NETPDTC 1560/3 Rev. (04/04)

TUITION ASSISTANCE APPLICATION

This APPLICATION is not a funding document.

Instructions: Complete and submit Tuition Assistance (TA) Application form (pages 1 and 2) to Navy College Office/Marine Corps Education Services Center PRIOR to the start of the course. This TA Application Form may be submitted via email, fax or in person. If completing by hand, print clearly.

PRIVACY ACT STATEMENT

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 completion of courses paid by TA. All other records are maintained in electronic format within the Navy College Management and Information System (NCMIS) indefinitely.

Student / Applicant Information

(Instructions: **Tab** to move to next field, **Shift-Tab** to move back. To make an **X** in block☐, click with mouse or press your spacebar.)

Social Security Number

Last Name

First Name MI

( ) Daytime Telephone Comm EXT DSN INTERNATIONAL

( ) Daytime Fax Telephone Comm EXT DSN INTERNATIONAL

Email Address

GI Bill Enrollment Status: **(Select only one)**

☐ 1. Vietnam Era
☐ 2. VEAP
☐ 3. MGIB
☐ 4. EATP
☐ 5. None

Years of Education ___

Command Name

( ) Command PhoneComm EXT DSN INTERNATIONAL

Command Address

UIC or MCC/RUC

Student / Degree Planning Information

Immediate Academic Goals #1 - #8: (Select only one):

☐ 1. High School Diploma
☐ 2. Vocational/Technical
☐ 3. Associate
☐ 4. Bachelor's
☐ 5. Master's
☐ 6. Doctoral
☐ 7. Professional (i.e., MD, JD, DDS, etc)
☐ 8. Continuing Education (CEU/Certificate) (Navy Only)

Do you have a degree plan for the goal listed above?
☐ Yes ☐ No

(Complete this section for Academic Goals #1 - #7 only)

Anticipated Graduation Date: ____/____ (enter only if within 12 months)
(yyyy / mm)

School Issuing Degree: _____

Have you applied for graduation? ☐ Yes ☐ No **(Select only one)**

(Complete this section for Academic Goals #3 & #4 only)

Do you have a SOCNAV/SOCMAR Agreement? ☐ Yes ☐ No **(Select only one)**

If yes, SOCNAV/SOCMAR College: _____

Are you enrolled in a Navy College Program Distance Learning Partnership (NCPDLP) **(Select only one)**
Degree Program? ☐ Yes ☐ No If yes, NCPDLP School: _____

Course Request Information:

School Name: _____

Term Start Date: ___/___/___ (yyyy/mm/dd)

Term End Date: ___/___/___ (yyyy/mm/dd)

School Location: (not street address)
City:
State: (2 Character - ex: FL)
Country:

Use the following information to enter the correct codes in the Course Description Blocks Below:

(CD): COURSE DESCRIPTION	(CL):COURSE LEVEL	(PIM): PRIMARY INSTRUCTIONAL MODE	(CU):CREDIT UNIT HOURS/TYPE
(Use #1-3 to identify where or how course is taught. Use #4 when applicable) 1 = On-Base (any military base) 2 = Off-Base 3 = Distance Learning 4 = Credit by Examination 5 = Deployed (Marine Corps only)	H = High School E = Continuing Education/Certificate D = Developmental/Prep (Navy Only) V = Vocational/Technical L = Lower Level (Freshman/Sophomore) U = Upper Level (Junior/Senior) G = Graduate Level	C = CD ROM I = Instructor P = Paper Based T = TeleTraining V = Video Tape W = Web/Internet	S = Semester Q = Quarter C = Clock K = Carnegie (High School) N = Continuing Education Units (Navy only)

Course Description Blocks. List one course per line.

COURSE Dept	COURSE Number	COURSE TITLE	CD codes above	CL codes above	PIM codes above	CU codes above	# of Credit Hours	Tuition Cost Per Credit Hour	Course Fee	Total Course Cost *
										$ 0.00
										$ 0.00
										$ 0.00
										$ 0.00
									Term/Semester Fee: List fee other than course fee. (example: library fee)	
									TOTAL of all courses and fees:	$0.00

*** (Right Click on the "Total Course Cost" and "TOTAL of all courses and fees" and select "!Update Field" to calculate.)**

COMMAND APPROVAL: For the Applicant's Commanding Officer, Executive Officer, or Officer in Charge: The applicant's present or anticipated military duties will permit him/her to attend and complete the course(s) listed above.

Signature of Commanding Officer or By Direction	Printed Name and Rank of Commanding Officer or signing Officer	___/___/___ Date (yyyy/mm/dd)

TUITION ASSISTANCE APPLICATION AGREEMENT

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** (Navy College Office or Marine Corps Education Services Center) **PRIOR to the start of the term.** My TA Application will not be authorized by Navy or Marine Corps after the school's late registration deadline or full tuition refund date. Once my TA Application is approved, I will receive a TA Authorization Voucher to take to the school for partial or full payment.

2. To personally deliver, fax or mail my TA Authorization Voucher to the school during registration. **If I register for courses PRIOR to receiving a TA Authorization Voucher, I am liable for the full amount of tuition and course fees.**

3. **To pay the remainder of tuition and course fees** not covered on the TA Authorization Voucher to the school.

