

STANDARD OPERATING PROCEDURES (SOP)

FOR

COAST GUARD'S TRAINING SYSTEM

EDUCATION SERVICES OFFICER (ESO)  
CHAPTER III

TUITION ASSISTANCE AND GRANTS



Force Readiness Command  
Coast Guard Education & Training Management Command  
March 2018

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U.S. Department of  
Homeland Security

United States  
Coast Guard



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ETQCINST 1560

30 Mar 2018

## EDUCATION & TRAINING QUOTA MANAGEMENT COMMAND INSTRUCTION 1560

Subj: EDUCATION SERVICE OFFICER VOLUME III, EDUCATION

Ref: (a) COMDTINST M1500.10 (series): Performance, Training and Education Manual  
(b) COMDTINST M1001.28 (series): Reserve Policy Manual

1. Purpose. This promulgates the Standard Operating Procedures (SOP) for the ESO's collaboration with the Coast Guard Education & Training Quota Management Command (ETQC).
2. Action. Regional, Full Time and Collateral Duty ESOs should ensure compliance with the provisions of this SOP. Internet release is authorized.
3. Directives Affected. CGINOTE 1000.3B is hereby cancelled.
4. Major Changes. Additional information was added due to Tuition Assistance policy updates.
5. Environmental Aspect and Impact Considerations. Environmental considerations were examined in the development of this Notice and have been determined to be not applicable.
6. Printed Copies. Printed copies of the ESO SOP Vol III, Education, are not available. Distribution is through the ETQC website at <http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/>
7. Discussion. The next change to the ESO SOP Vol III, is expected to be completed by November 2018. The ETQC encourages user recommended revisions and corrections to the ESO SOP Vol III. Comments or recommendations may be submitted by emailing [ETQC-SMB-TAG@uscg.mil](mailto:ETQC-SMB-TAG@uscg.mil)

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Commander, U.S. Coast Guard  
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- ENCLOSURE (1) Commonly Claimed Expenses
- ENCLOSURE (2) CGFEG and VPEG Application
- ENCLOSURE (3) Non-Receipt Worksheet

**Section 1: TUITION ASSISTANCE (TA)**

- A. Introduction. Eligibility and benefits are standardized Coast Guard wide for active duty and drilling select reserve members (SELRES) with the Coast Guard. Specific eligibility requirements will be provided by FORCECOM in an annual ALCOAST. TA will be processed for courses taken in the current fiscal year (FY), if funds are available. Courses may be resident or online. The Commanding Officer/Officer-in-charge (CO/OIC) is responsible for ensuring personnel meet the minimum requirements and have the authority and/or discretion to limit participation in the Coast Guard TA program and/or limit a member's course load. This provision takes into account unit staffing, unit qualification and possible disciplinary concerns or requirements.

**NOTE:** All courses must be taken with a university, institution, or school that has a signed DOD MOU. TA is not authorized for Continuing Education Units (CEUs) or Professional Development Units (PDUs).

- B. Member Eligibility. The Commanding Officer/Officer-in-charge (CO/OIC) is responsible for ensuring personnel meet the minimum requirements and have the authority and/or discretion to limit participation in the Coast Guard TA program and/or limit a member's course load. The Educational Service Officer (ESO) certification is confirmation that all eligibility requirements have been met.



**Table 1-1: Service Requirements**

<b>If member is</b>	<b>Service requirement is</b>
Enlisted Member (active duty or SELRES)	<p>Must complete the CG Tuition Assistance authorized course(s) on or prior to release from active duty (RELAD), discharge, or retirement.</p> <p><b>NOTE:</b> If member is going to RELAD and provides documentation showing that he/she will be in the SELRES with no break in service, then CG Tuition Assistance authorized course(s) may begin in active duty status and be completed in SELRES status.</p>
Officer (active duty or SELRES)	<p>Must complete two-year service upon completion of the course. Officers who use CG Tuition Assistance incur obligated service in exchange for their participation in the program. Specifically, Officers agree not to request release, separation, retirement or termination off SELRES status for 24 months (48 months for SELRES) following the course completion date of the last course funded by CG Tuition Assistance. This service obligation is no different than that incurred for Advanced Education, Senior Service School, PCS Orders, Promotion, Aircraft Transition, etc.</p> <p>Officers that request release, separation, retirement or termination off SELRES prior to completing their two year obligated service requirement will have their CG Tuition Assistance prorated in full months for repayment for service not completed as mandated by 10 U.S.C. 2007 and 37 U.S.C. 303a.</p> <p><b>NOTE:</b> The following officers are not eligible for Tuition Assistance:</p> <ol style="list-style-type: none"> <li>1. In an involuntary/mandatory separation status due to misconduct or discipline.</li> <li>2. In a retired recall status.</li> <li>3. CWOs extended beyond 30 years.</li> </ol> <p><b>NOTE:</b> If member is going to RELAD and provides documentation showing that he/she will be in the SELRES with no break in service, then TA authorized course(s) may begin in active duty status and be completed in SELRES status—as long as the two year service upon completion of course requirement is met.</p>
SELRES	Must maintain at least “minimum drill attendance” (i.e., maintain satisfactory participation) and all readiness requirements.

