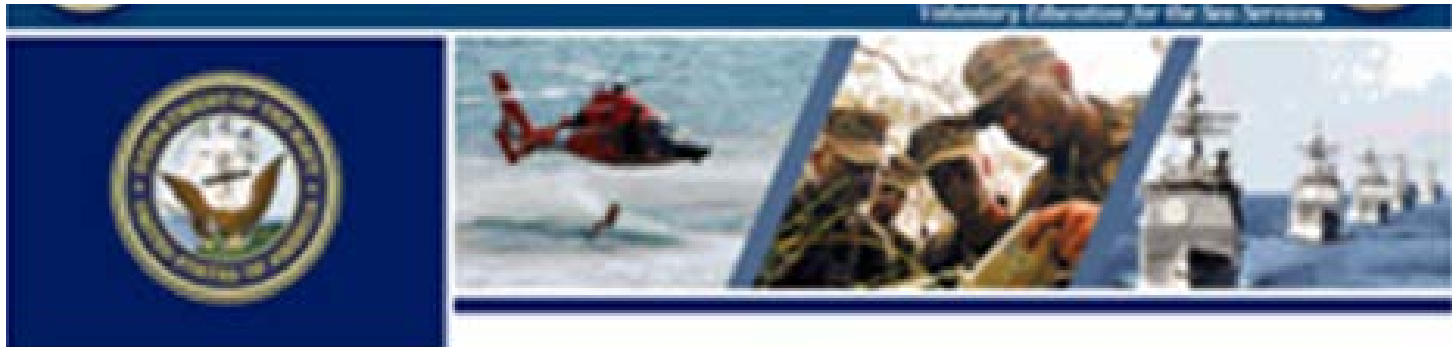


# Web Tuition Assistance (WebTA)



<https://myeducation.netc.navy.mil/>

# What is WebTA?

- Web Tutorial Assistance (WebTA) is a process that allows qualified Service Members to request TA paperless.
  - The Service Member creates and electronically sends their TA request for course(s) to their command – ONLINE.
  - The command approves the Service Member's TA request and electronically forwards it to the Education Office – ONLINE.
  - The Education Office approves TA by electronic signature.
  - TA Authorization documents are printed ONLINE.
  - The Service Member will deliver their TA Authorization to the school.

# Can anyone use it?

- Anyone can access WebTA at the "MyEducation" website, but their Tuition Assistance records must be up-to-date for them to apply.

Active Duty	Academic Counseling <u>within the past year</u>	TA Policy Counseling <u>within the past year</u>
ETS/EAOS has not occurred (N/A for Officers)	No outstanding TA Waivers	No missing or overdue grades
Must not owe for previously funded courses	Must still have TA quota credits for the fiscal year	Not in special programs

- If you are not current in these 9 items you are unable to use WebTA until you make corrections via your Education Office.

# What information do I need?

- First, you're going to need information to apply:
  - SSN, Rate/Rank, pay grade, full name
  - Daytime phone & fax numbers, (commercial & DSN)
  - Your email address
  - Your "CO or ByDir" email address for Command Approver
  - GI Bill status, years of education
  - Command UIC/RUC, name, address, phone (commercial & DSN)
  - Your assigned Education Office
- By designating a "CO or By Direction" authority each command can maintain single point oversight over all Tuition Assistance matters.

# What information do I need?

- Second, you're are going to answer questions about your program:
  - What is your immediate academic goal?
  - Do you have a degree plan?
  - Do you know your anticipated graduation date?
  - Who is the School issuing your degree?
  - Have you applied for graduation?
  - Do you have a SOC agreement?
    - if yes, name of SOC school.

# What information do I need?

- Third, you will need this information to apply for TA:
  - School Name
  - Term Start and End Dates
  - Course Department & Number (Ex. ENGL101)
  - Course description, Course level, Instruction mode, Credit unit
  - Number of credit hours
  - Cost per credit
  - Course fees, if applicable

--- You must have all of this information ---  
--- if it is incorrect your TA will be wrong ---

# Let's get started...

Via the Navy College Program Website

<https://www.navycollege.navy.mil/>

Or go straight to MyEducation

<https://myeducation.netc.navy.mil/>

The screenshot shows the homepage of the Navy College Program website. The main navigation menu is on the left, with 'My Education' highlighted in a yellow circle. Below the navigation, there are sections for 'WebTA' and 'Education +'. The 'WebTA' section includes links for 'SMART', 'Personal Data', 'Missing Grades', and 'Course History'. The 'Education +' section includes links for 'Educational Resources', 'Advanced Education Voucher', 'Distance Learning Endorsement', 'College Equivalency', 'Navy and Degree Equivalency', 'SMART Information', 'SMOAAA (Self-Motivated Online Academic Advancement)', 'SOCHAV (Service Members Opportunity College Advancement)', 'Other Programs', and 'Other Military Benefits'. The 'WebTA' section also includes a 'Hot Topics' section with a link to 'What's New' and 'See Enrollment'. The 'Education +' section includes a 'What's New' section with a link to 'See Enrollment' and a 'Help Links' section with links for 'Assistance' and 'Job'.

