



What To Do With Your Tuition Assistance Authorization Form Once You Receive It

This is to be used as a Desktop reference ONLY. See Official SOP developed by CGI for additional information.



Preparing Your TA Authorization For Sending To Your College/University

This is your TA Authorization. Print the document, and then you must put your **SSN** in the appropriate space and finally **sign the document**. Once this has been completed, you can forward the document to the school by whatever means the school will accept (i.e. Fax, Scan-to-Email, hand carry, etc.)



CGI FORM 1560(10/97) **TUITION ASSISTANCE AUTHORIZATION** CGI20138888
10-JAN-2013

SSN: 12345-6789 NAME: Coastie, Joe B.
SCHOOL CODE: 4446A INSTITUTION: Ashford University

ENROLLMENT INFORMATION

TERM DATES START: 08-JAN-2013 END: 11-FEB-2013

COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
INF103	COMPUTER LITERACY	3	\$750.00	\$.00
TOTAL:		3	\$750.00	\$.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.



Joe B. Coastie
Applicant's Signature

Phone: 999-555-1111

U. R. Ready

CGI201388888

10-JAN-2013

AUTHORIZATION NUMBER

DATE AUTHORIZED

SIGNATURE OF USCG
PROGRAM MANAGER

Digitally signed by Ready, Uareah
Betterbe 1987654321
DN:c=US, o=U.S. Government
Ou=DoD, ou=PKI, ou=USCG,
cn=Ready
Uareah.1987654321
Date: 2013.01.10 15:34:38 -06'00'

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 must 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.

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If You Cancel, Drop, Or Do Not Complete A Course

You must officially withdraw/disenroll from the course through the school. There is a time frame established by the school (generally within the first through the third week of the course) when you can officially withdraw/disenroll from the class. Each school has their own rules for this, so check with the school first, **DON'T ASSUME**.

If you withdrew/disenrolled by the deadline and the school will not invoice for the course, you should **submit** the cancellation **TO YOUR ESO** who will then forward to the CG Institute. **WRITE** in **CANCELLED** on the TA Authorization form and forward it to your ESO. If there is **more than one course** on the form and **only one course** is being cancelled, **WRITE** in **CANCELLED** next to the course that is being cancelled. **PLEASE** ensure you write in your complete **SSN** and **sign the form** before sending to your ESO.

If you did not meet the deadline, the school will invoice for the course and you are **responsible to pay back the tuition**. In this situation, you should **send a money order for the amount owed, made out to the U. S. Treasury, to NETPDTc**. Send the money order to the address provided on the TA Authorization form.

Mail the money order and a copy of the TA Authorization to:

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

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Cancelled

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Changes To Any Course Code, Course Dates Or Tuition Rates

SCAN and EMAIL your TA Authorization form to **YOUR ESO** for a new TA Authorization if one of the following scenarios applies to you. **PLEASE ensure you write in your complete SSN and sign the form before sending to your ESO.**

• Tuition **INCREASED** or **DECREASED** (different in any way)

• Course or Course Info Changes

• Course Dates Changed

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11 Jan 2013 27 Feb 2013

TERM DATES START: ~~08-JAN-2013~~ END: ~~11-FEB-2013~~

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INF103	COMPUTER LITERACY	3	\$750.00	\$.00
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<u>HIST101</u>	<u>History of the World</u>			

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IF ANY of those items changed you **MUST** immediately line out the information, **CLEARLY WRITE** in the new information and send the document to your **ESO** who will submit the changes to the CG Institute.

If you want to **add** additional courses, you **must** complete a new **eTA Application** for the additional courses.



If You Do Not Use Your TA Authorization Form (Even If You Don't Send The Form To The School)

Even if you did not forward the TA Form to the school, **you must** follow the instructions as if you Cancelled or Dropped a Course.

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CGI201388888 10-JAN-2013 *U. R. Ready*
AUTHORIZATION NUMBER DATE AUTHORIZED SIGNATURE OF USCG
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Reporting Final Grades

When you complete the course and receive your final grade report, **Scan-to-EMAIL** a copy to **Your ESO**. The report must be submitted on an unofficial document **displaying the school's letterhead or logo**. **Screen prints of your grade reports will also be accepted**, but they **must** be in **PDF Format**. The ESO will forward to the CG Institute for data entry via the TAACTs System.

Ensure your **FULL NAME** and **SOCIAL SECURITY NUMBER** are included on the grade report and the report is legible.

IMPORTANT: Some colleges will send your final grades to **NETPDC** automatically, but you should check with the Registrar's Office for verification. **Remember** it is **ultimately** the applicant's **(Your)** responsibility to ensure the grades are posted.



American Public University System

Wednesday, June 06, 2012

Official Grade Report

Joe B. Coastie *SSN: 123-45-6789*

Student Name	Joe B. Coastie
Student ID	1111111
Social Security	6789
Student Address	1313 Mockinbird Lane, Anytown, FL, USA 12345-678
Course Title	Introduction to Sociology
Course Number	SOCI111
Session	Spring 2012 Session B
Course Grade	A-
Credit Hours	3
Current GPA	3.6675
Grade Posted Date	5/30/2012 6:24:21 PM

Lyn Gear
Lyn Gear - VP, University Registrar

This Constitutes an official grade report from American Military University. All information shown is drawn from secured database. Questions should be directed to registrar@apus.edu

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