

Application for Coast Guard Tuition Assistance

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

1. NAME (Last, First, MI) <input style="width:95%; height:20px;" type="text"/>	2. EMPLID <input style="width:95%; height:20px;" type="text"/>	3. SERVICE STATUS, SERVICE OBLIGATION, ETC. Enlisted - Must complete course(s) before enlistment ends, retiring, etc. <input type="checkbox"/> Reservist <input type="checkbox"/> Rate <input type="text"/> Exp of Enl Date <input type="text"/> Yrs Svc <input type="text"/> Officer - After completing course(s) must serve: 2 yr (Active) or 4 yr (Res) <input type="checkbox"/> Reservist <input type="checkbox"/> Rank <input type="text"/> Termination Date <input type="text"/> Yrs Svc <input type="text"/> Civilian - After completing course(s) must remain employed with Coast Guard for 1 month per credit hour. <input type="checkbox"/> Pay Grade <input type="text"/> NTE Date <input type="text"/> Yrs Svc <input type="text"/>			
4. INSTITUTION (name & mailing address) <input style="width:95%; height:80px;" type="text"/>	<u>School Code</u> <input style="width:40%; height:20px;" type="text"/>				
5a. 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) <input type="radio"/> Yes <input type="radio"/> No	6. Course location 1 - On-base <input type="checkbox"/> 2 - Off-base <input type="checkbox"/> 3 - Distance <input type="checkbox"/>	7. In what degree program are you enrolled? 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"/>	8. Which benefits are you using for the classes listed in block 9b of this form? <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 All courses listed below begin & end on these 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
Start <input style="width:150px;" type="text"/> End <input style="width:150px;" type="text"/>	L	U	G	#	S/Q			1 - Internet 2 - Laboratory 3 - Shop 4 - Studio 5 - Technology 6 - Resource 7 - Library		
	<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"/>							
TOTAL of all tuition and course fees										

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

10. ESO CERTIFICATION

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
OPFAC		

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

- 1) 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.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) I must reimburse the Coast Guard for any tuition and fees paid on my behalf if I:
 - a. voluntarily withdraw from a course after the school's Add/Drop or full-tuition-refund deadline and receive a grade of "W";
 - b. receive a failing grade ("F"); or
 - c. fail to clear from my record a grade of "I" (incomplete) within 6 months of the course completion date.
 - d. incur any non-refundable fees that were paid for with TA, if I withdraw from the course associated with those fees.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) 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.
- 10) **PENALTIES** Knowingly submitting a false, fictitious, or fraudulent claim may be evidence of the following crime(s):
 - a. Making false, fictitious or fraudulent claim, 18 USC §287 (Penalty: Fine not exceeding \$10,000 and/or imprisonment of not more than 10 yrs).
 - b. 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).
 - c. 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.

I am eligible for tuition assistance, have read, understand and will comply with the provisions governing voluntary education instructions. 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. If I do not have a current assessment on file, by signing this application I agree for the CG Institute to access my course information via Direct Access IAW the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C §1232g; 34 CFR Part 99/Rev. July 1, 1997).

APPLICANT SIGNATURE	EMAIL ADDRESS
<input type="text"/>	<input type="text"/>
PRINTED NAME (Last, First, MI)	DATE
<input type="text"/>	<input type="text"/>
	PHONE
	<input type="text"/>