



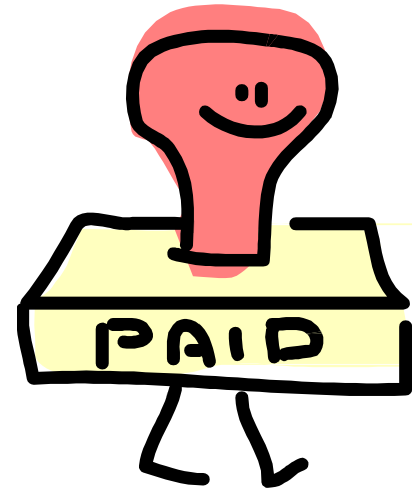
# COAST GUARD TUITION ASSISTANCE

An ESO's Guide



# Tuition Assistance Overview

- Paid directly to the school
- Not a reimbursement system
- TA Cap = \$4,500/FY
  - \$250/semester credit or
  - \$166.67/quarter credit





## Tuition Assistance Overview (cont.)

- Regionally or Nationally Accredited
- Semester or Quarter Hour Credit
- Seven (7) Authorized Fees





# Tuition Assistance Limitations

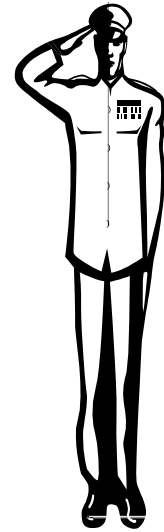
- Cannot use TA and Montgomery/Post 9/11 GI Bill Concurrently
  - ▣ Exception: Top-Up program
- **NO:** Preparatory Courses
  - Licenses (maritime, real estate, AC&R, etc.)
  - Tests (GMAT, GRE, LSAT)
  - Certification Courses
- ▣ More examples can be found on the Institute's website.
  - <http://uscg.mil/hq/cg1/cgi/default.asp>
  - Path – home>active duty>pay for college>ta>caps



# Tuition Assistance Eligibility

- **Eligible** Members are:

- ▣ Active Duty
- ▣ Drilling Reserve Members (SELRES)
- ▣ Appropriated Funded Civilian Employees
- ▣ Public Health Service Members





# Tuition Assistance Service Requirement

## Active

- Enlisted Must Complete Prior to:
  - RELAD
  - Discharge
  - Retirement
- Officers:
  - 2 Years Obligated Service Upon Completion of Course

## SELRES

- Minimum Drill Attendance
- Enlisted (same as Active)
- Officers:
  - 4 Years Obligated Service Upon Completion of Course

## Civilian (Permanent)

- 90 Days of CG Service
- 1 Course Hour = 1 Month Employment

## Civilian (Temporary)

- 12 Months of CG Service
- 1 Course Hour = 1 Month Employment Remaining



# ALCOAST 367/07

ALCOAST 36707  
COMDTNOTE 1560  
SUBJ: TUITION ASSISTANCE PROGRAM

A. COAST GUARD TUITION ASSISTANCE (TA) PROGRAM, COMDTINST 1500.24  
B. COMDT OCGARD WASHINGTON DC 171329Z JAN 07/ALCOAST 032/07