The screenshot shows the 'My Education' website. The top navigation bar includes 'IDENTITY MANAGEMENT' and 'AN IPT&E SHARED SERVICE'. The main content area is divided into two columns. The left column contains a 'Log in to ETA' section with a 'CAC LOGIN' button and a 'Please Do Not' warning. The right column contains an 'Account Management' section with links for 'Download My User Name', 'Download My Personal', 'Download My CAC PIN', and 'Download Security Certificate'. Below the login section, there is a 'Please Do Not' warning and a 'You can either login with your' message. The main content area is divided into two columns. The left column contains a 'Navy College Program' section with a 'SIGN IN SUCCESSFUL' button and a 'Welcome, [Name]' message. The right column contains a 'Coast Guard Institute' section with a 'SIGN IN SUCCESSFUL' button and a 'Welcome, [Name]' message. Below the login section, there is a 'Please select one of the following options to continue:' message, with a list of options: 'My Tuition Assistance (WebTA)', 'My Profile', 'My Missing Grades', 'My Transcript / Degree Shopping (SMART)', and 'My Missing Grades'. The 'My Tuition Assistance (WebTA)' option is highlighted in a yellow circle. The bottom of the page includes a 'Sign Out' button and the text 'This is an official U.S. Navy web site.'

# If you are not eligible

The screenshot shows the 'My Education' web portal for 'Voluntary Education for the Sea Services'. The page is titled 'Tuition Assistance' and shows the user is signed in. A yellow circle highlights a message: 'We are sorry, but you are ineligible to use this system. Please consult the eligibility section of this page for more information.' Below this, there are links for 'My Education Home', 'Existing Applications', 'View Application Agreement', 'FY Cap Status', 'My History', and 'Sign Out'. The 'Overview' section explains that this application allows users to request funding and lists required information such as contact details for the Commanding Officer, Unit Identification Code, and course details. The 'Eligibility' section, circled in yellow, states that the user is ineligible and lists reasons: not being active duty personnel, an expired 'Expiration of Active Obligated Service (EAOS) date', and not being counseled by the Education Office. A note at the bottom of the eligibility section says to contact the Education Office for more information. The page footer shows 'Your FY 2010 Cap Status'.

**We are sorry, but you are ineligible to use this system.** Please consult the eligibility section of this page for more information.

Please select one of the following options to continue:

- [My Education Home](#)
- [Existing Applications](#)
- [View Application Agreement](#)
- [FY Cap Status](#)
- [My History](#)
- [Sign Out](#)

### Overview

This Tuition Assistance (TA) application allows you to request funding for your education expenses as accurately as possible. Before using this system, be sure to have the following information readily available:

- The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
- 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
- The amount of any applicable fees (if any)

Visit the Navy College web site at [www.navycollege.navy.mil](http://www.navycollege.navy.mil) to learn more about the Tuition Assistance program.

### Eligibility

Sorry, but you are ineligible to use this system for the following reasons:

- You are not active duty personnel.
- Your [Expiration of Active Obligated Service \(EAOS\) date](#) has occurred\*\*.
- You must be counseled by the Education Office concerning your academic goals.
- You must be counseled by the Education Office about Tuition Assistance (TA) Policy.

\*\*Please contact your Education Office for more information. To find your Education Office, click [here](#)

Your FY 2010 Cap Status

You get a caption that says:  
“We are sorry, but you are ineligible to use this system.”

and the Eligibility window lists the things you need to correct in order to use WebTA.

You must work with your Ed Office to clear these items.



# If you are eligible

**Tuition Assistance** You are signed in as [XXXXXXXXXXXXXXXXXXXX]

Please select one of the following options to continue:

- [My Education Home](#)
- [Create TA Application](#)
- [Existing Applications](#)
- [View Application Agreement](#)
- [FY Cap Status](#)
- [My History](#)
- [Sign Out](#)

### Overview

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 readily available:

- The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
- 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
- The amount of any applicable fees (if any)

Visit the Navy College web site at [www.navycollege.navy.mil](http://www.navycollege.navy.mil) to learn more about the Tuition Assistance program.

### Eligibility

Your eligibility to use this system has been verified.

### Your FY 2010 Cap Status

	Semester or...	Quarter or CEU ...or...	Clock
TA Credit Units Quota:	16.0	24.0	240.0
TA Credit Units Waiver:	<i>You do not have a waiver.</i>		
TA Credit Units Used:	0.0	0.0	0.0
<b>TA Credit Units Remaining:</b>	<b>16.0</b>	<b>24.0</b>	<b>240.0</b>

### Your Web TA Applications

You may now perform the following operations:

You get a caption that says:  
"Please select one of the following options to continue:"

And the Eligibility window says:  
"Your eligibility to use this system has been verified."

