To apply for Tuition Assistance electronically from any computer, go to [https://www.navycollege.navy.mil](https://www.navycollege.navy.mil), and click on the MyEducation portal.

You may log-in via CAC or NKO.
Use this screen to review or update your status.
If you have used TA before, be sure all your grades have been posted (otherwise, you will not be eligible to apply for additional TA, and you could be issued a Letter of Indebtedness for not having successfully completed previous courses).
To begin your new TA application, click the “My Tuition Assistance (WebTA)” link.
Assemble Personal and Course Information

• This screen lists the information you will need in order to complete your WebTA application.
• Note: Navy TA pays fees that are directly related to the Course of Instruction (COI), NOT TO INCLUDE fees for application, registration, student activities, parking, textbooks, computers, or other consumable items.
• “Eligibility” either welcomes you or cites the issues for you to address in order to continue.
• Once you are eligible, select “Create TA Application” to continue.
Application Agreement Acceptance

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

• Read the TA Application Agreement carefully, and keep a copy for your records!
• Click “I accept” to acknowledge that you understand and agree to the terms of the TA contract.
• Officers, please note that you are agreeing to remain on active duty for two continuous years after completing your final course funded by TA.
Select Your Academic Institution

• Click “Yes” if you plan to attend the same school that you most recently attended; or “No” to change schools.

Accept Default Values

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

Based on the school listed on your latest TA document, the system would like to default to Rhodec International/Quincy, MA LIS.

Is this the school offering your class at this time? If you answer No, then you will have to specify your school.

Yes  No
Build Your Profile

New Application Step 1 of 3

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): ******6789 (BMC Navy E2)
2. Last Name: POPEYE
3. First Name: SAILOR
4. Middle Name:
5. Date of Birth: 01/01/1990
6. Gender: Male
7. Address:
8. City:
9. State:
10. Zip Code:
11. GI Bill Enrollment Status: MGIB
12. Years of Education: 13
13. Command UIC: 6988

- We collect some of this information for statistical purposes only.
- Since you may be eligible for more than one GI Bill program, choose the one that you will most likely use at some point in the future.
• Ensure that the Assigned Education Office corresponds to your current duty station OR to the Virtual Education Center (VEC).
• If you need to change the default, type the name of your base and %.
Plan Your Degree Program

- Use the drop-down menu to select your **immediate** academic goal.
- Note that you must have an Education Plan or Degree Plan on file at your Navy College Office or the Virtual Education Center in order to process Web TA.
• Once you complete 6 or more semester hours of undergraduate credit with one Academic Institution (AI) that is a member of Service members Opportunity Colleges - Navy (SOCNAV), you may ask that AI to officially evaluate all your credits and provide you a SOCNAV Agreement. This is an important step toward degree completion!
• You can click “Links of Interest” on the Navy College website to identify NCPDLP schools.
Identify Your Course(s)

• To find your Academic Institution, type its name and %.
• Use the calendars to select the Term Start and End Dates.
• If your course is not listed, enter it manually; then use the drop-down menus to complete the course information.
Identify Your Course(s) continued

- Remember that Navy TA pays fees that are directly related to the Course of Instruction (COI), not to include fees for application, registration, student activities, parking, textbooks, computers, or non-consumable items.
- IF the combined cost for tuition and authorized fees exceeds the $250 per semester hour TA cap, then you must use an alternate source of funding to make-up the difference.
Check Your Application

Warning

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

Based on the information you provided in the application the system has generated 1 warning(s).

1. Are you sure that the school you selected, Rhodec International/Quincy, MA US is offering the courses you selected?

Do you still want to save this TA application?

Yes  No

- This warning enables you to check your selection and make changes if necessary.
- Select “No” to make changes; or “Yes” to continue.
Select “Yes” to electronically submit your TA application to your Commanding Officer (or By Direction Authority) for approval.

Your CO/BYDIRCO will ensure your eligibility for TA; approve your application; and electronically forward it to the Virtual Education Center (VEC) to authorize the funds.

VEC staff will ensure that your Course Request is consistent with your Education Plan; then authorize the funds and send you an email advising you to print your TA Voucher and submit it to your school to enroll in your course(s).
Confirm Your Intent

If you want to change or cancel your WebTA application, you must do so BEFORE submitting it to your CO/BYDIRCO for approval.
You cannot edit or cancel your WebTA request once you submit it for command approval.
View Your Status

- If no changes are required, submit your Web TA request to your CO/BYDIRCO for approval.
Secure Command Approval

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.


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.