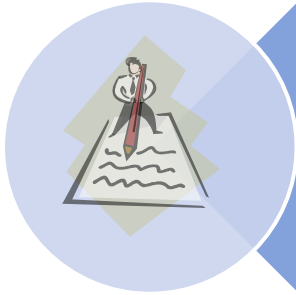
1. THIS ALCOAST ANNOUNCES AN INTERIM CHANGE TO REFERENCE (A). THESE PROCEDURAL CHANGES ARE AN EFFORT TO REDUCE WORKLOADS OF OUR MEMBERS, ESOS AND INSTITUTE PERSONNEL IN PROCESSING TA REQUESTS. THE COAST GUARD TA PROGRAM IS DESIGNED TO ASSIST PERSONNEL IN THEIR PERSONAL DEVELOPMENT BY PROVIDING FUNDING FOR OFF-DUTY VOLUNTARY EDUCATION COURSES. TA CONTINUES EXPONENTIAL GROWTH IN BOTH FUNDING AND PARTICIPATION, GROWING FROM 995K IN 1999 TO 14.5M IN 2006. THE NUMBER OF COURSES TAKEN DURING THIS SAME PERIOD HAS GROWN FROM 5,700 COURSES IN 1999 TO MORE THAN 25K COURSES TAKEN IN 2006.
2. EFFECTIVE IMMEDIATELY, TA APPLICATIONS (CG-FORM 4147) SHOULD BE SUBMITTED ELECTRONICALLY TO THE CG INSTITUTE THROUGH THE EDUCATIONAL SERVICES OFFICER (ESO) NLT TWO WEEKS AND NO MORE THAN THREE MONTHS PRIOR TO THE COURSE START DATE. ANY APPLICATIONS RECEIVED LESS THAN TWO WEEKS PRIOR TO THE COURSE START DATE REQUIRE A WAIVER REQUEST ON THE NEW CG-FORM 4147-1. PAPER OR FAXED COPIES WILL BE CONSIDERED FOR UNITS/MEMBERS UNABLE TO SUBMIT APPLICATIONS ELECTRONICALLY. ESOS SHOULD SUBMIT TA APPLICATIONS TO CG INSTITUTE BY EMAIL SENT TO: TUITIONASSISTANCE(AT)USCG.MIL. ELECTRONIC SIGNATURES BY BOTH MEMBER AND ESOS ARE HIGHLY ENCOURAGED.
3. TO REDUCE THE NUMBER OF PHONE CALLS TO THE INSTITUTE TA DEPARTMENT, MEMBERS SHOULD DIRECT INQUIRIES REGARDING TA TO THEIR LOCAL ESO. THE ESO WILL FURTHER INQUIRE WITH THE INSTITUTE AS NEEDED.
4. CONTINUING EDUCATION UNITS (CEU) AND CLOCK HOURS. COAST GUARD TA IS NOT AUTHORIZED FOR COURSES THAT RESULT IN CEUS OR THOSE MEASURED IN CLOCK HOURS.
5. EFFECTIVE IMMEDIATELY, WAIVER REQUESTS FOR TA FOR CLASSES IN A PAST FY WILL ONLY BE CONSIDERED IF WITHIN THE 90 DAYS PAST THE END OF EACH FY.
6. ALL PROBLEMATIC TA APPLICATIONS MUST BE ADDRESSED BY ESOS TO THE CG INSTITUTE USING THE AUTOMATED TUITION ASSISTANCE CUSTOMER CARE TRACKING SYSTEM (TACCTS).
7. A WORK GROUP OF ESOS AND INSTITUTE STAFF DEVELOPED THE CHANGES INCLUDED IN THIS MESSAGE. AUTOMATION AND STREAMLINING OF THE PROCESSES ARE NECESSARY TO PROVIDE BETTER SERVICE TO THE FIELD.
8. LOCAL COLLATERAL DUTY ESOS ARE ENCOURAGED TO SEEK GUIDANCE FROM THE NEAREST FULL TIME ESO AND THE COAST GUARD INSTITUTE. FOR A LIST OF FULL TIME ESOS PLEASE REFER TO CG CENTRAL: LEARNING: CG INSTITUTE: LIST OF CURRENT EDUCATION SERVICES OFFICERS.
9. TO OBTAIN THE CURRENT TA APPLICATION CG-FORM 4147 OR THE WAIVER FORM CG-FORM 4147-1, PLEASE CONTACT YOUR ESO OR VISIT THE CG INSTITUTE WEB SITE AT [WWW.USCG.MIL/HQ/CGINDEX.HTML](http://WWW.USCG.MIL/HQ/CGINDEX.HTML).
10. REF B RECENTLY AFFECTED DISTRIBUTION PROCEDURES FOR TA, AUTHORIZATIONS, PRIMARILY FOR RESERVE PERSONNEL. THE U.S. NAVY HAS SINCE REPROGRAMMED THE RESERVE TA AUTHORIZATIONS TO MEET CG NEEDS AND THE INSTITUTE HAS NOW RESUMED FULL DISTRIBUTION OF TA AUTHORIZATIONS TO ALL CG MEMBERS.
11. INTERNET RELEASE AUTHORIZED.
12. RDML CYNTHIA A. COOGAN, DIRECTOR OF RESERVE AND TRAINING, SENDS.

2. NLT 2 Weeks  
NET 3 Months

3. Questions directed to ESO.  
4. CEU & Clock Hours not Authorized.  
5. Waivers accepted NLT 90 days past FY  
6. Primary Tool for ESO's = TACCTS



# Applying For Tuition Assistance



Use form CG-4147 (REV. 06/2011 v3) or WebTA



Submit Application within 3 Months of Course Begin Date



Authorization in Hand at Registration



# Application For Coast Guard Tuition Assistance

U. S. Department of Homeland Security  
 U.S. Coast Guard  
 CGI-4147 (REV 06/2011V3)

## Application for Coast Guard Tuition Assistance

(See second page for Statement of Agreement/Understanding, Privacy Act Statement and Penalties)