You can continue by clicking "Create TA Authorization".

# Application Agreement

- The first screen is the Application Agreement Acceptance page.
- This page details the obligations a Service Member accepts concerning:
  - Timely submission
  - Change notifications
  - Grade reporting/reimbursement
  - Service obligation requirements
- "I Accept" indicates the member has read and will comply.
- "I Do Not Accept" closes the program.



## Application Agreement Acceptance

You are signed in as [User Name]

You must accept the terms of this Tuition Assistance Application Agreement prior to continuing.

Under authority of 10 USC 2001, personal data is requested. Your SSN will be used for identification. This information will be included in your Education Record retained by the Navy College Office (NCO) or Marine Corps Education Services Center. It will not be divulged without your written consent to anyone other than the U.S. Government and/or school personnel involved with TA. You are not required to provide this information; however, failure to do so will result in not being considered for TA. For Navy, paper and/or electronic copies of the signed TA Application are retained at the originating NCO for three years and then shredded or burned. For Marines, copies of the signed TA Application are retained at the originating Marine Corps Education Services Center and shall transfer with the Marine to each new duty station. Copies of TA Applications and/or Authorizations for officers are maintained in their official personnel record for two years following the end of the last TA funded course. All other records are maintained in electronic format within the Navy College Management and Information System (NCMIS) indefinitely.

[print this page](#)

This TA Application is a request to my servicing Education Center for a TA Authorization Voucher providing federal funds for my education.

A. I understand acceptance of TA obligates me to the following:

### APPLICATION OBLIGATION:

1. To submit this TA Application request to my servicing Education Center PRIOR to the start of the term. My TA Application will not be authorized by Navy after the school's late registration deadline or following the school's late registration deadline. If my application is approved, I will receive a TA Authorization Voucher to

Mail Address: SFLY\_TA.Navy@navy.mil

Telephone: DSN 922-1001 x2 x2  
Commercial 850-432-1001 x2 x2

Fax: DSN 922-1140  
Commercial

Assistance is available under Federal Acquisition Regulation (FAR) 2007. By pressing the *I Accept* button on this web page, I certify I have read, understood, and will comply with all of the governing voluntary education instructions and the provisions on this form. I understand I will pay all costs over and above the amount of tuition assistance authorized.

Commissioned Officers Only: By pressing the *I Accept* button on this web page, I agree, in accordance with 10 USC 2007, to remain on active duty for two (2) continuous years after completing the course(s) on this form. This obligation runs concurrently with any remaining obligated service time. This agreement does not obligate the military service to retain me on active duty. If allowed to voluntarily resign before my two year obligation is served, I will repay the government a portion of TA expended on my behalf during my last two years of active duty in accordance with 10 USC 2005. Reimbursement of TA does not negate the obligation.

[Privacy Act Statement](#)

This is an official U.S. Navy web site.

My Education version 1.4 / build 20090928

# Screen 1 of 3

**My Education**  
Voluntary Education for the Sea Services

New Application Step 1 of 3      You are signed in as [redacted]

**Instructions**

Complete this form and press the *Next* button. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.

**Applicant Information**

1. SSN (Rate/Rank & Pay Grade):  
\*\*\*\*\* [redacted] Navy [redacted]

2. Last Name:  
[redacted]

3. First Name:  
[redacted]

4. Middle Name:  
[redacted]

5. Daytime Phone ([click here](#) for int'l numbers):  
commercial: ( ) - - ext.   
DSN: - - ext.

6. FAX ([click here](#) for int'l numbers):  
commercial: ( ) - - ext.   
DSN: - - ext.

7. Applicant's E-mail Address:  
[redacted]

8. CO or By Direction Authority's E-mail Address:  
[redacted]

9. GI Bill Enrollment Status:  
[dropdown menu]

10. Years of Education:  
12 [dropdown menu]

11. Command UIC:  
68967

12. Command Name:  
COMMANDING OFFICER

13. Command Address:  
NAVSTA EVERETT WASH  
NAVSTA  
2000 MARINE VIEW DRIVEEVERETT, WA  
982075001

14. Command Phone ([click here](#) for int'l numbers):  
commercial: ( ) - - ext.   
DSN: - - ext.

15. Your Assigned education office is listed. If you are located at a different duty station that does not correspond to this education office or if no education office is assigned, please select one:  
NCO EVERETT/EVERETT, WA US

**Next** **Cancel**

- Some information is entered automatically from your records, but should be verified.
- This screen is used to enter information about you and your processing of WebTA:
  - Your contact information.
  - How to get in contact with your command.
  - The email of your "CO or ByDir authority (Command Approver).
  - Who your servicing Ed Office will be.