	<p>The CO/OIC has discretion in determining eligibility for reserve members.</p> <p>The ESO certification is confirmation that all eligibility requirements have been met.</p>
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Medical Hold	Members awaiting a medical board are authorized CG Tuition Assistance assuming they are in compliance with current eligibility criteria. The course must be completed prior to the date of separation. However, if the member is separated prior to course end date, consideration will be given with regards to repayment obligation of CG Tuition Assistance due to involuntary discharge for medical. Member's can submit a waiver to the ETQC TAG division if separation occurs prior to obligated service requirements.
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1. First-Term Members. Tuition Assistance while assigned to an accession point (Academy or Recruit Training) is not authorized. First-term members assigned to an accession point in a medical hold status, or transferring from an accession point, en-route to their first PDS are not eligible to receive CG Tuition Assistance. To qualify for CG Tuition Assistance, first-term military personnel must be assigned and reported to a permanent duty station and must not be under instruction.
2. Ineligible Members.
  - a. Coast Guard members that are incarcerated in military or state/federal prisons.
  - b. Personnel awarded an administrative discharge, in confinement, on appellate leave or awaiting administrative separation other than honorable or general discharge under honorable conditions; and service members, convicted by foreign or domestic courts, serving sentences in foreign prisons.
  - c. Chaplains (funded through Navy Tuition Assistance).
  - d. Contract and Non-Appropriated Fund (NAF) employees.
  - e. Members in a duty-under-instruction status (DUINS) where the member's tuition and/or educational fees are being paid through another Coast Guard program.
  - f. Members assigned to an accession point (Academy or Recruit Training).
  - g. Members assigned to an "A" School.
  - h. Members assigned to an accession point or an "A" School in medical hold status.
3. Limitations.
  - a. Limitations when CG Tuition Assistance is not authorized:
    - 1) CG Tuition Assistance is not authorized for any course for which the member is receiving assistance under any other federally funded program where such a payment would constitute a duplication of benefits from the Federal Treasury.

- 2) **For Reservists** - Course tuition paid for by primary employer (not Coast Guard). If only a portion of the tuition is paid for by primary employer, member may submit CG Tuition Assistance request for the remainder of the tuition.
- 3) Audited courses: students are not officially registered for these courses, nor do they earn grade or credit for taking them.
- 4) Courses beginning in a subsequent fiscal year. The course start date determines the fiscal year funding to be used for accounting purposes.
- 5) Courses previously completed: students received a grade of “B” or better (graduate) or a grade of “C” or better (undergraduate).
- 6) Physical education or recreation courses, unless the courses are required by the institution for degree completion, or the member is a candidate for a degree with a major in physical education or recreation and has not been awarded the physical education credits recommended by The American Council on Education (ACE) for Military Training.
- 7) Undergraduate students whose average GPA is less than 2.0 (on a 4.0 scale) for the previous 12 semester hours completed under CG Tuition Assistance.
  - a) Reinstatement Procedures: The member must increase his/her GPA to a 2.0 or higher. The member must forward the grade report showing a GPA of at least 2.0 or higher for all courses to the ETQC TAG division.
  - b) Members will not be authorized additional CG Tuition Assistance until documentation is provided showing a 2.0 GPA or higher. Additionally, members can expect to use their own funds or find alternative funding sources for subsequent courses necessary to meet this requirement.
- 8) Graduate students whose academic average for previous 12 semester hours is less than a grade of “B” (i.e., less than 3.0 on a 4.0 scale).
  - a) Reinstatement Procedures: The member must increase his/her GPA to a 3.0 or higher. The member must forward the grade report showing a GPA of at least 3.0 or higher for all courses to the ETQCTAG division.
  - b) Members will not be authorized additional TA until documentation is provided showing a 3.0 GPA or higher. Additionally, members can expect to use their own funds or find alternative funding sources for subsequent courses necessary to meet this requirement.
- 9) A second degree at the same or lower educational level regardless of how they received their first degree (i.e. if the applicant already has a bachelor’s degree, CG Tuition Assistance shall not be authorized for an associate’s or bachelor’s degree even if the degree was obtained at a service academy, through the CG advanced education program, via grants or loans, VA benefits, or paid by the member).

