What is Tuition Assistance?

Tuition Assistance (TA) is the Navy's educational financial assistance program. It provides active duty personnel funding for tuition costs for courses taken in an off-duty status at a college, university or vocational/technical institution, whose regional or national accreditation is recognized by the U.S. Department of Education. A list of approved accrediting agencies may be found at http://www.ed.gov/admins/finaid/accred/accreditation_pg6.html#NationallyRecognized for a list of national accrediting agencies; or on this same web page click on "Regional Institutional Accrediting Agencies" to see list of regional accrediting agencies. Navy TA pays for both classroom and independent study/distance learning courses, regardless of course length. Courses must be offered in Semester Hours, Quarter Hours or Clock Hours. The credit earned must show on the institution's transcript.

Navy Tuition Assistance pays up-front tuition charged by educational institutions for course enrollments. Navy TA pays 100% of tuition costs for courses applicable to the completion of a high school diploma or equivalency certificate. For other education levels, there is a fiscal year credit limit of 16 Semester Hours, 24 Quarter Hours or 240 Clock Hours (or a combination of) per individual.

- Payment for tuition will not exceed the following caps:
  
  $250.00 per semester hour
  $166.67 per quarter hour
  $16.67 per clock hour

TA Eligibility:

Various NAVADMINs have directed additional management controls until further notice. Please review these NAVADMINs before applying for Tuition Assistance funding.

Who is eligible?

TA is available to both Naval Officer and Enlisted active duty personnel and some Naval Reservists on continuous active duty. It is also available to:

- enlisted Naval Reservists ordered to active duty for 120 days or more
- Naval Reservist Officers ordered to active duty for 2 years or more.

To qualify, service members must:

- be on active duty for the whole length of the course.
- attend an institution accredited by a regional, national, or professional accrediting agency recognized by the U.S. Department of Education.
- receive counseling from a Navy College Office or a Virtual Education Center counselor
- provide all grades from previously funded TA courses and reimburse all W and failing grades. (Withdrawals for involuntary reasons may be granted with command verification.)
- Agree, if an officer, to remain on active duty for at least two years upon completion of courses funded by TA. This obligation runs concurrently with remaining obligated service time. Those who fail to serve the obligation must repay the TA funds expended on their behalf during the last two years of active duty on a pro-rated basis.

What fees may be listed on the TA Application to be included in TA funding?

- Per DoDI 1322.25, March 15 2011 Change 3 Enclosure 3, 1.b. para(s) d-e.; Services are not allowed to reimburse sailors for the cost of fees or books using TA funds.

Non-tuition costs and fees should not be listed on the application and remain the responsibility of the student.
What are the Restrictions?

- WebTA applications must be command approved, received by the VEC and approved/funded prior to the course start date.
- TA cannot be used to pay for fees and non-tuition costs: books, e-books, CD-ROMs, etc.
- TA cannot be used to pay for flight training.
- TA cannot be used by Naval Reservists if not on continuous active duty, by enlisted Naval Reservists if ordered to active duty less than 120 days, or by Naval Reservist Officers if ordered to active duty for less than 2 years or more.
- TA cannot be used by those in a duty-under-instruction status or in an officer accession program involving full time instruction at a civilian institution.
- TA will only be approved for courses scheduled for one academic term at a time.
- TA will not be authorized for the same course previously funded by TA.
- TA will not fund active duty at their first permanent duty station for less than one year.
- Reimbursement of TA funds is required for all failing (D or lower) grades for undergraduate courses or (C) or lower for graduate courses, incomplete (I) grades in effect longer than six months, and voluntary withdrawal (W) grades. Reimbursement by money order or cashier's check payable to U.S. TREASURER must be mailed to:

  Commanding Officer
  NETPDTA TA Accounting N814
  6490 Saufley Field Road
  Pensacola, FL 32509-5241

- Please read all pertinent NAVADMINs for the most up to date information.

TA Application:

- Tuition Assistance (TA) is applied through WebTA. The process is defined below under TA Application Guidelines.
- WebTA can be accessed here (Login required): https://myeducation.netc.navy.mil/eta/menu/welcome.do

TA Application Guidelines/Command Approval:

What are the procedures to use TA?