# Screen 1 of 3



New Application Step 1 of 3 You are signed in as *XXXXXXXXXXXXXXX* (Navy *NA*).

*This application has errors that must be corrected before you may save it.*

• Applicant's E-mail Address is required.

### Instructions

Complete this form and press the *Next* button. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.

### Applicant Information

- |   |  |
|---|--|
| 1. SSN (Rate/Rank & Pay Grade):<br>*****# <i>XXXXXXXXXX</i> (Navy <i>EA</i> )   | 9. GI Bill Enrollment Status:<br><input type="text"/>  |
| 2. Last Name:<br><i>XXXXXXXXXX</i>  | 10. Years of Education:<br><input type="text" value="12"/>   |
| 3. First Name:<br><i>XXXXXXXXXX</i>   | 11. Command UIC:<br><b>68967</b>   |
| 4. Middle Name:<br><i>X</i>   | 12. Command Name:<br><b>COMMANDING OFFICER</b>   |
| 5. Daytime Phone ( <a href="#">click here</a> for int'l numbers):<br>commercial: ( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext. <input type="text"/><br>DSN: <input type="text"/> - <input type="text"/> ext. <input type="text"/> | 13. Command Address:<br><b>NAVSTA EVERETT WASH<br/>NAVSTA<br/>2000 MARINE VIEW DRIVEEVERETT, WA<br/>982075001</b>  |
| 6. FAX ( <a href="#">click here</a> for int'l numbers):<br>commercial: ( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext. <input type="text"/><br>DSN: <input type="text"/> - <input type="text"/> ext. <input type="text"/>           | 14. Command Phone ( <a href="#">click here</a> for int'l numbers):<br>commercial: ( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext. <input type="text"/><br>DSN: <input type="text"/> - <input type="text"/> ext. <input type="text"/> |
| 7. Applicant's E-mail Address:<br><input type="text"/>  | 15. Your Assigned education office is listed. If you   |
| 8. CO or By Direction Authority's E-mail Address:   |  |

- If you don't enter required information the system will not let you continue.

# Screen 2 of 3

- This screen wants to know about your educational goals and existing agreements:
  - Immediate goal?
  - Education Plan?
  - Graduation date?
  - SOC agreement?

**My Education**  
Voluntary Education for the Sea Services

New Application Step 2 of 3 You are signed in as [User Name] (Navy ER).

### Instructions

Complete this form and press the *Next* button. You may press the *Previous* button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.

### Degree Planning Information

16. Immediate Academic Goal:

17. Do you have an Education Plan for the Goal listed above?  Yes  No

18. Anticipated Graduation Date if within next 12 months (yyyy/mm):

19. If graduating within next 12 months, School Issuing Degree:

20. Have you Applied for Graduation?  Yes  No

21. Do you have a SOCNAV agreement?  Yes  No

22. If yes, SOCNAV:

23. Are you enrolled in a Navy College Program Distance Learning Partnership (NCPDLP)?  Yes  No

24. If yes, NCPDLP School:



[Privacy Act Statement](#) This is an official U.S. Navy web site.

My Education version 1.4 / build 20090928


# Screen 3 of 3



You are signed in as XXXXXXXXXXXXXX (Navy EN)
**New Application Step 3 of 3**

























**Instructions**

Complete this form and press the *Save* button. You may press the *Previous* button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the  icon to select the value for a form item from a list; click on the  icon to select the value for a form item from a calendar.

**Course Request Information**

25. School Name:  

26. Term Start - End Date (yyyy/mm/dd):   -  

	27. Course Department and Number e.g. ENG 101	28. Title	29. CD	30. CL	31. PIM	32. CU	33. # Credit Hours	34. Cost per Credit (\$)	35. Course Fees (\$) (optional)
a.	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>
b.	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>
c.	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>
d.	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>

Grand Total TA Authorized will be reduced if:  
 1. Hourly cost exceeds \$250.00 per semester hour or equivalent.  
 2. Total fiscal year TA funding quota authorized exceeds \$4,500.00 . See FY Cap Status for details.

- This screen has the information specific to the TA requested:
  - Drop-down boxes help find information and format dates.
  - Find school name by using % (wildcard) and partial name.
  - All form items are required (unless specifically noted).
  - This is the information that goes on the TA Authorization, **it must be complete and correct.**

# Once you Save your application

- The system does a check for information that may require confirmation.



Warning

You are signed in as [XXXXXXXXXXXXXXXXXXXX](#) (Navy EN).

Based on the information you provided in the application the system has generated 2 warning(s).

1. **Are you sure that the school you selected, Ashford University (The)/Clinton, IA US is offering the courses you selected?**
2. **The term has already started on the TA application you are saving. TA cannot be authorized after the school's late registration deadline or full tuition refund date.**

Do you still want to save this TA application?