<b>1. NAME</b> (Last, First, MI)		<b>2. EMPLID</b>		<b>3. SERVICE STATUS, SERVICE OBLIGATION, ETC.</b>			
<input type="text"/>		<input type="text"/>		Enlisted - Must complete course(s) before enlistment ends, retiring, etc. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Reservist <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Rate <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Exp of Enl Date <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yrs Svc <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Officer - After completing course(s) must serve: 2 yr (Active) or 4 yr (Res) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Reservist <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Rank <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Termination Date <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yrs Svc <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Civilian - After completing course(s) must remain employed with Coast Guard for 1 month per credit hour. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pay Grade <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NTE Date <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yrs Svc <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<b>4. INSTITUTION</b> (name & mailing address)		School Code <input type="text"/>					
<input type="text"/>		<input type="text"/>					
<b>5a. Do you have a current assessment that is not older than four years on file at the CG Institute?</b> <input type="radio"/> Yes <input type="radio"/> No (Applies to AA/BA/BS degrees)		<b>6. Course location</b>		<b>7. In what degree program are you enrolled?</b>		<b>8. Which benefits are you using for the classes listed in block 9b of this form?</b>	
		1 - On-base <input type="checkbox"/> 2 - Off-base <input type="checkbox"/> 3 - Distance <input type="checkbox"/>		1 - HS diploma <input type="checkbox"/> 2 - VoTech <input type="checkbox"/> 3 - Associate's <input type="checkbox"/> 4 - Bachelor's <input type="checkbox"/> 5 - Master's <input type="checkbox"/> 6 - Doctorate <input type="checkbox"/>		<input type="checkbox"/> Vietnam era GI Bill <input type="checkbox"/> VEAP <input type="checkbox"/> Montgomery GI Bill <input type="checkbox"/> REAP <input type="checkbox"/> Post 9/11 GI Bill <input type="checkbox"/> Top-Up <input type="checkbox"/> NONE	

9. ENROLLMENT INFORMATION										
(a) COURSE DATES		(c) COURSE LEVEL		(d) CREDIT HOURS	(e) TUITION Per Credit	(f) TOTAL TUITION COST Per Course	(g) COURSE FEE CODES	(h) COURSE FEE (if any) Per Course	(i) TOTAL TUITION & FEES Per Course	
All courses listed below begin & end on these dates		L U G		# S/Q			1 - Internet 2 - Laboratory 3 - Shop 4 - Studio 5 - Technology 6 - Resource 7 - Library			
Start	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
End	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<b>(b) COURSE INFO</b>										
Dept.	Number	Title	L	U	G	#	S/Q			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<b>TOTAL of all tuition and course fees</b>										

**INSTRUCTIONS FOR ITEMS ABOVE**

Enter all dates on this form in DD MMM YY format.  
 3. Rate: DC1, YN3, MKC, etc. Rank: LCDR, ENS, etc.  
 4. School code is required. If your school doesn't have school code, ask your ESO to contact the CG Institute. Provide school name and complete address.  
 9(a): List only courses which have the same beginning and ending dates.  
 9(b): List info for each course as printed in the school's course guide, as shown in the sample entry above.  
 9(c) Course level: L = lower level undergrad (freshman & sophomore); U = upper level undergrad (junior & senior); G = graduate.  
 9(d): Enter S if the school uses a semester system and Q if the school uses a quarter system.  
 9(e): Enter the per-credit tuition. If tuition is not charged by credit, divide per course tuition by the number of credits and enter that number.  
 9(g): Enter the number corresponding to the fee type. To be covered by TA, the fee must be required for a specific course. Eligible fees include:  
 Internet fees required for distance learning courses (NOT including home/personal internet service fees). Fees for the lab part of a chemistry, biology or similar course (for chemicals, glassware, biological specimens, etc.). Studio fees (for models or consumables like paints and clay). Shop fees (for things like wood and broken tools).  
 10(h): Enter the per course fee (if any). If the fee is set by the credit, multiply the credit hours by the fee per credit and enter that amount.

**READ CONDITIONS AND SIGN ON THE SECOND PAGE**

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<b>10. ESO CERTIFICATION</b>		
I certify I have verified (a) the applicant is eligible for tuition assistance, (b) the course(s) list above are being offered by an accredited institution and the applicant will earn college credit after completing the course(s), (c) the member has current assessment on file at the CG Institute, and (d) the applicant has provided me with information from this institution showing current tuition costs. ESOs are NOT authorized to sign their own TA applications.		
<b>SIGNATURE OF ESO OR DESIGNEE</b>	<b>EMAIL ADDRESS</b>	<b>COMMAND ADDRESS</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>PRINTED NAME</b> (Last, First, MI)	<b>DATE</b>	<b>PHONE</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
		<b>OPFAC</b> <input type="text"/>

**PRIVACY ACT STATEMENT**

Under the authority of 5 USC §301, you are being asked to provide the personal data on the front of this form so your request for Coast Guard Tuition Assistance (TA) can be processed. Your Social Security Number will be used for identification. The office responsible for processing TA requests will retain this information. It will not be divulged without your written authorization to anyone other than Coast Guard, Navy or school personnel involved with the administration of the TA program. You are not required to provide this information. However, if you fail to do so your TA request will be denied.

