

Tuition Assistance

Updated 9/2003

Introduction

Coast Guard Instruction 1500.24(series) establishes policy and procedures for the management and administration of the Coast Guard Tuition Assistance (TA) Program. Additional references include ALCOAST 570/02 and ALCOAST 043/03.

Discussion

- The TA program is designed to assist eligible personnel in their professional development by providing funding for off-duty voluntary education courses to broaden their academic or Coast Guard technical background.
- Tuition assistance is not authorized for use to meet unit specific operational training requirements.
- Eligibility and benefits are standardized service wide for Coast Guard active duty, civilian employees, select drilling reserve members (SELRES), and Public Health Service officers working with the Coast Guard.
- TA will be authorized “up-front” for traditional college coursework for courses less than 18 weeks in length.
Courses may be resident or remote. Courses of 18 weeks or more in duration (distance learning, etc.) will be reimbursed upon successful completion of the course.
- All courses must be taken from a nationally or regionally accredited institution, resulting in college credit or accredited clock or contact hours.

TA Process

- The management of the TA program is centralized at the USCG Institute through a consolidated tuition assistance processing system managed by the U.S. Navy command (The Naval Education and Training Professional Development and Technology Center, NETPDTC) in Pensacola, Florida, who administers the computer database, the posting of grades, and payments to the academic institutions.
- The Institute approves the TA Application (CG-4147) (Rev 3-03), inputs data into the Navy’s computer database, and issues the TA Authorization form (CGI-1560).
- The applicant takes the CGI-1560 to the academic institution during registration; the institution invoices to the Navy (NETPDTC) for payment of the government share of tuition assistance.

Eligibility

Enlisted members do not incur a service duty obligation, but must complete the course of instruction prior to RELAD, discharge, retirement or termination of selected reserve status.

Officers agree not to request RELAD, separation, retirement, or termination of selected reserve status for 12 months after completing a course(s).

SELRES members must maintain at least “minimum drill attendance”, maintaining “satisfactory participation”.

Civilian employees with at least 90 days of prior, continuous Coast Guard service agree to retain employment with the Coast Guard of at least one month for each credit hour upon completion of a course(s). "Temporary" civilian employees must have 12 months previous Coast Guard service and must have remaining contract with the Coast Guard for 1 month for each credit hour upon completion of a course(s).

Non-appropriated funded personnel (NAFA) and contractors are not eligible for TA.

Dollars Payable

Level	\$ per course	\$ per fiscal year
High school	No limit for active-duty, reservists and civilians	No limit for active-duty, reservists and civilians
College Courses (Undergraduate and Graduate)	Semester hour - <u>\$250</u> Quarter Hour - <u>\$166.67</u>	\$4,500 for active-duty, SELRES, and civilians (IAW ALCOAST 570/02 and 043/03)
Vocational Technical	Clock hour - <u>\$16.67*</u>	

* This correlates to the semester hour cap as 15-clock hours-equal one semester hour and 1/15th of \$250.00 equals \$16.67.

The established limits do not mean that the Coast Guard guarantees to pay the full amounts detailed above. Budget constraints may require TA policy changes.

Expenses Covered

Direct expenses for instruction, covered by the 100% limitation for off-duty education, provided these costs are based on specific fees or charges customarily levied by educational institutions (laboratory, studio, shop fee, consumable supplies flat fee, internet fee, technology fee).

Expenses/Fees NOT Covered

- a. Application, entrance or enrollment fees
- b. Record-maintenance fees
- c. Student activity fees/ Student ID
- d. Course registration fees
- e. Textbooks, manuals
- f. Non-consumable materials
- g. Assembled items available commercially such as computers, televisions, robots
- h. Fees for flight time, flying lessons, or noncredit aviation classes
- i. Parking fee
- j. Cost of tools, protective or other equipment that becomes the property of the student

Developmental courses may be authorized if required by the institution prior to taking a freshman level course. Many colleges require a developmental course in Math, English and reading if the applicant has been out of school for several years. Applicants should note that these courses (usually numbered starting with zero “0” as the first digit) are not transferable.

Limitations

TA is not authorized for:

a. Any course for which the applicant is receiving assistance under any other Federally funded program where such a payment would constitute a duplication of benefits from the Federal Treasury.

(1) Grants, scholarships, fellowships awarded to the member will not affect the calculation of TA.

(2) Pell Grants are needs based and therefore may be used by the student to defray any educational related expense.