[Privacy Act Statement](#)

This is an official U.S. Navy web site.

My Education version 1.4 / build 20090928

# Once you Save your application



[TA Home](#) | 
 [New Application](#) | 
 [Existing Applications](#) | 
 [View Application Agreement](#)  
[FY Cap Status](#) | 
 [My History](#) | 
 [My Education](#) | 
 [Sign Out](#)

View Application

You are signed in as *XXXXXXXXXXXXXXXXXXXX* (Navy E3).

You may perform the following Operations on this Application: [Change](#) | [Submit](#) | [Cancel](#)

### Application Status History

Date	Status	E-mail Notification Sent To	Comment
2009/10/28 15:06	Under Edit		Created. Please submit to your CO or By Direction Authority for Approval.

### Applicant Information

1. SSN (Rate/Rank & Pay Grade): *XXXXXXXXXXXX* 9. Enrollment: *XXXXXXXXXXXX*  
 (Navy Ex) *XXXXXXXXXXXX* 9/11 GI BILL  
 25. *XXXXXXXXXXXX* Ashford University (The)/Clinton, IA US  
 Term Start - End (/mm/dd): 2009/10/29 - 2009/11/30

	27. Course	28. Title	29. CD	30. CL	31. PIM	32. CU	33. # Credit Hours	34. Cost per Credit (\$)	35. Course Fees (\$)	Gov't Share(\$)	Student Share(\$)	Total Cost (\$)
a.	EXP 105	PERSONAL DIMENSION OF EDU	3	L	W	S	3.0	250.00		750.00	0.00	750.00
b.												
c.												
d.												
e.												
Grand Total										750.00	0.00	750.00





Grand Total TA Authorized will be reduced if:

1. Hourly cost exceeds \$250.00 per semester hour or equivalent

- Looking at the Application Status History tells you what is happening with your WebTA.
- Once you have saved your WebTA you have the option to Cancel or Submit or Change.



# Submit Application CO or By Direction Authority

Address  <https://myeducation.netc.navy.mil/eta/app/submitApp.do?id=132012>  Go Links  Convert  Select



[TA Home](#) | [New Application](#) | [Existing Applications](#) | [View Application Agreement](#)  
[FY Cap Status](#) | [My History](#) | [My Education](#) | [Sign Out](#)

## Submit Application

You are signed in as BMC SAILOR POPEYE (Navy E2).

Are you sure you want to Submit this Application for 1 course(s) from Rhodoc International/Quincy, MA US to your CO or By Direction Authority via e-mail? Once your TA application is Approved by your command, it will be automatically sent to your assigned education office for review and funding Authorization.

## Application Status History

Date	Status	E-mail Notification Sent To	Comment
2009/10/13 15:10	Under Edit		Created. Please submit to your CO or By Direction Authority for Approval.

The application is forwarded on-line to your CO or By Direction Authority (Command Approver) for approval.

The student has the option of cancelling or resubmitting. Resubmitting allows changing or correcting the command email address. Canceling or changing the document must be done prior to Command Approver processing the application.

# Emails upon submission

Sent to the CO or ByDir email address listed on screen 1 of 3

From: eTA Application [n623_demo@cnet.navy.mil]	Sent: Wed 10/28/2009 1:15 PM
To: ██████████ (██████████)	
Cc:	
Subject: TA Application Approval Request for ██████████ (Navy Et)	

An Electronic Tuition Assistance (TA) Application has been submitted to you for approval by a member of your command. This member is eligible to receive TA funding.

Please click on the following link, review the TA Application, and indicate your approval or disapproval for this member to use TA funding.

<https://eta.cnet.navy.mil/eta/nid/rev.do?145013,1211439354>

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

This message was sent to you by the Sailor/Marine Electronic Tuition Assistance Application System.

When approved, sent to the member's email address listed on screen 1 of 3

-----Original Message-----

From: eTA Application [ <a href="mailto:n623_demo@cnet.navy.mil">mailto:n623_demo@cnet.navy.mil</a> ]
Sent: Wednesday, October 28, 2009 13:35
To: ██████████, ██████████, ██████████ NAVSTA Everett, N00
Subject: TA Application Approved

Your Electronic Tuition Assistance (TA) Application has been approved and forwarded to the education office at NCO EVERETT for funding authorization. You may check the status of your TA Application on the web at <https://eta.cnet.navy.mil> .

Once your TA Application has been Authorized at your education office, you may pick it up or request that your education office fax it to you.

This message was sent to you by the Sailor/Marine Electronic Tuition Assistance Application System.