- YOU AGREE TO THE FOLLOWING OBLIGATIONS BY SIGNING THIS FORM**
- I must submit this TA Application request to my ESO for approval. The approved application must reach the Coast Guard Institute at least 14 calendar days prior to start date of course. Once my TA request has been approved, I will receive a TA Authorization via email.
  - The amount of tuition and course fees listed as "STU SHARE" on the TA Authorization is my responsibility. If I am enrolled in Chapter 30 GI Bill education benefits (the Montgomery GI Bill) and have more than two years of active duty service, I may apply for reimbursement using the GI Bill Top-Up benefit to pay the difference between actual course costs and the amount covered by TA. In this case, I will be responsible for some non-tuition costs. 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 Veteran Affairs.
  - I must notify my ESO if any changes occur to the information on the TA Authorization, if I withdraw from a course before the school's Add/Drop deadline, if I need a course extension, or if I don't register for one or more courses listed on the Authorization.
  - Within 60 days after a course ends, I must provide my ESO with grade report for all courses paid for with TA. The grade report must include member's name and social security number. If I fail to do this, I realize I will be ineligible for future tuition assistance and will be required to repay the Coast Guard for any TA paid on my behalf.
  - I must reimburse the Coast Guard for any tuition and fees paid on my behalf if I:
    - voluntarily withdraw from a course after the school's Add/Drop or full-tuition-refund deadline and receive a grade of "W";
    - receive a failing grade ("F"); or
    - fail to clear from my record a grade of "I" (incomplete) within 6 months of the course completion date.
    - incur any non-refundable fees that were paid for with TA, if I withdraw from the course associated with those fees.
  - I must provide the information specified by the Coast Guard Institute if I withdraw from a course for military or emergency reasons and wish to receive a waiver of the repayment requirement.
  - TA is not authorized for reservists who have not met participation standards for the 12 months immediately prior to application or for reservists who are more than six months out of compliance for readiness metrics.
  - I understand that I am responsible for any overpayment of TA. I must also reimburse the Coast Guard if TA is used to pay for any fees not covered by TA. I understand that CEUs and clock hours courses are not authorized for CG TA.
  - I have provided my ESO with information showing current tuition for the courses listed on this application. If I have previously used TA, I have sent grade reports to the Coast Guard Institute for the last courses I took using tuition assistance.
  - PENALTIES** Knowingly submitting a false, fictitious, or fraudulent claim may be evidence of the following crime(s):
    - Making false, fictitious or fraudulent claim, 18 USC §287 (Penalty: Fine not exceeding \$10,000 and/or imprisonment of not more than 10 yrs).
    - Theft of Public money, 18 USC §641 (Penalty: Fine not exceeding \$10,000 and/or imprisonment of not more than 10 yrs; lesser penalties if the value of the theft is less than \$100).
    - Larceny and wrongful appropriation, Article 121, UCMJ.

<b>11. COAST GUARD APPLICANT CERTIFICATION</b>		
I request tuition assistance in the amount authorized with the understanding that I will pay all additional costs (additional tuition, fees, books, etc.) incurred above the amount authorized. I understand that the CG's share will vary depending on the limits established by the Commandant. I have read, understand and will comply with all the provisions on this application.		
<b>APPLICANT SIGNATURE</b>	<b>EMAIL ADDRESS</b>	I have provided my ESO with information showing current tuition for the courses listed on this application. If I have previously used TA, I have sent grade reports to the Coast Guard Institute for the last courses I took using tuition assistance. I have a current assessment on file.
<input type="text"/>	<input type="text"/>	
<b>PRINTED NAME</b> (Last, First, MI)	<b>DATE</b>	<b>PHONE</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

# Application For Coast Guard Tuition Assistance (Cont.)

Complete demographic information (sections 1, 2, 3, and 4)

(See second page for Statement of Agreement/Understanding, Privacy Act Statement and Penalties)			
<b>1. NAME</b> (Last, First, MI) <input type="text"/>	<b>2. EMPLID</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"/> <input type="text"/>	<b>3. SERVICE STATUS, SERVICE OBLIGATION, ETC.</b>	
<b>4. INSTITUTION</b> (name & mailing address) <input type="text"/>	<a href="#">School Code</a> <input type="text"/>	<b>Enlisted - Must complete course(s) before enlistment ends, retiring, etc.</b> <input type="checkbox"/> <b>Reservist</b> <input type="text"/> <b>Rate</b> <input type="text"/> <b>Exp of Enl Date</b> <input type="text"/> <b>Yrs Svc</b>	
		<b>Officer - After completing course(s) must serve: 2 yr (Active) or 4 yr (Res)</b> <input type="checkbox"/> <b>Reservist</b> <input type="text"/> <b>Rank</b> <input type="text"/> <b>Termination Date</b> <input type="text"/> <b>Yrs Svc</b>	
		<b>Civilian - After completing course(s) must remain employed with Coast Guard for 1 month per credit hour.</b> <input type="text"/> <b>Pay Grade</b> <input type="text"/> <b>NTE Date</b> <input type="text"/> <b>Yrs Svc</b>	

- Information **must** be filled in.
- Section 4 = **4** Numbers & **1** Letter
- School Codes found on Institute's Website



# Application For Coast Guard Tuition Assistance (Cont.)

- Section 5 = Assessment Information
- Sections 6 – 8 **Required**: statistics provided to Congress.

