

NAVY Tuition Assistance (TA)/NCPACE Steps

The following steps focus on how to submit and receive approval of your TA/NCPACE application. These steps should be completed in order.

Step 1 Inform your Command

Inform your chain of command of your interest to start or continue your education.

Step 2 Complete Required Training

Sailors are required to complete one online training course prior to using TA/NCPACE for the first time. The Virtual Learning 101 (dtd June 2021) training is located at <https://myeducation.netc.navy.mil/> under both the Tuition Assistance and NCPACE icons. This course is required once per active-duty career. However, we strongly recommend completing the training every one to two years as a refresher to stay informed on current TA/NCPACE policy and procedures.

Step 3 Receive Education Counseling, Define Education Goal

Per NAVADMIN 243/17, for each level of academic pursuit (certificate, associate, bachelor's, or master's) funded by NCPACE or TA, you must receive counseling from a Navy College Education Counselor and upload, at a minimum, an unofficial education plan before enrolling in any classes. Your counselor will help guide you through the process of selecting a pathway to reach your personal and professional goals.

Step 4 Submit Education Plan, Review with Navy College Counselor

Upload your education/degree plan listing the required courses for your program at <https://myeducation.netc.navy.mil/> under "Tuition Assistance/NCPACE" > "Upload File." When uploading, use the school name for "File Name" and the degree and major for "Description." An evaluated education/degree plan must be reviewed and approved by a Navy College Counselor by the completion of 9 semester hours to continue to receive TA/NCPACE funding. An evaluated education plan contains the following:

name of the institution
degree level and major
student name
any transfer credits (to include previous college, JST, and testing)
all courses required to complete the degree program

Contact the NCVEC or OCONUS NCO after you upload your education/degree plan for a plan review and record update.

Step 5 Submit TA/NCPACE Application in MyNavy Education

Once you have completed the required training, counseling, and education plan, submit your TA or NCPACE application at <https://myeducation.netc.navy.mil/> Per NAVADMIN 219/16, all TA/NCPACE applications must be submitted and command approved through MyNavy Education no later than 14 days preceding your academic institution's published term start date. You are allowed to submit your TA/NCPACE request up to 120 days prior to your term start date. Submitting early allows sufficient time to resolve any issues and to review and authorize your TA/NCPACE funding in a timely manner.

Step 6 Generate TA/NCPACE Voucher and Send to Institution

After your command-approved TA/NCPACE application is authorized by the NCVEC, an authorization voucher is generated. You can print your authorized TA/NCPACE voucher by going to MyNavy Education > Tuition Assistance/NCPACE > Review Applications. Print/Download and upload the authorized voucher to <https://econnections.ucwv.edu/forms/vouchers> for payment.

Reminder: You must officially register for classes at your school. The TA/NCPACE voucher provides funding but does not enroll you into the course.