# Your TA Authorization Voucher

- If your command disapproves your TA Application, you will have to work with them to determine when to reapply.
- Your Ed Office will email you, letting you know if your TA Authorization Voucher has been approved or disapproved.
- If the Ed Office has approved your TA Application, you may print your TA Voucher on-line.
  - *Make sure you have a current email and phone number on the request!*

# Student Notification AFTER Education Office Approval

From: My Education [<mailto:admin@voled.training.navy.mil>]

Sent: Wednesday, October 28, 2009 9:53

To: XXXXXX, XXXXX

Subject: Tuition Assistance request approved

JXXXX Dxxxx,

Your request for tuition assistance has been approved.

Please log in to <https://myeducation.netc.navy.mil/> to view your approval document. You may also contact your education office to have the document faxed or mailed to you.

School: Commonwealth Inst of Funeral Service

Term Start Date: 20-Oct-2009

Term End Date: 26-Nov-2009

\* FGJ DRAIN EM [3.0 hours]  
\* DSFHG STICK EM [3.0 hours]  
\* DGH PLANT EM [3.0 hours]

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

# To print an Electronically Signed TA Document

Go to <https://myeducation.netc.navy.mil/>

- [My Education Home](#)
- [Create TA Application](#)
- [Existing Applications](#)
- [View Application Agreement](#)
- [FY Cap Status](#)
- [My History](#)
- [Sign Out](#)

Click on Existing Applications

Click View for Existing Applications in Authorized Status

	Creation Date	Last Update Date	School	Start Date	End Date	Status
<a href="#">View</a>	2009/10/19 08:25	2009/10/28 09:53	Commonwealth Inst of Funeral Service/Houston, TX US	2009/10/20	2009/11/26	Authorized

Click Print Document. Approved document returns for student to print and provide to school.

You may perform the following Operations on this Application: *none* (Operations are not permitted on Canceled, Authorized or Not Authorized Applications.)

[Print Document](#)

### Application Status History

Date	Status	E-mail Notification Sent To	Comment
2009/11/03 01:26	Authorized		Your application for tuition assistance has been approved.
2009/10/19 14:28	Command Approved	charles.giorlando@navy.mil	Approved by SGT PEP PER and forwarded to NCO SIGONELLA SICILY with comments.

### Applicant Information

NAVEDTRA 1560/5

TUITION ASSISTANCE AUTHORIZATION

NWA201000003  
28-OCT-2009

SSN: 0 12  
SCHOOL CODE: 4588A

NAME: \_\_\_\_\_  
INSTITUTION: Commonwealth Inst of Funeral Service

RATE CTRSN

ENROLLMENT INFORMATION

TERM DATES START: 20-OCT-2009 END: 26-NOV-2009

COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
FGHJ	DRAIN EM	3.0	\$750.00	\$775.00
DSFHG	STICK EM	3.0	\$750.00	\$775.00
DGH	PLANT EM	3.0	\$750.00	\$775.00

TOTAL: 9.0 \$2,250.00 \$2,325.00

I have read, understand, and will comply with the provisions of CNETINST 1560.3D and the application for Tuition Assistance Form. I hereby authorize release of my grades and notification of degree completion to the US Navy. Non-receipt of grades will prohibit additional tuition assistance.

\_\_\_\_\_  
Applicant's Signature

850-7774826

Phone

//SIGNED  
E-Signed By: JOHN COLLIS 0  
a4436498dd1235f4a2eb4fb61647c3bf16fb7101

NWA201000003

28-OCT-2009

AUTHORIZATION NUMBER

DATE AUTHORIZED

SIGNATURE OF AUTHORIZED  
GOVERNMENT PERSONNEL

A copy of this form must be returned to my Navy College Office if it is canceled or amended in any way. I will indicate action taken on the returned form. Failure to notify my Navy College Office of course cancellation or amendment may result in a collection against me, via my Commanding Officer. Student info can be found at: <http://www.navycollege.navy.mil/pdfs/TASStudentNewsLetter.pdf>

Schools should send invoices electronically via Wide Area Work Flow (WAWF). For invoicing and grade submission information, schools should refer to the Tuition Assistance WAWF Invoice and Grade Submission Guide at: <http://www.navycollege.navy.mil/nta.cfm#wawf>

Correspondence may be sent to:

COMMANDING OFFICER  
NETPDTG N8132  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FL 32509-5241

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# Application Status



Review Application

Your e-mail address is [redacted]@navy.mil.

This Application may not be Approved or Rejected in its current Status.

## Application Status History

Date	Status	E-mail Notification Sent To	Comment
2009/10/28 15:34	Command Approved	[redacted]@navy.mil	Approved by [redacted] and forwarded to NCO EVERETT with comment:
2009/10/28 15:14	Submitted for Command Approval	[redacted]@navy.mil	Submitted. You will be notified via e-mail upon Command Approval.
2009/10/28 15:06	Under Edit		Created. Please submit to your CO or By Direction Authority for Approval.