(3) Discounts awarded to everyone that take classes at a certain location will be subtracted before TA is calculated.

b. Audited courses.

c. Funds obligated across fiscal years. Separate applications must be submitted for courses beginning in different fiscal years. The class start date determines the fiscal year to be used (except for courses of 18 weeks or longer).

d. Courses resulting in Continuing Education Units (CEUs), Professional Development Units (PDU's) and Non-accredited Clock or Contact hours.

e. Certification courses and tests, or licenses.

School Selection

- a. Courses may be taken in resident at a local college, university, or via distance education.
- b. When selecting an academic institution, ensure it has undergone accreditation by referring to institutions recognized in the United States by either the National or Regional Institutional Bodies. If an institution is not accredited by one of these bodies, the course is not eligible for TA. The U.S. Department of Education's web site on accreditation is:
<http://www.ed.gov/offices/OPE/accreditation/natl agencies.html>
- c. A good source to locate accredited distance education courses is The DANTES Catalog of Nationally Accredited Distance Learning Programs, or The DANTES Independent Study Catalog.
- d. Vocational/technical courses must be accredited, and the institution must be nationally accredited.
- e. A list of schools used most frequently is posted on the Institute web page:
<http://www.uscg.mil/hq/cgi/index.html> (member-funding-tuition assistance-school code list)

APPLICATION PROCEDURES

CG Institute processing time may take up to 10 days during heavy registration periods of the year.

Consult the "TA Checklist" for additional guidance

APPLICANT

a. Completes TA Application (CG-4147) (Rev 3/03). Applications need to be submitted with enough lead-time for processing and receipt of the TA Authorization Form (CGI-1560) by the member prior to the class registration date.

b. Applicants must read Page Two of CG-4147 prior to signing the form. Page two defines the Statement Of Agreement/Understanding in which the applicant agrees to follow the established guidelines and to repay the money if the course is not satisfactorily completed.

Application Completion Instructions for applicant

Block	Action
6	Include the School Code from the USCG Institute School List. Available at: http://www.uscg.mil/hq/cgi/index.html (member-funding-tuition assistance-school code list)
7	Indicate "Yes", if this is the applicant's last course required to receive a degree.
9	Indicate education goal.
11	Fill in completely. S = Semester hour Q = Quarter hour CLK = Vocational-technical courses are measured in Clock hours
12	Include your work and a fax number where the CGI-1560 may be faxed if Email is not available; signature and date signed
13	Include the name, office & fax telephone numbers, and E-mail address of the CO, ESO or Command Designee. Command Certification is required prior to faxing the application to CG Institute.
14	Provide complete command address.

ESO

- a. Counsels applicants in locating a program suited to their interests that will allow attainment of their personal and professional goals.
- b. Advise applicants that the maximum amount of off-duty studies a person can reasonably handle is 15 semester hours a week, or 270 clock hours over an 18-week term. This equates to five courses per term, which is actually a very heavy load for individuals with a full-time job. Two or three courses per term are the norm.
- c. The ESO's signature in Block 13 (Command Certification) on CG-4147 signifies that the:
 - (1) Command verifies the course is from an accredited institution
 - (2) Member will have adequate time to complete the course
 - (3) Course meets the policies and procedures contained in COMDTINST 1500.24
- d. Interface with the USCG Institute and the academic institution as required.
- e. Fax completed application forms to: (405) 954-7247. The fax machine is dedicated and available 24 hours a day.
Do not call to check on the status of a request until 5-10 work days after transmitting the request. When calling, have the social security number of the applicant readily available.
- f. Retain a copy of the original CG-4147 and CGI-1560 forms for one year for compliance with MLC inspection requirements.

CLASS REGISTRATION

- a. The TA Authorization Form (CGI-1560) is issued when TA is authorized.
- b. The applicant takes the CGI-1560 to the academic institution at the time of registration.
- c. The CGI-1560 shows the government share and student share of tuition assistance, and provides instructions for the institution to invoice for payment.

Applicants may find that the course they wish to enroll is full, cancelled, or otherwise not available at the time of registration. The member may select an "alternate course".

Alternate course

Tuition Cost	Action
Same or less	<ul style="list-style-type: none">• Applicant annotates the new course on the CGI-1560:<ul style="list-style-type: none">-Department Code-Course Number-Course Title-Cost • Proceeds with registration• Fax the annotated CGI-1560 form to NETPDTC, (850) 452-1079 Attn: Coast Guard Group• Request a corrected CGI-1560 from CG Institute if required by the education institution
Increases	<ul style="list-style-type: none">• Applicant annotates the new course on the CGI-1560 form:<ul style="list-style-type: none">-Department Code-Course Number-Course Title-Cost • Fax form to CG Institute (405) 954-7247 for reauthorization• Student receives new authorization form and proceeds with registration

Withdrawal

There is a time frame established by the institution (generally within the first 2-3 weeks of the course) when students can withdraw from the class without penalty.