- 10) Courses resulting in Continuing Education Units (CEUs), or Professional Development Units (PDUs).

- 11) Tuition Assistance from another military service. Tuition Assistance is not authorized from any other service. CG members must go through a CG ESO to process the CG Tuition Assistance application.
  - 12) Prerequisite courses, Licenses (maritime, real estate, AC&R, etc.), or tests (GMAT, GRE, LSAT), certification courses not listed on an official degree plan (computer, maritime, law, medical, etc.) or courses necessary to meet residency requirements.
- b. Limitations NOT Stated. The Coast Guard ETQC executes the policy and prescribed procedure for the Coast Guard Voluntary Education Program. There may be circumstances when CG Tuition Assistance is not authorized and not stated. However, just because a limitation is not stated does not mean that CG Tuition Assistance may be authorized.
  - c. Institution. The institution on the CG Tuition Assistance authorization must be the same institution which issues the grades and invoices the Navy.
- C. WebTA (electronic) Application Process and Responsibilities. This section outlines the Navy's electronic CG Tuition Assistance application process and illustrates the responsibilities associated with each stage of the application process.
1. Paper. All applicants for CG Tuition Assistance shall use the Navy WebTA system to complete and submit their applications. For units with limited internet connectivity, paper applications may be submitted with prior approval from Tuition Assistance and Grants Division Chief.

**Table 1-2: WebTA Process and Responsibilities**

Stage	Who Takes Action	Action
1	Student	<p>Members will log on to the WebTA site at <a href="https://myeducation.netc.navy.mil">https://myeducation.netc.navy.mil</a> (CAC enabled) and follow the instructions in the first section of the WebTA SOP:</p> <p><a href="https://myeducation.netc.navy.mil/g_user_guide.pdf">https://myeducation.netc.navy.mil/g_user_guide.pdf</a></p> <p>Member completes the online application at <a href="https://sas.ncdc.navy.mil/login/sasdeersvalidation.aspx?RedirectUrl=https://myeducation.netc.navy.mil/webta/home.html#nbb">https://sas.ncdc.navy.mil/login/sasdeersvalidation.aspx?RedirectUrl=https://myeducation.netc.navy.mil/webta/home.html#nbb</a> and routes to his/her unit's ESO with all supporting documentation (i.e., verification of enrollment, course title/code, and tuition cost).</p> <p><b>NOTE:</b> If the browser shows the "can't display" page, click on the refresh button or contact your IT dept.</p> <p><b>NOTE:</b> A system generated email will be sent to the member notifying him/her each time the status of the WebTA application changes. The ESO will NOT receive these system generated emails.</p> <p>Ensure school is willing to submit the required electronic invoice through the Navy's Wide Area Work Flow (WAWF) system if not already established with WAWF.</p>
2	ESO	<p>Reviews student's WebTA application and verifies supporting documentation. Approves the WebTA application, which automatically gets electronically forwarded to the ETQC.</p> <p>Segregation of duties. Navy College Management Information System (NCMIS) users may not approve their own CG Tuition Assistance application or CG Tuition Assistance authorization. All CG Tuition Assistance applications and CG Tuition Assistance authorizations for NCMIS users must be approved by the ETQC TAG Division Chief (i.e., the approver of the transaction cannot be the originator).</p>
3	ETQC	Reviews the WebTA application for accuracy and authorizes the WebTA application.
4	Student	Print, sign, and submit the Tuition Assistance Authorization letter (form CG-1560) to the school prior to the course start date.

2. Preparation of WebTA. This checklist is provided as a job aid to assist the member and ESO in completing all necessary tasks required for submitting a WebTA Application for CG Tuition Assistance.

**NOTE:** The ETQC will not process a CG Tuition Assistance application if it is received less than 14 days (inclusive) prior to the class start date.

