

Tuition Assistance Step-by-Step Guide

Access the TA application at www.navycollege.navy.mil under my education (use your CAC Card for login.)

Block on Form	Instructions
4	Verify eligibility and click on “Create TA Application.” NOTE IF SYSTEM SAYS YOU ARE INELIGIBLE SEND YOUR WEBTA CERT TRAINING AND COPY OF DEGREE PLAN TO SALLY LAMBERT Rosalee.lambert@navsoc.socom.mil
5	Read the Application Obligation statement carefully and click “I Accept” at the bottom of the page.
6	Accept default values by clicking “Yes”
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: Commercial – Type in a number you can be reached at during the day. It does not have to be a work number. DSN – Ignore this field
7-6	FAX: Commercial – Type in a number you can receive faxes at. It does not have to be a work fax number. This field is optional.
7-7	Applicant Email Address – Type in your work email address listed in global.
7-8	CO or By Direction Authority’s Email Address – Type in your command TA approvers work email address that is listed in global.
7-9	GI Bill Enrollment Status –click on “None” .
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 it 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.
7-14	Command Phone: Commercial – Type in your ESO’s work phone number. DSN – Omit this field
7-15	Your Assigned education office – Verify your Command’s city, state and country is correct. Click “Next.”
7-16	Immediate Academic Goal - Use the down arrow to select your present academic goal.
7-17	Verify if you have an education plan or degree plan with your school by clicking “Yes”
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? -Click “Yes” or “No”. NO for University of Charleston
7-22	If you clicked “Yes” to the previous question, click the icon next to the window to indicate the school. If you clicked “No,” skip this question.
7-23	Are you enrolled in a Navy College Program Distance Learning Partnership (NCPDLP)? Click “Yes” or “No.” NO for University of Charleston
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: BUSI 151
7-28	Title – Enter the course title. For example: Intro to Business
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:) L – Lower Level(100-299) , U – Upper (300-499) , G – Graduate Level (500>)
7-31	PIM - Enter courses' Primary Instructional Enter W for web based
7-32	CU – Enter the type of credit hours: S – Semester hours, and Q – Quarterly Hours.

NOTES:

- Term start and end dates, course name and number and cost (*WILL BE ON REGISTRATION FORM GIVEN to you by school*)
 - Number and Type of Credit Hour **3 Credit hour Course – see registration sheet. Enter “S” for credit type.**
 - **CD CODE = (3) (Distance Learning). CL CODE = L (LOWER LEVEL 100-200) or U (Upper level 300-400) PIM = W (Web based). CU CODE = S.**
 - Submit Web-TA to NCO **PRIOR** to start date of the term!!!
1. Input data required in Web-TA and click “submit” located at the top of the page for Command Approval
 2. Your command will approve/disapprove the Web-TA and you will receive an email notification regarding decision
 3. **IF COMMAND APPROVES THE WEB-TA, the Navy College Processing Center will receive and process your TA. Tuition Assistance application (Web-TA) application must be approved by both your Chain of Command and the Virtual Education Center prior to the start date of your registered course.**
 4. **In the event that your Web-TA application has not received final approval by the VEC please call them at 1-877-838-1659 or DSN 492-4684.**
 5. Every student **MUST** return the approved TA Voucher to the University representative prior to the start of the term.
 6. **Upon receipt of a notice of approval from Navy College, student must download and print out their voucher prior to the start date of the registered course.**
 7. You **MUST** turn in TA Voucher to the school; please document your last 4 in the SSN field and sign on the appropriate signature line. For any modifications to your TA Voucher or if you need assistance with problems, contact Sally Lambert 619-537-2824 or via e-mail at Rosalee.lambert@navsoc.socom.mil.