Students who “**officially withdraw**” during this period through the institution's Registrar will receive a refund of the monies paid for the class and the USCG will not be billed for the class.

Applicant's action

Step	Action
1	Annotate the word "CANCEL" on the TA Authorization Form CGI-1560
2	Send a copy of the annotated CGI-1560 and copy of the withdrawal documentation from the education institute to NETPDTC, via fax (850) 452-1079 Attn: Coast Guard Group

Note: Applicants who do not take the responsibility of officially withdrawing and earn an "F" will be required to repay the government share of TA.

Add Additional courses

If a student wants to add courses not authorized on the TA Authorization CGI-1560 form:

Step	Action
1	Student completes CG-4147 with information of “ additional courses ”
2	Fax CG-4147 form to CG Institute (405) 954-7247 for new CGI-1560
3	Receives CGI-1560 and proceeds with registration

Students that receive a CGI-1560 for courses and do not register, nor use the CGI-1560 for the courses, must request cancellation of the CGI-1560.

Annotate the word “Cancel” on the CGI-1560 and fax to NETPDTC @ (850) 452-1079, Attn: Coast Guard Group.

REIMBURSEMENT

Distance Learning (DL) Courses

a. Distance education courses where the institution allows the applicant 18 weeks or more to complete the course will be reimbursed **after the member successfully** completes the course. The start and end course dates submitted on the CG-4147 are the institution's announced course dates.

b. A reimbursement application package will be submitted to and received by CG Institute no later than 90-days after the course is completed. Applications received after that time will not be considered for reimbursement. Incomplete applications will be returned unprocessed and will not provide grounds to waive the 90-days submission requirement.

To apply for reimbursement, applicants must submit the following paperwork:

- (1) Completed CG-4147
- (2) Copy of final grade report
- (3) Copy of receipt showing itemized tuition/fees paid by applicant
- (4) Extract from the institution's catalog listing tuition charges
- (5) Member's mailing address

b. TA reimbursement applications will be submitted to and received at CG Institute within 90 days after the course is completed. Incomplete applications will be returned unprocessed and will not provide grounds to waive the 90-days submission requirement. ***Applicants who do not follow the process and apply for reimbursement after-the-fact for courses less than 18 weeks in length will not be reimbursed.***

WAIVERS

Students that must withdraw from a course due to: hospitalization, PCS, TAD, documented emergency leave, or change in military duties, may request waiver of TA reimbursement by submitting an application for a waiver. A waiver must be requested in writing, confirming the “official” withdrawal from the institution and the reason for the waiver. An amplifying command endorsement must be included with the request. The waiver may be faxed to CG Institute.

Other

In those rare, unusual situations when applicants are unable to submit their TA application prior to the course registration and course start dates due to extenuating circumstances (i.e. operational commitment), the applicant may apply for a Waiver.

Step	Action
1	Applicant may request a waiver explaining the unusual situation in a letter to the CG Institute via their Commanding Officer.
2	An amplifying endorsement from the Commanding Officer is required for consideration. (The endorsement may not be signed by the ESO except in those situations where the CO is the ESO).
3	Fax the waiver request and command endorsement to CG Institute @ (405) 954-7247

a. The only situation in which a waiver will be automatically authorized is when it is clearly documented that the applicant's command or unit was involved in an operational mission, which precluded earlier submission as required by Commandant Instruction 1500.24 (series).

FINAL GRADES

The final part of the process is to submit the final grade report to CG Institute, or to NETPDTC Attn: Coast Guard Group for posting in the database. The grade report may be faxed or mailed to:

CG Institute: (405) 954-7247

NETPDTC: (850) 452-1079 (Attn: Coast Guard Group)

NOTE: Ensure the grade report is legible, and includes the student's full name and social security number.

Mail address:

Commanding Officer (TA)
Coast Guard Institute
5900 SW 64TH ST, Room 233
Oklahoma City, OK 73169-69

Commanding Officer
NETPDTC N8115 (Attn: Coast Guard Group)
6490 Saufley Field Road
Pensacola, FL 32509-5241

Note: The institution may report the grades but the applicant is ultimately responsible for ensuring the grades are submitted. Posting of the grades is critical.