**Table 1-3: Preparation of WebTA**

Step	Entry
1	Log into WebTA (CAC enabled) at <a href="https://sas.ncdc.navy.mil/login/sasdeersvalidation.aspx?RedirectUrl=https://myeducation.netc.navy.mil/webta/home.html#nbb">https://sas.ncdc.navy.mil/login/sasdeersvalidation.aspx?RedirectUrl=https://myeducation.netc.navy.mil/webta/home.html#nbb</a>
2	Click <b>My Tuition Assistance (WebTA)</b> .
3	Verify eligibility and click <b>Create TA Application</b> .
4	Read the Application Obligation statement carefully and click <b>I Accept</b> at the bottom of the page.
5	Accept or deny default values by clicking <b>Yes</b> or <b>No</b> .
6	Complete the form on the next screen and verify for accuracy.
6-1	SSN – Verify that the last four digits of your social security number, rank, and pay-grade are correct.
6-2	Last Name – Verify your last name is correct.
6-3	First Name – Verify your first name is correct.
6-4	Middle Name – Verify your middle initial is correct.
6-5	Day time phone:  Commercial – Type in a number where you can be reached at during the day. It does not have to be a work number.  DSN – Ignore this field. It does not apply to CG members.



6-6	<p><b>FAX:</b></p> <p>Commercial – Type in a number where you can receive faxes. It does not have to be a work fax number. This field is optional.</p> <p>DSN – Ignore this field. It does not apply to CG members.</p>
6-7	<p>Applicant Email Addresses – Type in your personal (required) and work email (listed in global) addresses.</p>
6-8	<p>CO or By Direction Authority’s Email Address – Type in your designated ESO’s work email address that is listed in global (not the CO of your unit).</p>
6-9	<p>GI Bill Enrollment Status – Use the drop down menu to select the GI Bill Enrollment Status that applies to you. If you are not using your GI Bill benefits for the course on this application, click <b>None</b>.</p> <p><b>NOTE:</b> The only time you can use MGIB and CG Tuition Assistance for the same course(s) is when you are using the active duty MGIB Top-Up program. Any other use of both programs for the same course(s) is considered a duplicate payment from the Federal Treasury and is not authorized.</p> <p><b>NOTE:</b> Reservists must exhaust all VA educational benefits before using CG Tuition Assistance.</p>
6-10	<p>Years of Education – Use the drop down menu to select the number of years of education you have currently completed.</p>
6-11	<p>Command UIC – Verify your unit’s OPFAC number is correct. If it’s not correct, contact your ESO for guidance.</p>
6-12	<p>Commanding Name – Will default to “Commanding Officer.”</p>
6-13	<p>Command Address – Verify your unit’s name and address is correct. If your unit shows up as “dummy” disregard and continue with the application process. Your ESO can notify the CG TAG for correction.</p>
6-14	<p><b>Command Phone:</b></p> <p>Commercial – Type in your ESO’s work phone number.</p> <p>DSN – Omit this field. It does not apply to CG members.</p>

6-15	<p>Should show USCG INST/OKLAHOMA CITY, OK US. Report any deviation from this to the Coast Guard ETQC at <a href="#">ETQC-SMB-TAG</a> or call (757) 366-6583.</p> <p>Click <b>Next</b>.</p>
6-16	<p>Immediate Academic Goal – Use the down arrow to select your present academic goal.</p> <p><b>NOTE:</b> Do not select High School or VoTech as these are not authorized. High school <b>MAY</b> be authorized under special conditions and with prior approval from the Coast Guard ETQC.</p>
6-17	<p>Verify if you have an education plan or degree plan with your school by clicking <b>Yes</b> or <b>No</b>.</p>
6-18	<p>Anticipated Graduation Date – If you plan on graduating within the next 12 months, enter your graduation date.</p>
6-19	<p>School issuing the degree – If you skipped question 18, then also skip question 19. Otherwise, click on the icon next to the window and select school.</p>
6-20	<p>Have you applied for graduation? – If you skipped questions 18 and 19, then also skip question 20. Otherwise, click <b>Yes</b> or <b>No</b>.</p>
6-21	<p>Do you have a SOC agreement? - For CG members, this question refers to a SOC agreement. Click <b>Yes</b> or <b>No</b>.</p>
6-22	<p>If you clicked “Yes” to the previous question, click the icon next to the window to indicate the SOC school. If you clicked “No,” then skip this question.</p>
6-23	<p>Are you enrolled in a Navy College Program Distance Learning Partnership (NCPDLP)? For CG members this question refers to the DANTES program. Click <b>Yes</b> or <b>No</b>.</p>
6-24	<p>If you clicked “No” on the previous question, then skip this question. If you clicked “Yes,” click on the icon next to the window and find the appropriate school. The school must be a nationally or regionally accredited institution of higher learning.</p> <p>Click <b>Next</b>.</p>
6-25	<p>School Name – Verify that the school listed is the school you will be taking the requested course(s). If it is not the correct school, then click on the icon and select the correct school.</p>

