



NAVY COLLEGE OFFICE TUITION ASSISTANCE APPLICATION PROCEDURES

- Select the college you want to attend and classes you want to take. Students who are planning to use Tuition Assistance for the first time must contact the Navy College Office to receive educational counseling.
- Pick up the Tuition Assistance (TA) Application form at the Navy College Office (Bldg. 2189, Room 145). This form can also be completed and printed online: <https://www.navycollege.navy.mil/ta1.html>
- Complete the TA Application form. Carefully read the second page, Tuition Assistance Application Agreement, and sign and date your signature at the bottom of the page. Your signature on this form indicates you understand the current rules relating to Tuition Assistance funding. Receive command approval signature to enroll in the course(s).
- Submit your completed and signed TA Application form to the Navy College Office (in person or by fax) prior to beginning the course. The TA Application form **MUST** be submitted to the Navy College Office before the end of the school's late registration or add-drop period in order to receive TA funding Authorization.
- Once the Navy College Office has provided you with a signed TA Authorization Voucher listing the course(s) funded by the Navy, enroll in the course(s) listed on the TA Authorization. The institution will use the TA Authorization to invoice the Navy for the course(s) and amounts listed on the Voucher.
- Notify the Navy College Office if any changes to the information on the TA Authorization occur such as a change in course title, term dates, withdrawal before the school's drop/add date, etc. The Navy College Office must update your course data in order for your institution to be able to bill the Navy correctly and receive their funding.

If you have any questions regarding the Navy Tuition Assistance Program, please contact the Navy College Office at 301-757-4100, or visit our office in Bldg. 2189, Room 145.