Action for grades not posted

Grades not posted within	Action
60 days after course completion	NETPDTC sends letter to the applicant.
90 days after course completion	NETPDTC sends letter to the applicant's commanding officer
120 days after course completion	Collection actions are initiated in accordance with the USCG Pay and Personnel Procedures Manual COMDTINST 1000.2A, Chapter 9-A-4

Non-Completion

a. Individuals who receive an **"I"** in a course will have six months from the term-end date to finish course requirements and receive a passing grade.

b. When the applicant does not complete the class or receives a failing grade, the member will repay the government share of TA as soon as possible, and not later than 60 days after the course completion date.

c. Individuals who receive a **"D"** in an undergraduate course are not required to repay TA.
Note: Not all institutions accept a grade of "D" for transfer of lower level courses.

d. Individuals who receive **"less than a B"** in a graduate level course are required to repay TA.

e. A "One-Time Waiver" - means the final grade for a specific course(s) has not yet been posted at NETPDTC, or a non-passing grade has been posted and reimbursement is required. In order for the waiver to be removed the final grade report must be faxed to NETPDTC, Attn: Coast Guard Group @ 850-452-1079, or a TA reimbursement check mailed to NETPDTC. Failure to submit payment will result in pay collection of the indebtedness. You will be locked out of the TA program for any new courses if you have a "waiver". It is very important that your final grade report is sent to NETPDTC as soon as you receive the report.

Debt Resolution

Applicants shall resolve their indebtedness to the government. Monies that are repaid are returned to the USCG account and reallocated.

Check or money order shall be payable to the U.S. Treasury and mailed to the following address. Complete the "Tuition Assistance Resolution/Indebtedness Response Memorandum" and send with your payment. Make sure you include your full name, social security number, and copy of the TA indebtedness letter from NETPDTC.

Commanding Officer
NETPDTC N8115 (Attn: Coast Guard Group)
6490 Saufley Field Road
Pensacola, FL 32509-5241

Separation

An enlisted member separated prior to completing the course; an officer separated prior to fulfilling the one-year service obligation, will repay all costs incurred by the Coast Guard. Exceptions are those individuals who are:

- Involuntarily discharged for reason of convenience of the government in connection with a reduction in force;
- Involuntarily passed over and separated
- Separated or retired by reason of physical disability, illness, injury, or other impairment incurred in the line of duty and not due to misconduct;
- Receive a hardship discharge.

Resources

USCG Institute

Organization/Office	Phone Number	Authorized User
TA Program Manager	(405) 954-7242 or 7233	ESO & Institutions
TA Hotline	1-888-532-8257 or (405) 954-1360	ESO, Students & Institutions
Fax*	(405) 954-7247	ESO/Students
Homepage	www.uscg.mil/hq/cgi/index.html www.uscg.mil/hq/cgi/tuition/ta.pdf	ESO/Students

***Please do not call to verify receipt of your fax. If you do not receive your TA Authorization form within 5-10 workdays of faxing to CG Institute, you may call the TA Hotline.**

NETPDTC /USCG Liaison

Organization/Office	Phone Number	Authorized User
NETPDTC USCG Liaison	ta.coastguard@cnet.navy.mil	* ESO & Institution Personnel
Fax	(850) 452-1079 Attn: Coast Guard Group	ESO & Student
Mail Address	Commanding Officer NETPDTC N8115 (Attn: Coast Guard Group) 6490 Saufley Field Road Pensacola, FL 32509-5241	ESO, Student & Institution personnel

* ESOs and institution representatives may send E-mail concerning payment to institutions.

Tuition Assistance Resolution/Indebtedness Response Memorandum [sample]

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Memorandum

From:

To: Naval Education and Training Professional
Development and Technology Center (N8115 – Coast Guard Group)

Subj: TUITION ASSISTANCE INDEBTEDNESS
NAME _____ SSN _____

Ref: (a) TA Authorization Document Number _____

1. The following action has been taken to resolve the tuition assistance indebtedness incurred by reference (a):

- a. A check/money order in the amount of \$ _____ accompanies this document.
- b. A passing grade report is submitted with this document.
- c. A waiver request approved by my Commanding Officer has been forwarded to the USCG Institute.