<p><b>5a.</b> Do you have a current assessment that is not older than four years on file at the CG Institute? (Applies to AA/BA/BS degrees)</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p><b>6. Course location</b></p> <p>1 - On-base 2 - Off-base 3 - Distance</p> <p><input type="checkbox"/></p>	<p><b>7. In what degree program are you enrolled?</b></p> <p>1 - HS diploma 2 - VoTech 3 - Associate's 4 - Bachelor's 5 - Master's 6 - Doctorate</p> <p><input type="checkbox"/></p>	<p><b>8. Which benefits are you using for the classes listed in block 9b of this form?</b></p> <p><input type="checkbox"/> Vietnam era GI Bill      <input type="checkbox"/> VEAP  <input type="checkbox"/> Montgomery GI Bill      <input type="checkbox"/> REAP  <input type="checkbox"/> Post 9/11 GI Bill  <input type="checkbox"/> Top-Up      <input type="checkbox"/> NONE</p>
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- Section 8 = MGI B Selection



# Application For Coast Guard Tuition Assistance (Cont.)

- Sections 9a – 9i = Enrollment Information

9. ENROLLMENT INFORMATION													
(a) COURSE DATES All courses listed below begin & end on these dates			(c) COURSE LEVEL			(d) CREDIT HOURS		(e) TUITION Per Credit	(f) <u>TOTAL TUITION COST Per Course</u>	(g) COURSE FEE CODES		(h) COURSE FEE (if any) Per Course	(i) TOTAL TUITION & FEES Per Course
Start		<input type="text"/>								1 - Internet 2 - Laboratory 3 - Shop 4 - Studio 5 - Technology 6 - Resource 7 - Library			
End		<input type="text"/>											
(b) COURSE INFO			L	U	G	#	S/Q						
Dept.	Number	Title											
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								
									<b>TOTAL of all tuition and course fees</b>				

- Section 9d
  - # = Number of Credit Hours
  - S/Q = Semester or Quarter Hour Credit



# Application For Coast Guard Tuition Assistance (Cont.)

## Example – Application with Multiple Fees

9. ENROLLMENT INFORMATION													
(a) COURSE DATES All courses listed below begin & end on these dates			(c) COURSE LEVEL			(d) CREDIT HOURS		(e) TUITION Per Credit	(f) <u>TOTAL TUITION COST Per Course</u>	(g) COURSE FEE CODES	(h) COURSE FEE (if any) Per Course	(i) TOTAL TUITION & FEES Per Course	
Start		<input type="text" value="10-Aug-11"/>	L	U	G	#	S/Q			1 - Internet 2 - Laboratory 3 - Shop 4 - Studio 5 - Technology 6 - Resource 7 - Library			
End		<input type="text" value="07-Oct-11"/>											
(b) COURSE INFO													
Dept.	Number	Title											
ENGL	101	ENGLISH COMPOSITION I	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	3	S	\$100.00	\$300.00	1	\$15.00	\$315.00	
ENGL	101	ENGLISH COMPOSITION I	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>					2	\$50.00	\$50.00	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								
											<b>TOTAL of all tuition and course fees</b>		\$365.00

## Online Course with Laboratory Fee



# Application For Coast Guard Tuition Assistance (Cont.)

Page 2  
Information  
includes:

- TA Application Submission
- Complete Assessment
- Paying back TA
- Grade(s) Submission
- Drill Requirement for SELRES

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### 10. ESO CERTIFICATION

I certify I have verified (a) the applicant is eligible for tuition assistance, (b) the course(s) list above are being offered by an accredited institution and the applicant will earn college credit after completing the course(s), (c) the member has current assessment on file at the CG Institute, and (d) the applicant has provided me with information from this institution showing current tuition costs. ESOs are NOT authorized to sign their own TA applications.

SIGNATURE OF ESO OR DESIGNEE		EMAIL ADDRESS		COMMAND ADDRESS	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
PRINTED NAME (Last, First, MI)		DATE	PHONE	OPFAC	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	

### PRIVACY ACT STATEMENT

Under the authority of 5 USC §301, you are being asked to provide the personal data on the front of this form so your request for Coast Guard Tuition Assistance (TA) can be processed. Your Social Security Number will be used for identification. The office responsible for processing TA requests will retain this information. It will not be divulged without your written authorization to anyone other than Coast Guard, Navy or school personnel involved with the administration of the TA program. You are not required to provide this information. However, if you fail to do so your TA request will be denied.