## Applicant Information

1. SSN (Rate/Rank & Pay Grade):  
SSN on file ([redacted] Navy E 7)

2. Last Name:  
[redacted]

9. GI Bill Enrollment Status:  
Past 9/11 GI BILL

10. Years of Education:  
12

- This shows the normal flow of a WebTA (from bottom to top):
  - Member creates WebTA.
  - Member submits to Command.
  - Command approves and forwards to Ed Office for processing.
- NCMIS automatically emails member when TA is approved or disapproved.



# Other options under WebTA

- In addition to requesting TA, there is information you can access on WebTA to make it easier to manage your education:
  - Check existing applications.
  - View Application Agreement
  - Check FY Cap Status
  - View your history



## Tuition Assistance

You are signed in

Please select one of the following options to continue:

- [My Education Home](#)
- [Create TA Application](#)
- [Existing Applications](#)
- [View Application Agreement](#)
- [FY Cap Status](#)
- [My History](#)
- [Sign Out](#)

## Overview

This Tuition Assistance (TA) application allows you to request assistance for specific courses. Please complete all entries accurately as possible. Before using this system, please review the following information readily available:

- The email address and phone number of another official within your command
- Your Unit Identification Code (UIC)
- A daytime phone number where you can be reached (same as your command phone number)
- The name of the school you plan to attend
- The course number, name, and cost of the course you plan to take

# Other options under WebTA

- Check Existing Applications
  - Explains the six application categories
  - Shows your existing applications



[TA Home](#) | [Existing Applications](#) | [View Application Agreement](#)  
[FY Cap Status](#) | [My History](#) | [My Education](#) | [Sign Out](#)

Existing TA Applications Status Description You are signed in as *Walter J. [unclear]* (Navy Et).

TA applications are in one of the following categories:

- **Under Edit** - This status is used for a TA Application that you are still in the process of completing. For your convenience, the system allows you to save a TA Application in this status in case you start the TA Application and then realize you need more information to complete it.
- **Submitted for Command Approval** - When you complete a TA Application, you must submit it to your CO or command individual with By Direction Authority for approval. The TA Application is in this status between the time that you submit it and the time that your command approves or rejects it. You may not change any parts of your TA Application in this status.
- **Command Approved** - This status is indicated after your command has approved your course(s) and your TA Application has been sent to your assigned education office for review and funding authorization. You may not change a TA Application in this status.
- **Authorized** - This status is indicated after the TA Application has been authorized by the assigned education office. You must contact your education office if you need to make changes to the authorized TA Voucher.
- **Not Authorized** - This status is indicated if your assigned education office was not able to process your request. Contact your education office for details. Your TA Application will remain in an accessible status for 10 days after the education office has determined your TA cannot be authorized at the time it was presented to them.
- **Canceled** - This status is indicated when a TA Application has been retracted. You may cancel a TA Application if it is in one of the first three categories: Under Edit, Submitted for Command Approval, or Command Approved. If you need to cancel your TA Application or TA Authorization after it has been Authorized or Not Authorized, you must contact your assigned education office.

Creation Date	Last Update Date	School	Start Date	End Date	Status
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You do not have any existing applications.

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This is an official U.S. Navy web site.

My Education version 1.4 / build 20090928

# Other options under WebTA

- View Application Agreement
  - The same agreement you read and accepted when initially requesting TA.



Application Agreement Acceptance

You are signed in as: [User Name]

You must accept the terms of this Tuition Assistance Application Agreement prior to continuing.

Under authority of 5 USC 301 personal data is requested. Your SSN will be used for identification. This information will be included in your Education Record retained by the Navy College Office (NCO) or Marine Corps Education Services Center. It will not be divulged without your written consent to anyone other than the U.S. Government and/or school personnel involved with TA. You are not required to provide this information; however, failure to do so will result in not being considered for TA. For Navy, paper and/or electronic copies of the signed TA Application are retained at the originating NCO for three years and then shredded or burned. For Marines, copies of the signed TA Application are retained at the originating Marine Corps Education Services Center and shall transfer with the Marine to each new duty station. Copies of TA Applications and/or Authorizations for officers are maintained in their official personnel record for two years following the end of the last TA funded course. All other records are maintained in electronic format within the Navy College Management and Information System (NCMIS) indefinitely.

[print this page](#)

This **TA Application** is a request to my servicing Education Center for a **TA Authorization Voucher** providing federal funds for my education.

A. **I understand** acceptance of TA obligates me to the following:

**APPLICATION OBLIGATION:**

1. **To submit this TA Application request to my servicing Education Center PRIOR to the start of the term.** My TA Application will not be authorized by Navy after the school's late registration deadline or full-time enrollment deadline. If my application is approved, I will receive a TA Authorization Voucher to

My e-mail address: SFLY\_TA.Navy@navy.mil  
DSN 922-452-1149 x2  
Commercial: 850-452-1049  
Cell: 850-452-1149

Tuition Assistance is available under Federal Law 10 USC 2007. By pressing the *I Accept* button on this web page, I certify I have read, understand, and will comply with all of the governing voluntary education instructions and the provisions on this form. I understand I will pay all costs over and above the amount of tuition assistance authorized.