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Tuition Assistance Check-List

Applicant

When you apply for Tuition Assistance (TA) funding, follow the TA Check-List:

- Consult with your Education Services Officer to locate the programs and courses of interest to you, and for assistance in completing the Application for Off-Duty Assistance application CG-4147 (Rev 3/03).
- Ensure the institution is properly accredited. Accreditation should be listed in the institution's catalog.
- Complete the CG-4147 with ample lead-time for it to pass through your command, and be processed by CG Institute prior to your class registration date. Recommend at least 10-15 days prior to class registration date. The application form is in JeffForm Filler, and on the CG Institute web page at: <http://www.uscg.mil/hq/cgi/index.html> (member-funding-tuition assistance-TA news)

Note the following when completing the form:

- **Block 4** - Include dashes in this format: YYYY-MM-DD
- **Block 7** - Indicate "YES" if this is the applicant's last course required to receive a degree
- **Block 9** - Indicate education goal
- **Block 11** - must be completely filled in

"Unit Hours": indicate the number of hours of each course.

Enter "S" if Semester hours, "Q" for Quarter hours, "CLK" for Clock hours

"Tuition Costs": enter the cost per hour in "Per Unit" column

- **Block 12** - Include your work and fax phone numbers, signature and date signed
 - **Block 13** - Provide your CO's, ESO's or designee's name, E-mail address, unit name, work and fax phone numbers
- Carefully read the Statement of Agreement/Understanding on Page 2 of CG-4147, and sign the form.
 - Deliver the completed CG-4147 to your ESO for Command Certification & signature.
 - Fax the completed CG-4147 to CG Institute (405) 954-7247, with enough lead-time to allow for processing, and delivery of the TA Authorization form (CGI-1560) to the member. Allow one week for the Institute to process your application.
 - Retain a copy of the CG-4147 for your records. Follow-up if you have not received the CGI-1560 within 5-10 workdays of faxing to CG Institute. Contact the Institute's TA Hotline (888) 532-8257 or (405) 954-1360.

Applicant At Registration

- Sign the TA Authorization form (CGI-1560)
- Make a copy of the CGI-1560 for your records
- Take the CGI-1560 to the college when you register

When registration plans change

If you	the tuition cost	Student action	Fax the
change courses	is the same or less	pencil in the changes on CGI-1560, and proceed with registration	CGI-1560 to NETPDTC (850) 452-1079 Attn: Coast Guard Group
change courses	increases	pencil in the changes on CGI-1560. Do not proceed with registration.	CGI-1560 to CG Institute (405) 954-7247 for reauthorization
cancel a course		Write "CANCEL" on the CGI-1560	CGI-1560 to NETPDTC (850) 452-1079 Attn: Coast Guard Group
add additional course(s) OR credit hours		Complete a new <u>TA Application CG-4147</u>	CG-4147 to CG Institute (405) 954-7247 for authorization
do not register, nor use the CGI-1560 for the authorized courses		Write "CANCEL" on the CGI-1560	CGI-1560 to NETPDTC (850) 452-1079 Attn: Coast Guard Group

Upon course completion

When you complete your course(s), and receive the final grade report:
Fax a copy of the grade report to CG Institute (405) 954-7247 or to NETPDTC, (850) 452-1079, Attn: Coast Guard Group
 Ensure the copy is legible and member's full name and social security number is on the report prior to faxing

If you are unable to Fax you may mail a copy of your grade report to one of the following addresses:

Commanding Officer (TA) Coast Guard Institute 5900 SW 64 TH ST, Room 233 Oklahoma City, OK 73169-69	Commanding Officer NETPDTC N8115 (Attn: Coast Guard Group) 6490 Saufley Field Road Pensacola, FL 32509-5241
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Some colleges will mail your scores to NETPDTC automatically, but you should consult the Registrars' Office for verification.

Remember: It is ultimately the applicant's responsibility to ensure the grades are sent to CG Institute or to NETPDTC.

ESO Action

Review the application closely and ensure that it is properly completed prior to accepting the form.

- Review title of the course requested. If it's a vocational technical course, ensure the course is accredited, it is Coast Guard mission related, or required for the member's degree program

Note the following when completing the form:

- **Block 6** - Include the school code from the USCG Institute School List. The list is available on CG Institute web page at www.uscg.mil/hq/cgi/index.html (member-funding-tuition assistance-school code list). If the school is not on the list, contact the school for a copy of their "Accreditation Certificate" and send it to CG Institute with the school's address and point of contact.
- **Block 13** - Sign the form if so designated by the Commanding Officer, or forward to the appropriate official for signature. Include **all** information requested in Block 13. Ensure the name and title of the authorizing official is provided.

Fax the completed CG-4174 to the CG Institute (405) 954-7247, with ample lead-time for processing and receipt of the TA Authorization form (CGI-1560), prior to the class registration date.

Please allow for 5-8 workdays for processing at the Institute and return of the CGI-1560 to the member.