**YOU AGREE TO THE FOLLOWING OBLIGATIONS BY SIGNING THIS FORM**

- I must submit this TA Application request to my ESO for approval. The approved application must reach the Coast Guard Institute at least 14 calendar days prior to start date of course. Once my TA request has been approved, I will receive a TA Authorization via email.
- The amount of tuition and course fees listed as "STU SHARE" on the TA Authorization is my responsibility. If I am enrolled in Chapter 30 GI Bill education benefits (the Montgomery GI Bill) and have more than two years of active duty service, I may apply for reimbursement using the GI Bill Top-Up benefit to pay the difference between actual course costs and the amount covered by TA. In this case, I will be responsible for some non-tuition costs. 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 Veteran Affairs.
- I must notify my ESO if any changes occur to the information on the TA Authorization, if I withdraw from a course before the school's Add/Drop deadline, if I need a course extension, or if I don't register for one or more courses listed on the Authorization.
- Within 60 days after a course ends, I must provide my ESO with grade report for all courses paid for with TA. The grade report must include member's name and social security number. If I fail to do this, I realize I will be ineligible for future tuition assistance and will be required to repay the Coast Guard for any TA paid on my behalf.
- I must reimburse the Coast Guard for any tuition and fees paid on my behalf if:
  - voluntarily withdraw from a course after the school's Add/Drop or full-tuition-refund deadline and receive a grade of "W";
  - receive a failing grade ("F"); or
  - fail to clear from my record a grade of "I" (incomplete) within 6 months of the course completion date.
- I incur any non-refundable fees that were paid for with TA, if I withdraw from the course associated with those fees.
- I must provide the information specified by the Coast Guard Institute if I withdraw from a course for military or emergency reasons and wish to receive a waiver of the repayment requirement.
- TA is not authorized for reservists who have not met participation standards for the 12 months immediately prior to application or for reservists who are more than six months out of compliance for readiness metrics.
- I understand that I am responsible for any overpayment of TA. I must also reimburse the Coast Guard if TA is used to pay for any fees not covered by TA. I understand that CEUs and clock hours courses are not authorized for CG TA.
- I have provided my ESO with information showing current tuition for the courses listed on this application. If I have previously used TA, I have sent grade reports to the Coast Guard Institute for the last courses I took using tuition assistance.
- PENALTIES** Knowingly submitting a false, fictitious, or fraudulent claim may be evidence of the following crime(s):
  - Making false, fictitious or fraudulent claim, 18 USC §287 (Penalty: Fine not exceeding \$10,000 and/or imprisonment of not more than 10 yrs).
  - Theft of Public money, 18 USC §641 (Penalty: Fine not exceeding \$10,000 and/or imprisonment of not more than 10 yrs; lesser penalties if the value of the theft is less than \$100).
  - Larceny and wrongful appropriation, Article 121, UCMJ.

### 11. COAST GUARD APPLICANT CERTIFICATION

I request tuition assistance in the amount authorized with the understanding that I will pay all additional costs (additional tuition, fees, books, etc.) incurred above the amount authorized. I understand that the CG's share will vary depending on the limits established by the Commandant. I have read, understand and will comply with all the provisions on this application.

APPLICANT SIGNATURE		EMAIL ADDRESS		I have provided my ESO with information showing current tuition for the courses listed on this application. If I have previously used TA, I have sent grade reports to the Coast Guard Institute for the last courses I took using tuition assistance. I have a current assessment on file.	
<input type="text"/>		<input type="text"/>			
PRINTED NAME (Last, First, MI)		DATE	PHONE		
<input type="text"/>		<input type="text"/>	<input type="text"/>		



# Application For Coast Guard Tuition Assistance (Cont.)

- Section 11 = Applicant Acknowledgement

11. COAST GUARD APPLICANT CERTIFICATION		
<p>I request tuition assistance in the amount authorized with the understanding that I will pay all additional costs (additional tuition, fees, books, etc.) incurred above the amount authorized. I understand that the CG's share will vary depending on the limits established by the Commandant. I have read, understand and will comply with all the provisions on this application.</p>		
<b>APPLICANT SIGNATURE</b> <input type="text"/>	<b>EMAIL ADDRESS</b> <input type="text"/>	I have provided my ESO with information showing current tuition for the courses listed on this application. If I have previously used TA, I have sent grade reports to the Coast Guard Institute for the last courses I took using tuition assistance. I have a current assessment on file.
<b>PRINTED NAME</b> (Last, First, MI) <input type="text"/>	<b>DATE</b> <input type="text"/>	

- Items must be Complete
- ESO Provided with Proof of Tuition & Fees
- Member Confirms Assessment is on File





# Tuition Assistance Submission





# WebTA Procedures & Screenshots

## Found on the Institute's Website: ESO Information-Job Aids & SOPs

- SOP for Coast Guard's Training System – ESO Volume III – Education (Section 2)
  - <http://uscg.mil/hq/cg1/cgi/eso/essentials/vol3.pdf>
- SOP for Coast Guard's Training System – Voluntary Education for Sea Services (WebTA) for the Member
  - [http://uscg.mil/hq/cg1/cgi/active\\_duty/pay\\_for\\_college/ta/SOP\\_eTA\\_Member.pdf](http://uscg.mil/hq/cg1/cgi/active_duty/pay_for_college/ta/SOP_eTA_Member.pdf)
- My Education Help Desk: (850) 452-1001, Option 1