**Commissioned Officers Only:** By pressing the *I Accept* button on this web page, I agree, in accordance with 10 USC 2007, to remain on active duty for two (2) continuous years after completing the course(s) on this form. This obligation runs concurrently with any remaining obligated service time. This agreement does not obligate the military service to retain me on active duty. If allowed to voluntarily resign before my two year obligation is served, I will repay the government a portion of TA expended on my behalf during my last two years of active duty in accordance with 10 USC 2005. Reimbursement of TA does not negate the obligation.

[Privacy Act Statement](#)

This is an official U.S. Navy web site.

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# Other options under WebTA

- FY Cap Status
  - How many credits you've used, how many you have remaining.



[TA Home](#) | [Existing Applications](#) | [View Application Agreement](#)  
[FY Cap Status](#) | [My History](#) | [My Education](#) | [Sign Out](#)

FY Cap Status You are signed in as (Navy Es).

This quota report is only advisory. It shows the credits you have used so far this fiscal year and does not include credits on the TA you are preparing. A final determination of your quota status will be made when your TA application is processed at your education office. This table shows your current fiscal year TA credit units quota under the column that matches your school's credit unit. Your TA credit units waiver, if you have one, overrides your TA credit units quota.

Your FY 2010 Cap Status			
	Semester ...or... Quarter	or CEU ...or... Clock	
TA Credit Units Quota:	16.0	24.0	<del>240.0</del>
TA Credit Units Waiver:	<i>You do not have a waiver.</i>		
TA Credit Units Used:	0.0	0.0	<del>0.0</del>
<b>TA Credit Units Remaining:</b>	<b>16.0</b>	<b>24.0</b>	<del><b>240.0</b></del>

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My Education version 1.4 / build 20090928

# Other options under WebTA

- My History
  - Courses you have completed using TA or NCPACE (Navy only)
  - CLEP/DSST exams

The screenshot displays the 'My Education' web portal interface. At the top, there is a navigation bar with the 'My Education' logo and the text 'Voluntary Education for the Sea Services'. Below this, there are links for 'TA Home', 'Existing Applications', 'View Application Agreement', 'FY Cap Status', 'My History', 'My Education', and 'Sign Out'. The main content area is titled 'My History' and indicates the user is signed in as 'Navy E3'. It provides access to 'transcript and degree shopping (SMART)'. The 'Course History' section contains a table with columns for Course, Title, Prog, Lvl, Hrs, Grd, Start Dt, Comp Dt, and School. Below this table, it shows 'Total Number of courses: 8' and 'TA Semester credits authorized this FY: 0.0'. The 'Test History' section is titled 'CLEP/DSST' and contains a table with columns for Title, Date, My Score, Passing, and Credits.

Course	Title	Prog	Lvl	Hrs	Grd	Start Dt	Comp Dt	School
ENGL360	READINGS/NOVEL	TA	L	3.0	A	-03-21	-05-11	Columbia College MO
ARTS402	AMER ART HISTOR	TA	U	3.0	A	-01-09	-03-04	Columbia College MO
HIST102	WEST CIVILIZ II	TA	L	3.0	A	-05-29	-07-23	Columbia College MO
BIOL110	PRIN OF BIOLOGY	TA	L	3.0	A	-05-29	-07-23	Columbia College MO
ENG102	THE RESEARCH PA	TA	L	5.0	A	-03-28	-06-06	Everett Community College
CIS170	INTRO COMPUTERS	TA	L	3.0	A	-03-21	-05-14	Columbia College MO
GOVT320	POL PHILOSOPHY	TA	U	3.0	A	-01-10	-03-05	Columbia College MO
ENG350	MAJ LIT PERIODS	TA	U	3.0	A	-10-18	-12-11	Columbia College MO

Total Number of courses: 8    TA Semester credits authorized this FY: 0.0

Title	Date	My Score	Passing	Credits
Technical Writing	-12-20	064	46	3
Humanities	-09-15	571	420	6

# A couple of reminders...

- Tuition is paid based on the data you provided: if there are any changes to dates, courses, or other information, your School's request for payment may not be honored or you may be required to pay back the government.
- You CANNOT electronically change or cancel any information on your TA Application after it has been processed by your Education Office.
- If you need to make changes to your TA Application after funding is authorized, contact your Education Office to change or cancel your TA funded course(s).
- In the event of any changes to your education plan, your TA Authorization Voucher may be modified up to 15 days past Term Start Date.