- Retain a copy of the submitted CG-4147 and approved CGI-1560 forms on file at the unit for one year, for compliance with MLC inspection requirements.

APPLICATION FOR COAST GUARD TUITION ASSISTANCE

(See page 2 for Privacy Act statement and
statement of agreement/understanding)

1. Last Name, First Name, MI	2. SSN	3. Rate/Rank	4. Expiration date of enlistment	5. Years of service	
6. Institution (full address, including ZIP and school code)		School code	7. Upon completion of this course, will you receive a degree? Yes No		
8. Location of class. Place # in box: 1. On Base 3. Distance Learning 2. Off Base		9. Your immediate educational goal. Place number in box: 1. HS Diploma 4. BS 2. VoTech 5. MS 7. Professional Degree 3. AA 6. PHd			
10. Eligibility to participate in VA Programs. Select One Only (Place number in box) 1. Vietnam Era 3. Montgomery GI Bill 2. VEAP 4. ETAP 5. None					

11. ENROLLMENT INFORMATION																
COURSE		COURSE LEVEL					CREDIT		TUITION COSTS		DATE			DATE		
DEPT.	NO.	DIV					#	HOURS S/Q/CLK	PER HOUR	PER COURSE	STARTED			COMPLETED		
		V	L	U	G	YEAR					MONTH	DAY	YEAR	MONTH	DAY	

12. I request tuition assistance in the amount authorized with the understanding that I will pay all additional costs (additional tuition, fees, books, etc.) incurred over and above the amount authorized. I understand that the USCG share will vary depending on the limits established in COMDTINST 1500.24, Coast Guard Tuition Assistance Program, Sec. 6. I have read, understand and will comply with all the provisions on Page 2 of this application.

APPLICANT'S SIGNATURE	WORK PHONE / FAX NUMBER	DATE
I authorize the release of information covered under the Privacy Act by the Coast Guard Institute. By my signature, I release the Coast Guard from any responsibility or liability.		

COMMAND CERTIFICATION

13. I CERTIFY that the applicant is assigned to this activity and that his/her anticipated duties will allow for the completion of the course(s) listed in #11 above. I CERTIFY that this course is either career, rate (applicable to a degree) or mission related.

Signature of CO, ESO or Designee		Date	
Print the following: CO, ESO or Designee's name	E-mail address	Phone number	Fax number

14. COMMAND ADDRESS

PRIVACY ACT STATEMENT

Under the authority of 5USC 301, the personal data on Page 1 of this form is requested in order to process your request for Coast Guard Tuition Assistance (TA). Your Social Security Number will be used for identification. The office responsible for processing tuition assistance forms 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 tuition assistance program. You are not required to provide this information. However, failure to do so will result in your not being considered for tuition assistance.

STATEMENT OF AGREEMENT/UNDERSTANDING

My signature in Block 12 on Page 1 of this application for tuition assistance indicated that I have read, understand, and will comply with each of the provisions listed below:

1. I will apply for Coast Guard tuition assistance prior to registering for the course, for courses of 18 weeks or less. Applications must be submitted to allow sufficient time for processing, and for return of the TA Authorization Form (CGI1560) by the approval authority prior to the date of class registration. If the course length is longer than 18 weeks, the application must be made within 90 days of the course completion date.

2. I must pay any costs beyond the amount authorized. **Refer** to COMDTINST 1500.24 (series), Coast Guard Tuition Assistance Program, Sec. 6. for **limits** on amounts authorized (share payable by the Coast Guard).

3. Eligible Members:

- a. Enlisted members agree to remain on active duty, or in the selected reserve for the duration of authorized course(s).
- b. Officers will remain on active duty, or in the selected reserve for one month for each credit hour after completion of a course.
- c. Civilian employees agree to remain employed with the Coast Guard for on month for each credit hour after completion of a course.

4. I have not obligated the Coast Guard to pay for this course. If this request is not granted I realize that I am responsible for all costs associated with this course.

5. I will submit a final grade report to the designated agency for the course(s) for which tuition assistance has been granted. Failure to do so will result in my ineligibility for future tuition assistance. If I receive an academic failing grade or withdraw from the course for which TA has been authorized, I will arrange with the approval authority to reimburse the Coast Guard in full.

6. I understand the Coast Guard tuition assistance cannot be authorized for any course for which I receive assistance in whole or in part under other provisions of law where the payment would constitute a duplication of benefits from the Federal Treasury. A similar limitation exists on educational assistance from the Veterans Administration. Therefore, I certify that I have neither received, nor will I request, Veterans Administration MGIB education benefits for the course(s) for which Coast Guard subsidy is requested.