# Tuition Assistance Authorization



- Student Submits Authorization to the School
- School Invoices the Navy
- Navy Pays the School





# Tuition Assistance Corrections

- Student Submits Correction to ESO
- ESO Submits Correction Through
  - ▣ TACCTS
  - ▣ Email
  - ▣ Fax
- Student Receives Corrected Authorization





# Course Completed

- Submit Grade Report to ESO
- ESO Submits Grades to CGI
  - ▣ TACCTS
  - ▣ Email
  - ▣ Fax





# No Grades Submitted

42 days

- WebTA blocks student from submitting new TA request

60 days

- NETPDTC sends student letter of notice

90 days

- NETPDTC sends student's Commanding Officer letter of notice.

120 days

- **Collection procedures initiated**



# Student Cannot Complete Course

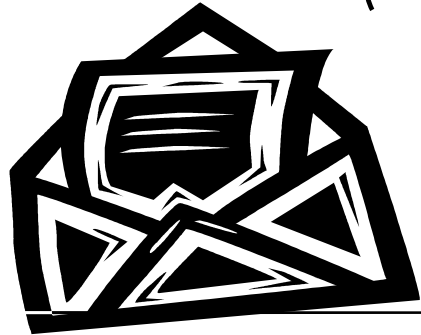
- Withdraw/Disenroll from the course
- Inform ESO of the Dropped Course
- ESO Submits Cancellation Through TACCTS

 NOTIFICATION = Pay Garnishment



# Tuition Assistance Repayment

- Mail to Navy
  - ▣ Money Order, Check, or Cashier's Check
  - ▣ Copy of TA Authorization (**Highlight** courses)



to:

**Commanding Officer  
NETPDTC N8115 (ATTN: Coast Guard)  
6490 Saufley Field Rd.  
Pensacola, FL 32509-5241**



# Tuition Assistance Waiver Process

Student completes form  
CG-4147-1 (Rev.  
06/10) *Application for  
Tuition Assistance Waiver*

Submits to ESO with:

- Copy of Authorization or Application
- Supporting Documents

ESO submits Application  
through TACCTS



Department of Homeland Security  
U.S. Coast Guard  
CGI Form 4147-1 (Rev. 06/10)

## APPLICATION FOR TUITION ASSISTANCE WAIVER

**Privacy Statement:** Under the authority of 5 USC §301, you are being asked to provide the personal data on the front of this form so your request for Coast Guard Tuition Assistance (TA) can be processed. Your Social Security Number will be used for identification. The office responsible for processing TA requests will retain this information. It will not be divulged without your written authorization to anyone other than Coast Guard or school personnel involved with the administration of the TA program. You are not required to provide this information. However, if you fail to do so your TA request will be denied.

**Instructions:** Complete and submit this application as an attachment via email to your unit commanding officer and Education Services Officer (ESO). Your ESO will email the completed application to the Coast Guard Institute. Attach an electronic copy of your TA Application (if you are requesting a late application waiver or TA Authorization (if you are requesting a course repayment) as well as any documentation supporting your request.

1. NAME (Last, First, MI) \_\_\_\_\_ 2. EMPLID \_\_\_\_\_

3. COURSE INFORMATION

a. Institution Name: \_\_\_\_\_ b. Department Name: \_\_\_\_\_ c. Course Number(s): \_\_\_\_\_

d. Course Title(s): \_\_\_\_\_ e. Course Dates  
Begin: \_\_\_\_\_ End: \_\_\_\_\_

4. TYPE OF WAIVER (Select one)

a. Late application. (Submission of TA application less than 14 calendar days prior to start of course.)

b. Course repayment. (Failure (F), Withdrawal after drop date (W) or Incomplete (I) courses.)

c. Other (please specify) \_\_\_\_\_

5. REASON FOR REQUEST (Select one)

a. Operational necessity - An operational commitment which precluded you from either: a) submitting your TA application to the CG Institute at least 14 calendar days prior to start date of course; or b) failing, withdrawing after drop date or incomplete in course. This must be verified by a member of your unit's command cadre.

b. Personal emergency - Emergency leave which precluded you from either: a) submitting your TA application to the CG Institute at least 14 calendar days prior to start date of course; or b) failing, withdrawing after drop date or incomplete in course. Illness or hospitalization must be verified by a medical officer's statement; all other reasons must be verified by a member of your unit's command cadre.

c. Service obligation - You are to be or were discharged before completing a TA-related service obligation.