4. **To notify the Education Center** (Navy College Office or Marine Corps Education Services Center) **if any changes to the information on this document occur such as term dates or a different course other than the one on this form. I can change a course title on the TA Authorization Voucher only if there is no cost increase. The new course must be reported to the Education Center.**

5. **To notify the Education Center (Navy College Office or Marine Corps Education Services Center) if I do not enroll** in any or all course(s) on this form or if **I cancel before the school's "drop/add" date**. If I cancel my course, I will provide my Education Center with the school's verification of the course cancellation.

6. To **reimburse**, via money order or cashier's check payable to **U.S. Treasury** and mailed to NETPDTC*, tuition and fees paid on my behalf if I:

   a. **voluntarily withdraw from a course after the "drop/add" date or full tuition refund date and receive a (W) grade.**
   b. **receive a failing (F) grade.**
   c. **fail to clear an incomplete (I) grade within 6 months of course completion date.**

7. To **provide** NETPDTC*, if I receive a (W) grade due to an **involuntary course withdrawal, a letter from my commanding officer** confirming withdrawal and resulting (W) grade was due to hospitalization, PCS, TAD, documented emergency leave or change in military duties or assignment. Reimbursement may be waived if I officially withdrew based on one of these circumstances and if I submit command verification to NETPDTC N8115.

COURSE COMPLETION OBLIGATION:

8. To **provide grades/certificates of completion to NETPDTC*.** While I authorize the school I attend to **forward a grade report** or **Certificate of Completion to NETPDTC***, if my school fails to do so, I will be notified by NETPDTC. It is my responsibility to ensure my grades are forwarded to NETPDTC*.

9. To **provide degree completion verification to NETPDTC*.** While I authorize the school I attend to **forward degree completion verification to NETPDTC*,** if my school fails to do so, I will be notified by NETPDTC*. It is my responsibility to ensure my degree completion information is forwarded to NETPDTC*.

B. **I understand** failure to provide a grade report to NETPDTC within 60 days of course completion or my failure to respond as outlined in paragraphs 4 through 7 will lead to formal resolution/collection efforts such as a **letter of indebtedness to my commanding officer and possible pay checkage.**

C. **I understand** if I am eligible for Montgomery GI Bill (MGIB) educational benefits, I may supplement TA through the MGIB Top-Up program. I understand that I may not claim full MGIB benefits for the same courses on this TA Application, as that would constitute a duplication of benefits from the Department of Veterans Affairs. If I submit a Top-up claim to the VA and then cancel the course(s) listed on this document, I will notify the VA that the course(s) are not funded with Tuition Assistance.

D. If a Navy member pursuing an undergraduate academic goal, I understand I should obtain a Degree Plan or SOCNAV Agreement (if applicable) by the time I have 5 TA-funded courses. If a Marine pursuing an academic goal, I understand I should obtain a Degree Plan or SOCMAR Agreement (if applicable) by the time I have 12 TA funded semester hour equivalents.

E. **(For Navy ONLY)** I am aware of the limitation of 12 Semester Hours (or the equivalent of 18 Quarter Hours, 180 Clock hours or 18 Continuing Education Units) in effect for Navy Tuition Assistance. I certify that my request for TA does not exceed this limit, unless I have received an authorized waiver from Naval Education and Training Command. If an administrative error results in the over-authorization of Tuition Assistance, I will be expected to reimburse the Navy for the amount of the overpayment. If a non-reimbursable fee is included in my TA, and if I cancel the course and no other courses are active at the institution for which the non-reimbursable fee is paid, I am responsible for reimbursing either the Navy, if they pay this fee, or the institution, even if I do not incur tuition costs.

ADDRESS: ***COMMANDING OFFICER**
NETPDTC TA ACCOUNTING N8115
6490 SAUFLEY FIELD ROAD
PENSACOLA, FL 32509-5241

NOTE: **All correspondence and payments to NETPDTC should include:**
a. Your full name
b. Your social security number
c. Name of school
d. Term dates involved
e. Course name/number
f. TA Authorization Voucher number

Other NETPDTC Contacts:	NAVY	MARINE CORPS
E-MAIL ADDRESS:	SFLY_TA.Navy@navy.mil	SFLY_TA.Marine@navy.mil
TELEPHONE:	DSN 922-1001 x2 x2 or Comm (850) 452-1001 x2 x2	DSN 922-1001 x2 x3 or Comm (850) 452-1001 x2 x3
FAX NUMBER:	DSN 922-1149 or Comm (850) 452-1149	DSN 922-1032 or Comm (850) 452-1032

Tuition Assistance is available under Federal Law 10 USC 2007. By my signature, 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.

_____	_____ **Enlisted** _____ **Officer**	_____
Applicant's Signature	**Check status**	**Application Date (yyyy/mm/dd)**

_____	_____	_____	_____
Printed Name	**Rank**	**Branch of Service**	**EAOS Date (yyy/mm/dd)**

Commissioned Officers Only: By my signature above, 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.