FORM COMPLETION INSTRUCTIONS

1. **Block 6:** All schools must have a School Code. Obtain the Institute School Code List from the ESO or USCG Institute homepage: <http://www.uscg.mil/hq/cgi/index.html>

2. **Block 11: "CREDIT HOURS"**

= Number of course hour

"S/Q" = **"S"** indicates Semester Hour, and **"Q"** indicates Quarter Hour

"CLK" = Clock Hour

CGI FORM 1560 (10/97)

TUITION ASSISTANCE AUTHORIZATION

SSN: NAME:
 SCHOOL CODE: 4063A INSTITUTION: Gordon Cooper Technology Centre

ENROLLMENT INFORMATION

TERM DATES START: 19-AUG-02 END: 02-DEC-02

COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
MIS5109	EMT BASIC	184	\$450.00	\$150.00
TOTAL:		184	\$450.00	\$150.00

I hereby authorize release of my grades to the US Navy. I understand it is my responsibility to ensure grades are submitted and non-receipt of grades will prohibit additional tuition assistance.

Applicant's Signature _____ 405 9541360 Phone
 CGI200207789 13-AUG-02
 AUTHORIZATION NUMBER DATE AUTHORIZED SIGNATURE OF USCG PROGRAM MANAGER _____

THE PURPOSE OF THIS FORM IS TO ADVISE THE STUDENT AND THE SCHOOL THAT THE COURSE(S) LISTED ABOVE IS APPROVED FOR PAYMENT AND THE PROCESS FOR INVOICING THE USCG. THE STUDENT IS TO TAKE THIS FORM TO THE SCHOOL.

THIS FORM IS TO BE RETURNED TO THE ADDRESS SHOWN BELOW IF IT IS CANCELED OR AMENDED IN ANY WAY. SHOW ACTION TAKEN ON THE RETURNED FORM. FAILURE TO DO SO MAY RESULT IN A COLLECTION ACTION AGAINST THE STUDENT, VIA THE COMMANDING OFFICER.

SCHOOLS SHOULD SEND INVOICES AND GRADES TO THE ADDRESS SHOWN BELOW.

COMMANDING OFFICER
 NETPDTC N8115/COAST GUARD GROUP
 6490 SAUFLEY FIELD ROAD
 PENSACOLA, FL 32509-5241
 FAX # 850-452-1032

FREQUENTLY ASKED QUESTIONS

Q: Where do I send my completed TA Application (CG-4147)?

A: Fax it to CG Institute (405)-954-7247

Q: Did you receive my application?

A: If you do not receive your TA Authorization form (CGI-1560) within 5-10 workdays after you fax to CG Institute, you may call the TA Hotline (888) 532-8257 or (405) 954-1360 to check on receipt of your application.

Q: Can I take a course that earns CEUs or PDUs upon completion?

A: TA is not authorized for courses that award CEUs, PDUs, non-accredited clock hours, or non-accredited contact hours upon completion of the course. If the institution assigns a semester or quarter hour type credit equivalency to the CEU/PDU, the course may be authorized TA. Documentation explaining the institutions equivalency policy must be provided with the CG-4147.

Q: How does my school get paid for my course?

A: Your school must send their invoice to NETPDTC in Pensacola, FL, Fax number (850) 452-1079, Attn: Coast Guard Group. Ensure your full name, SSN are on the invoice, and a copy of the CGI-1560 is included.

Q: Why do I have a waiver?

A: Either your final grade for previous course(s) has not been received for posting at NETPDTC in Pensacola, FL, or a non-passing grade has been posted and reimbursement is required. In order for the waiver to be removed you must fax a copy of your final grade report to either CG Institute (405) 954-7247 or to NETPDTC (850) 452-1079 Attn: Coast Guard Group, or mail in your reimbursement payment. Failure to submit payment will result in pay collection of the indebtedness. You will be locked out of the TA program for any new courses if you have a "waiver". It is very important that your final grade report is sent to CG Institute or to NETPDTC as soon as you receive the report.

Q: Why is the government share not 100% of my tuition?

A: There is a Fiscal Year Cap (FY03 = \$4500), and there are Caps for the Semester, Quarter, and Clock Hours (SH = \$250; QH = \$166.67; CLK = \$16.67). If your course is 3 SH at the cost of \$400 per SH, your TA will be paid at the maximum per semester hour of \$250 (example: 3SH x \$250 = \$750).