- Contact your Navy College Office or the Virtual Education Center to receive educational counseling either in person, virtually, by phone or email. With your academic advisor, determine which courses will be requested for TA funding.
- Complete a TA Application in WebTA listing course(s). Check with your institution to make sure the amounts for tuition you listed are correct. Fees may not be paid using TA funds.
- Start your application 30 days in advance of the term start date.
- You can submit your TA even before finishing your enrollment in the course at your school!
- To apply for Tuition Assistance electronically from any computer, go to https://www.navycollege.navy.mil, and click on the MyEducation portal.
- You may log-in via CAC or DEERS.
- Every TA application MUST be Command Approved prior to being forwarded to the VEC. This "Special Request Chit - Example1", and "Enclosure 1 - Sample Command Approval Chit - October 2014" contains a sample command approval chit for Command use and outlines per policy the requirements to be Command Approved.

Requirements for Command Approval and does that mean my application is approved?

1. Has sailor served one-year on-board in their FIRST permanent duty station (PDS) or if not does the command waive this requirement per requirements listed in NAVADMIN 190/14?
2. Will serve on active duty through the last day of the course.
3. Passed the most recent Physical Fitness Assessment (PFA) or received a waiver.
4. Took their most recent advancement exam, if applicable, and are recommended for advance or promotion.
5. Have not received a NJP within 6 months or are not pending administrative separation.
6. Not under instruction in initial skills training or in a duty under instruction (DUINS) training status.

Following command approval you will receive an email notification that your application has been sent to the VEC for final review and authorization.

- Reminder, TA applications **MUST** be authorized (funded) by the VEC prior to the course start date. Once funded, the Sailor will receive an email notification.
- The sailor **MUST** print their voucher and turn the voucher into the school accounting office to process the payment.
- Only courses with the same start/end date can be on same application. Courses with different start/end dates require multiple applications to be submitted.

**Course Changes:**

What if you must make changes to the courses, such as:

- You must withdraw from the course soon after I've just enrolled?
  - If you are still within the schools drop/add period, “officially” cancel the course with the school. If possible, ask the school to return the TA Voucher you provided to them for full or partial payment.
  - Take or fax your official cancellation paperwork to your Navy College Office or the Virtual Education Center and request that they cancel the TA funding for your course. If you do not cancel the course with the Navy College Office or Virtual Education Center, you will receive letters from the Navy asking for grades and reimbursement for the amount of the TA.
  - Note: If you do not withdraw properly, the amount of your TA can be withdrawn from your pay, even though you did not take the course.

- You must withdraw involuntarily due to military duties, transfer, emergency or hospitalization?
  - Notify the school and “officially” withdraw from the course. Make sure you will be receiving a “W” grade.
  - Request your Command write a letter to NETPDTA N814 (see address below) confirming your reason for the involuntary withdrawal and ask that you be relieved of paying back the amount of the TA used to fund the course you could not complete.

  **Commanding Officer**
  **NETPDTA TA Accounting N814**
  **6490 Saufley Field Road**
  **Pensacola, FL 32509-5241**

- You withdraw from the course due to personal reasons?
  - You will be required to reimburse the U.S. Treasury the full amount your TA funded (click here for procedures to follow.)
  - The Navy requires you to reimburse for all W Grades received for personal reasons.

- You don't complete the course and receive a failing grade, non-passing (N) or incomplete (I) grade?
  - You must reimburse the U.S. Treasury if you receive a failing grade or non-passing (N) grade or if you fail to clear an incomplete (I) grade within 6 months of the original course completion date. The Navy requires you to reimburse all failing Grades, and for reimburse all I Grades if they are not changed to a passing grade after 6 months.

