



# MCBH Tuition Assistance (TA) Application: Step-By-Step

Revised: 10 AUG 2020

1. Log into <https://myeducation.netc.navy.mil> with your CAC or DoD ID – *using CAC is the easiest route*
2. Select the **Profile** icon: update and save your personal information – *provide all personal contact info*
3. Select the **Tuition Assistance** icon
4. Scroll to the **eligibility section** in the middle of the page. It will either state you are *eligible* or *ineligible* to apply for TA. If “ineligible,” be sure you uploaded your two JKO certificates for HEP & PRS. If you have done so, and are still listed as “ineligible,” contact the Education Center at (808) 257-2158.
5. Select **Create New Application**. Read the agreement and if you agree, select **I Accept** to continue to the application.
6. Under the **Approver Information** bar select **Manual Entry** to add your Command Approver’s name, email address, and phone number(s). Then click on **Select**. You will then be directed back to your TA application’s main page. Select **MCB Kaneohe Hawaii** as your Education Office.
7. Search for and select your school by clicking on the check box.
8. Enter the start date and end date of the course – *these are TERM dates, not the day of week class starts*
9. Select **Manual Course** under the Courses bar to enter the course information. **YOU MUST KNOW THIS INFO!**
10. Enter your course information carefully and thoroughly (one course per each TA Application):
  - **Course Number:** always an alphabetical + numerical code (e.g. ENG 100, MATH 1050, PSY 2000, etc.)
  - **Course Title:** the full, official title of your course (e.g. Introduction to Psychology) – *no typos!*
  - **Course Level:** L = Lower (100-200) • U = Upper (300-400) • G = Graduate • V = Vocational training
  - **Location:** On-Base • Off-Base • Distance Learning (online)
  - **Primary Instruction Mode:** Instructor • Web/Internet
  - **Tuition Rate:** cost per credit – *ensure that this number is correct*
  - **Credit Unit:** S = Semester Hour • Q = Quarter Hour • C = Clock Hour – *it’s important you know this*
  - **Credit Hours:** typically 3.0 SH semester system (unless there’s a lab), and 4.5 QH in quarter system
  - **Cost Per Credit Hour:** do not enter total cost for your course – *the system will do that for you*
11. Your TA Application is now sent to your Command for review and approval/denial. If your Command denies your TA, you’ll receive an email explaining why.
12. If your Command approves your TA, the Education Center will have final approval/denial. We check to ensure that you meet all current MCO and MARADMIN requirements, including your academic history. If you do not meet all requirements, you will receive an email stating your application was denied and the reason(s) for denial. If you meet all requirements, you’ll receive an email stating that your TA is approved.
13. To view and print your TA Authorization: log into your WebTA account and select the **Tuition Assistance** link, then select **Review Applications**. Select the application you would like to print and select **Print Document**.
14. Sign your TA Authorization electronically, or print it out and hand-sign it. Communicate with your school and follow their steps to submit the TA voucher to your school. This completes the TA process.

**IMPORTANT: Any changes to your TA Authorization (voucher) must be approved by the Education Center**

## Become TA eligible

- College 101
- GT or TABE \*
- PRS
- HEP

\* Note: GT score > 99  
or TABE score > 10.2



## Enroll in School

- Regionally accredited strongly encouraged



## First class

- Talk with school advisor about first class
- Obtain degree plan



## Fill out TA application

- Submit TA application on WebTA up to 60 days before term starts



## Submit TA voucher

- Register for class with school

...and finally,  
**PASS YOUR CLASS!**