Q: If I get a "D" grade do I have to pay back the government share of TA?

A: Members that receive a grade of "D" for an under-graduate level course are not required to repay TA. **Note:** A final grade of "D" is not transferable to all institutions. Individuals who receive "less than a B" in a graduate level course are required to repay TA.

Q: Can I take classes from any school?

A: Classes must be taken from an accredited institution that has undergone accreditation through one of the National, Regional Institutional Bodies. *If an institution is not accredited by one of these bodies, the course is not eligible for TA.*

Q: If I am separating from active duty, but going in the reserves do I have to pay back my TA?

A: The key is - what status is the member upon the start of the course.

Officers agree not to request release from active duty, separation, retirement, or termination of selected reserve status for 12 months after completing a course.

Enlisted members must finish the course before release from active duty, discharge, retirement, or termination of selected reserve status.

Civilians must agree to retain employment with the Coast Guard for one (01) month for each completed credit hour upon completion of a course.

Q: How do I know if my school is accredited?

A: Accreditation is a non-government process that gives public recognition to institutions that meet certain published standards of academic and administrative quality. Accreditation helps assure the public about the quality of the institution. Accrediting agencies are recognized by the U.S Department of Education to accredit on-campus and distance learning programs found at the high school, associate, baccalaureate, masters and doctorate level. To confirm accreditation of a college, ESOs and members should contact either the Registrar or Dean of Admissions at the institution.

You can also check the web site:

<http://www.ed.gov/offices/OPE/accreditation/natlagencies.html>

Q: How long do I have to wait before I will receive my reimbursement money?

A: It generally takes 5-8 weeks to process a reimbursement package.

Q: Can I take courses for a Captains license?

A: TA is not authorized for “licenses”, “Certification”, or preparatory courses for certification tests.

Q: Can I include student fees with my tuition cost?

A: Direct expenses for instruction such as laboratory, studio, shop fees and supplies, internet fee, may be included in the computation of education expenses, provided these costs are based on specific fees or charges customarily levied by education institutions and are directly tied to the course for which the fee is required. Examples of prohibited fees are: student fees, record maintenance fees, non-consumable materials, parking fee.

Q: Can I take courses for a Pilot’s license?

A: TA is not authorized for flight time fees, flying lessons, or non-credit aviation classes.

Q: I am taking a correspondence course. Can I receive TA for it before I register?

A: Distance education courses that allow the student 18 weeks or more to complete the course will be reimbursed after the member successfully completes the course.

Q: Can I repeat a course that I received a "D" grade?

A: No, courses previously completed, where a grade of "D" or better was earned cannot be reauthorized for TA.

Q: Does a reservist or civilian get the same benefits as active duty enlisted members?

A: Yes. The current Fiscal Year 2003 TA cap of \$4500 applies to all TA eligible members.

Q: If I pay up front for my courses will you reimburse me?

A: Courses that are less than 18 weeks duration must have TA authorized prior to student's registration date. Courses that are 18 weeks or more in duration, and distance learning courses, will be reimbursed after the member successfully completes the course.

Q: How do I change or cancel a course?

A: Specific instructions are provided on the Email that delivers the TA Authorization form to the member.

If a course is "cancelled" prior to the school's Drop dates, the cancellation is noted on the CGI-1560 and faxed to NETPDTC, Attn: Coast Guard Group at (850) 452-1079.

When courses "are changed", if the new course has the same tuition cost, the course change is annotated on the CGI-1560 and faxed to NETPDTC, Attn: Coast Guard.

If the institution requires a corrected TA Authorization form, it must be requested from CG Institute.

If the "new course" tuition cost is greater, the change is annotated on the CGI-1560 and faxed to CG Institute (405) 954-7247 for the reauthorization of tuition assistance money.

Q: Where do I send my final grade report?

A: Ensure your full name and social security number is included on the report. Grades may be faxed to CG Institute (405) 954-7247 or to NETPDTC, Attn: Coast Guard Group (850) 452-1079. Many grade reports are not legible when faxed. If you are uncertain, Xerox the report. If it is legible, it should fax okay. If you need to mail the report send it to CG Institute or to NETPDTC Attn: Coast Guard Group.

Q: Can a person use TA and MGIB benefits (general) concurrently for the same course?

A: No. That is prohibited under Federal law - Title 38, Chapter 36, Section 3681. However, if the student is taking more than one course, TA may be used for one course, and MGIB benefits may be used for the other course. Students must ensure their education institution does not include TA funded courses in the calculation of full time or part time status for VA purposes.