th>Updated Date</th>
<th>School</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10292769</td>
<td>2019-12-12</td>
<td>2019-12-17</td>
<td>0658</td>
<td>2019-12-19</td>
<td>2020-03-09</td>
<td>Authorized</td>
</tr>
<tr>
<td>10203256</td>
<td>2019-09-23</td>
<td>2019-10-23</td>
<td>0932</td>
<td>2019-10-01</td>
<td>2015-12-09</td>
<td>Not Authorized</td>
</tr>
<tr>
<td>18712989</td>
<td>2018-07-10</td>
<td>2019-09-23</td>
<td>1137</td>
<td>2018-08-01</td>
<td>2018-10-29</td>
<td>Authorized</td>
</tr>
<tr>
<td>19177585</td>
<td>2018-08-09</td>
<td>2019-08-20</td>
<td>0033</td>
<td>2019-08-20</td>
<td>2019-09-09</td>
<td>Cancelled</td>
</tr>
<tr>
<td>19507994</td>
<td>2015-12-06</td>
<td>2019-05-09</td>
<td>0922</td>
<td>2018-12-31</td>
<td>2019-03-31</td>
<td>Authorized</td>
</tr>
</tbody>
</table>

HRM9645 - INTERNATIONAL HUMAN RESOURCE MANAGEMENT

<table>
<thead>
<tr>
<th>Location</th>
<th>Distance Learning</th>
<th>Level</th>
<th>Graduate</th>
<th>Instruction Mode</th>
<th>Web/Internet</th>
<th>Credit Units</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Rate</td>
<td>Other</td>
<td>Total Cost</td>
<td>$750.00 for 3 credit hours at $250.000 per hour.</td>
<td>Authorized Amount</td>
<td>$750.00 for 3 credit hours.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**TUITION ASSISTANCE AUTHORIZATION/VOUCHER**

**ID:**

**NAME:**

**ENROLLMENT INFORMATION**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>HOURS</th>
<th>GOV SHARE</th>
<th>STU SHARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM6645</td>
<td>INTERNATIONAL HUMAN RESOURCE MANAGEMENT</td>
<td>3.0</td>
<td>$750.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL:** 3.0, $750.00, $0.00

I have read, understand and will comply with the provisions of the Performance, Training and Education Manual COMDTINST M1500.10C, ACN 122/19 – FY20 Coast Guard Tuition Assistance (TA) policy, the Tuition Assistance (TA) student agreement and the TA application form. I understand this voucher is valid only for the courses and term dates listed. I am responsible for contacting my service branch tuition assistance office for any course changes or cancellations to this voucher. Failure to notify my service branch tuition assistance office of course changes or cancellations may result in a collection against me, via my Commanding Officer. I hereby authorize the release of my grades by my school and notification of degree completion to my respective branch of service. Non-receipt of grades will prohibit additional TA being authorized. If I separate, my indebtedness will be referred to the Defense Finance and Accounting Services for collection.

**CGI202006552**

**04-Feb-2020**

**AUTHORIZATION NUMBER**

**DATE AUTHORIZED**

**SIGNATURE OF USCG AUTHORIZING INDIVIDUAL**

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The purpose of this form is to advise the student and the school that the course(s) listed above is approved for payment and the process for invoicing the USCG. The student is to take this form to the school. This form must be returned to the address shown below if it is canceled or amended in any way. Failure to return the form to the ships may result in a collection action against the student via the Commanding Officer.

Schools should send the vouchers electronically via IRAPF (formerly WAWF). Schools can find reference material for invoicing using the GEAP (Grade Entry Application) User Guide at: https://www.navca.isac,navy.mil/information-for-academic-institutions/index.htm

Correspondence may be sent to:

ETQC Voluntary Education
300 East Main Street, STE 1201
Nashville, TN 37210

727-244-5099

Students may submit grade reports via Live Help Now at: https://supportsystem.livelpwss.net/new_ticket.aspx?case=48492.

Select the category "TA/NCPEACE Grades and Billing."
18. **Denied Application.** In the event the ESO or ETQC rejects the application, the member will be notified via email. The MBR will need to take corrective action and resubmit the request for TA. The MBR can click the link within the email to verify the reason. The member will also see a notification in MyCG Ed.

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.nete.navy.mil/web/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.**

If you still have questions, contact your ESO/Command Approver then ETQC at ETQC-SMB-TAG@USCG.MIL 757-756-5300.