- Your CO/BYDIRCO receives an email requesting to approve or deny your TA.
The URL re-directs your Approving Official to a log-in screen to certify that you:

- Have time to complete the course(s) requested, given current/anticipated assigned military duties;
- Have served one year onboard your FIRST permanent duty station;
- Will be on ACDU through the last day of the course(s) requested;
- Passed your most recent advancement exam, if applicable, and are recommended for advancement/promotion;
- Have not received NJP within 6 months or are pending administration separation.
Secure Command Approval continued

- Your Approving Official will complete the requested information; then select “Approve” or “Reject.”
- Every 5 days, the system will generate an email to you and your command, reminding you that your TA is still pending. If your command takes no action to approve or reject your request, the system will automatically deny your Web TA application 15 days after the Course Start Date.
Receive Approval Notification

• Web TA electronically transmits your Approving Official’s decision to you.
• Web TA automatically forwards Command Approvals to the Virtual Education Center (VEC) to authorize the funds.
• The VEC will send you an email advising you to print your TA Voucher and submit it to your academic institution to pay for your course(s) -- BEFORE they begin!
• IF the cost of your tuition and fees exceeds the TA cap of $250 per semester hour of credit, then you must use an alternate source of funding to make-up the difference.
• You may review the status of your Web TA application at any time.

-----Original Message-----
From: eTA Application [mailto:r623 Demo@cnet.navy.mil]
Sent: Wednesday, August 12, 2009 10:29
To: Gibson, William D CIV NETPDT, N85
Subject: TA Application Approved

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

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.
Update Your Personal Profile

You may use this screen to update your personal information.

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>PG</th>
<th>Rate/Rank</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POPEYE, SAILOR MAN</td>
<td>*<strong>-</strong>-6789</td>
<td>E2</td>
<td>BMC</td>
<td>12450</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Local Address</th>
<th>Home Phone</th>
<th>Command Address</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1239 ocean avenue</td>
<td>(777) 555-1212</td>
<td>NETPDTA PENSACOLA FL N931B 5490 SAUFLEY FIELD RD</td>
<td>(850) 452-1001 ext:4321</td>
</tr>
</tbody>
</table>
Navy TA funds 16 semester hours, 24 quarter hours, 240 clock hours, or a combination thereof, per Fiscal Year (FY).

Navy is not currently authorizing waivers to exceed these caps.

If you have reached your FY quota, then you must use an alternate source to fund your off-duty courses; consider taking examinations-for-credit; or wait until the new FY begins on 01 Oct to apply for additional TA.
Check Your TA Course History

This screen reflects your TA-funded course titles, dates, and grades to date.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prog</th>
<th>Lvl</th>
<th>Hrs</th>
<th>Grd</th>
<th>Start Dt</th>
<th>Comp Dt</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>WED450</td>
<td>CURRICULUM DEVELOPMENT</td>
<td>TA</td>
<td>U</td>
<td>3.0</td>
<td></td>
<td>2009-08-24</td>
<td>2009-12-04</td>
<td>Southern Illinois University</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Carbondale</td>
</tr>
<tr>
<td>CTR212</td>
<td>PROGRAMMING LOGIC</td>
<td>TA</td>
<td>L</td>
<td>3.0</td>
<td></td>
<td>2009-08-03</td>
<td>2009-09-28</td>
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<td></td>
<td>CONTROLLERS</td>
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<td></td>
<td></td>
<td></td>
<td>Carbondale</td>
</tr>
<tr>
<td>ADFB123</td>
<td>SDLGBASHL</td>
<td>TA</td>
<td>U</td>
<td>3.0</td>
<td>C</td>
<td>2009-02-19</td>
<td>2009-05-05</td>
<td>Univ of Maryland</td>
</tr>
<tr>
<td>ADMIN</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Univ of Maryland</td>
</tr>
</tbody>
</table>

Access your transcript and degree shopping (SMART)
Confirm Your Course Completion Status

- Be sure that our database reflects a grade for all your TA-funded courses – or we will not be able to process additional TA for you.
- To submit a grade, please mail, fax, or scan your grade report(s) to: Commanding Officer, NETPDTC TA Accounting Office, N8132, 6490 Saufley Field Road, Pensacola, FL 32509-5241; or DSN 753-6402/Comm 950-473-6402; or SFLY_TA.Navy@navy.mil.
- Remember, you must reimburse the Navy the full cost of your TA Voucher if you fail a course; withdraw for non-military reasons; or exceed the 6-month window for an “Incomplete.” Once you submit payment to the Point of Contact above, we will immediately reinstate your TA eligibility.
- In case of unanticipated TAD, PCS, change in work schedule, hospitalization, or emergency leave, you may request a command-sponsored “Waiver of TA Reimbursement.” Please contact your Navy College Office or the VEC for details.
Review Your SMART!

- Use this screen to access your SMART, which documents the college credits the American Council on Education (ACE) recommends for your Navy training and rating experience. Use these credits to fulfill degree requirements at a SOCNAV institution to help you complete your college degree more quickly and economically!