**Course Completion Responsibilities:**

- Sailors who use TA may submit a copy of a grade report obtained through their student account. The easiest way to submit a grade would be electronically as an attachment via email to SFLY_TA.NAVY@NAVY.MIL or SFLY_TA.MARINE@NAVY.MIL after submitting via email, wait 7 days then go to https://st.doded.mil to verify the grade has been processed. Please wait the allotted time before taking any further action. You can also fax a copy of your grade to (850) 473-8401; (850) 473-8402. DSN prefix is 753. The Coast Guard email is CGI-PF-Tuition Assistance@uscg.mil
• If you receive a grade of (F), (N), or an incomplete (I), you must reimburse TA Accounting for the TA funded portion of the course. Or, if you do not submit your grade/s within 60 days upon completion of the course, your command will receive a letter from the TA Accounting Office advising that, unless the grade is faxed to TA Accounting, payment for the TA funded portion of the course is required.
Payment is by a cashier’s check or money order only, made out to the U.S. Treasury, and mailed to:

Commanding Officer
NETPDTA TA Accounting N814
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• What is my obligation once the course is completed?
  o Ensure your grade is reported to the Navy.
  o Obtain your official grade or certificate from the institution. Mail, email (attach a scanned copy of your grades), or fax your grades and/or certificates to the TA Accounting Office in Pensacola:

    **FAX NUMBER:**
    Fax to any of the following: 850-473-6401 / 6402 DSN prefix 753

    **MAIL ADDRESS:**
    Commanding Officer
    NETPDTA TA Accounting N814
    6490 Saufley Field Road
    Pensacola, FL 32509-5241

    **EMAIL ADDRESS:**
    – Navy: SFLY_TA.Navy@navy.mil
    – Marines: SFLY_TA.Marines@navy.mil
    – Coast Guard: CGI-PF-Tuition_Assistance@uscg.mil

• What will happen if I don’t mail or fax my grades?
  o You and your command will receive letters from the Navy requesting your grade or reimbursement for the TA. If you do not respond, the amount of your TA will be withdrawn from your pay through a pay checkage.

• What if you don't successfully complete the course and your school grants me an extension to complete it?
  o The Navy allows up to 6 month extension. If you receive an extension from your school to complete your course, contact NETPDTA N814 (see contact information above - the same fax or mailing address as for grades) and let them know.
    Provide them:
    ▪ Your Name
    ▪ The name of the school
    ▪ The term dates pertaining to the course you are requesting to have extended
    ▪ The course number
    ▪ The extension date your school has allowed you to complete your course

**Reimbursement to the Navy for TA Funding:**

• Reimbursement of TA funds is required for all:
  o undergraduate level (D or lower) grades,
  o non-passing (N) grades,
  o graduate level (C or lower) grades,
  o incomplete (I) grades in effect longer than six months,
  o voluntary withdrawal (W) grades.
  o Reimbursement by money order or cashier’s check payable to U.S. TREASURER must be mailed to:
Commanding Officer
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Send a copy of your TA Authorization Voucher with the money order or cashier’s check, OR, if you do not have a copy of your TA Authorization Voucher, send the following information with your money order or cashier’s check:

- Your Name
- The name of the school
- The term dates pertaining to the course you are paying back
- The course name and number
- Daytime phone number

**Additional funding with MGIB**

**Montgomery GI Bill**
"MGIB Top-Up"
(Public Law 106-398)

Beginning 1 November 2000 to the present, servicemembers may combine TA with VA benefits. Navy TA pays up to the hourly cap and annual ceiling. If you are eligible for the MGIB (Chapter 30), you may be eligible to be reimbursed for the remainder of your course costs (the amount on your military TA form which is not paid by the Navy).

Servicemembers who have never used MGIB benefits must complete VA Form 22-1990 (indicate "Top-Up" on the VA application in item 1A under the MGIB-Active Duty block), and have the form certified by a Military Education Counselor. A fully signed TA Authorization Voucher with the words "TOP-UP" printed in the top margin and the VA Form 22-1990 must be sent directly to the appropriate Regional VA processing center. To find the correct Regional VA processing center you must mail your form(s) to, go to web site:

http://www.gibill.va.gov/contact/contact.htm

Thereafter, for a reimbursement under Top-Up only a fully signed TA Authorization Voucher form (with "Top-Up" printed in the top margin) will be sent to the VA. Remember: using the Top-Up benefit will reduce your MGIB entitlement.

For more info, contact your local Navy College Office or the Virtual Education Center at vec@navy.mil or 1-877-838-1659.