

REQUEST TO USE TUITION ASSISTANCE

1. NAME (Last, First MI)	2. GRADE	3. DIV/BRANCH	4. PHONE
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I hereby request permission to use Coast Guard tuition assistance (TA) for the course(s) listed below.

COURSE TITLE	TYPE OF COURSE	COURSE LEVEL	CREDIT HOURS		START DATE	END DATE
			#	S/Q	mm/dd/yy	mm/dd/yy

The course(s) listed above are part of _____ degree program. My major is _____

The course(s) listed above are part of _____ certificate program in _____

The course(s) listed above are not part of degree or certificate program.

INSTRUCTIONS

All Training Center Cape May (TCCM) personnel – military and civilian – who wish to use Coast Guard tuition assistance (TA) will complete and digitally/electronically sign this form, then forward it by e-mail to their immediate supervisor for approval (and digital signature). Supervisors will forward forms they have digitally signed to the Educational Services Officer (ESO) by e-mail.

If you have difficulties using the digital signature function, ask a shipmate or contact the ESO for help.

Applicants must ensure that this form has been signed by their supervisor and forwarded to the ESO before submitting a TA application using the Navy's electronic tuition assistance (eTA) process, as described on the [TCCM ESO's web site](#).