d. Other (please specify) \_\_\_\_\_

6. SUPPORTING INFORMATION (Please answer all that apply & attach supporting documentation.)

a. On what date did you register for the class? \_\_\_\_\_

b. Did you register more than two weeks prior to start of class? Yes:  No:

c. Were you aware TA applications must be received by the CG Institute at least 14 calendar days prior to start date of course? Yes:  No:

d. What date did you receive notification of circumstances that would prevent you from either a) submitting your TA application to the CG Institute at least 14 calendar days prior to start date of course; or b) successfully completing the course? \_\_\_\_\_

e. If applicable, did you contact the school and attempt to withdraw from the course? Yes:  No:   
If yes, when? \_\_\_\_\_

f. If applicable, were you able to withdraw from the course? Yes:  No:   
If yes, what was the effective date of your withdrawal? \_\_\_\_\_  
When was the final date to drop the course? \_\_\_\_\_

g. Did you notify your ESO of the circumstances that would prevent you from either a) submitting your TA application to the CG Institute at least 14 calendar days prior to start date of course; or b) successfully complete the course? Yes:  No:   
If yes, when? \_\_\_\_\_

7. NARRATIVE. (Explain in your own words and to the best of your knowledge, as clearly and concisely as you can, what happened. Include pertinent facts that support your reason for being unable to either a) submit your TA application to the CG Institute at least 14 calendar days prior to start date of course; or b) successfully complete the course? Attach additional sheet if necessary.)

\_\_\_\_\_

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8. ENCLOSURE CHECKLIST. (You are required to provide electronic documentation that will support your waiver request and help answer any questions Coast Guard Institute personnel may have about your situation. Failure to attach relevant items may result in the return of the application without action.)

a. Original TA application form. Check if attached:

b. Breakdown of costs from the college (tuition and fees). Check if attached:

c. Copy of course registration including date. Check if attached:

d. Copy of TDY orders/claim. Check if attached:

e. Medical officer's documentation. Check if attached:

f. Red Cross verification of a death in the immediate family. Check if attached:

g. Other (please specify) Check if attached:

9. APPLICANT SIGNATURE. I certify that the information on this form is true and correct to the best of my knowledge. I understand the penalty for a false claim is a maximum fine of \$10,000 or maximum imprisonment of 5 years or both. (18USC.287&1001-31USC.3729)

a. Signature (Digital signature required. See 4147-a Job Aide for instructions.) \_\_\_\_\_ b. Date: \_\_\_\_\_

c. Printed Name: \_\_\_\_\_ d. Email: \_\_\_\_\_

e. Phone: \_\_\_\_\_

10. COMMAND ENDORSEMENT (small, medium unit (<150) - CO/OIC; large unit - appropriate delegated authority)

a. Command Information

1. Did the member have prior knowledge of the circumstances that prevented him/her from either a) submitting the TA application to the CG Institute at least 14 calendar days prior to start date of course; or b) successfully completing the course? Yes:  No:

2. Did the member take all possible action to a) submit the TA application to the CG Institute at least 14 calendar days prior to start date of course; or b) successfully complete the course? Yes:  No:

b. Approval/Disapproval (Select one)

1. I recommend approval of this waiver or repayment as indicated in Block 4. (Provide justification in section d.)

2. I do not recommend approval of this waiver or repayment as indicated in Block 4.

c. Complete only if disapproved in item (b) (Select one)

1. I recommend reduced payment schedule based on the applicant's specific circumstances.

2. I do not recommend reduced payment schedule.

d. Brief description of basis for command's recommendations and any additional information the command considers necessary to justify recommendation. (Required for approval of TA Waiver.) (Attach additional sheet if necessary.)

\_\_\_\_\_

e. Signature: (Digital signature required. See 4147-a Job Aide for instructions.) \_\_\_\_\_ f. Date: \_\_\_\_\_

g. Command Rep's Printed Name: \_\_\_\_\_ h. Email: \_\_\_\_\_

i. Phone: \_\_\_\_\_

11. ESO VALIDATION

a. ESO Information. (For TA Waivers to be approved, ESO's must verify that application information is correct and complete.)

a. I have verified that the information provided by the applicant is correct. Yes:

b. I have validated all course costs, registration dates and drop dates. Yes:

b. Approval/Disapproval (Select one)

1. I recommend approval of this waiver or repayment as indicated in Block 4.

2. I do not recommend approval of this waiver or repayment as indicated in Block 4.

c. Signature: (Digital signature required. See 4147-a Job Aide for instructions.) \_\_\_\_\_ d. Date: \_\_\_\_\_

e. ESO's Printed Name: \_\_\_\_\_ f. Email: \_\_\_\_\_

g. Phone: \_\_\_\_\_



# On-Base Course Roster

- Not Required
- ESO's recommended to use them
- Good for Tracking:
  - ▣ Application Submission
  - ▣ Authorization Received
  - ▣ Grade Submission





# Questions, Comments, Concerns?



TA Hotline: 405-954-1360

TA Email: [CGI-PF-Tuition\\_Assistance@uscg.mil](mailto:CGI-PF-Tuition_Assistance@uscg.mil)