6-26	<p>Term Start – End Date (yyyy/mm/dd) – Enter the start and end date of the course(s).</p> <p><b>NOTE:</b> Only list the courses you are taking that have the same start/end dates per application. Courses with different start or end dates must be submitted on separate applications.</p>
6-27	<p>Course – Enter your course department and number exactly as it appears on your schedule.</p> <p>For example: ENG 101.</p>
6-28	<p>Title – Enter the course title.</p> <p>For example: English Composition I</p>
6-29	<p>CD – Enter the numerical code indicating where you will be taking the course.</p> <p>For example: 1 – On base, 2 – Off base, 3 – Distance learning (online course), or 4 – Credit by examination.</p>
6-30	<p>CL – Enter type of course level.</p> <p>For example: D – Developmental Level (only applicable if college credit is received)  L – Lower Level (100-299), U – Upper (300-499), G – Graduate Level (500&gt;)  (Masters &amp; Doctoral level), V – is not applicable for CG members.</p>
6-31	<p>PIM – Enter the course’s Primary Instructional Mode: I – Instructed course and W – Web based course.</p>
6-32	<p>CU – Enter the type of credit hours: S – Semester hours, Q – Quarterly Hours, or C – Clock Hours.</p>
6-33	<p>Credit hours – Enter the number of credit hours.</p>
6-34	<p>Cost per credit – Enter the cost per credit.</p>
6-35	<p>Fees not authorized – Skip this step.</p>
7	<p>Read the warning. Verify if you want to continue the application by clicking <b>Yes</b> or <b>No</b>.</p>
8	<p>Review the application and click “Submit” if you want to continue. Click <b>Change</b> if there are any errors.</p>
9	<p>Click <b>Yes</b> or <b>No</b> to submit the application.</p>

**NOTE 1:** For units holding classes on the installation, including cutters underway, submit each member’s application separately prior to departure from homeport.

**NOTE 2:** For WebTA applications, if the member has not provided a grade for the last class within 42 days since the last class ended, the WebTA system will not allow the member to apply for additional CG Tuition Assistance until the grade is posted. The member can still log on to the WebTA system and check why he/she is not eligible for additional CG Tuition Assistance funds, their CG Tuition Assistance history, grades, how much funding he/she has left for the current FY, etc. Schools are required to report grades to the Navy via the grade portal. If schools need access to the grade portal, they can send an e-mail to [sfly\\_ta.coastguard@navy.mil](mailto:sfly_ta.coastguard@navy.mil) to request the username, password, and link.

**NOTE 3:** If the WebTA system states the application cannot be completed because the course ends before the member’s end of service date, the member and ESO can provide a copy of the reenlistment or extension contract to ETQC TAG division for manual update of the NCMIS or CG Tuition Assistance database. There is a four week lag time between personnel information in Direct Access and the CG Tuition Assistance database. There may be times when a member has signed a contract to remain in the CG, but the information has not yet been updated in the CG Tuition Assistance database.

- D. Paper Application (ETQC-4147). This section outlines the application process and shows the responsibilities associated with each stage of the application process. The paper application for Coast Guard Tuition Assistance can be found at:

<http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Voluntary-Education/Active-Duty/>

**Table 1-4: CG-4147 Process and Responsibilities**

Stage	Who Takes Action	Action
1	Student	<p>After obtaining approval to participate in off-duty voluntary education courses from the chain of command, the student completes form ETQC-4147, Application for Coast Guard Tuition Assistance, and submits it to his/her unit’s ESO with all supporting documentation: assessment, verification of enrollment, and cost of tuition. Ensures school is willing to submit the required electronic invoice through the Navy’s Wide Area Work Flow (WAWF) system if not already established with WAWF. (Applicants attached to units that have poor Internet connectivity may submit CG Tuition Assistance applications to the Coast Guard ETQC using the current version that is found on the website.)</p> <p><b>NOTE:</b> Reservists must provide documentation to their ESO showing that they meet all reserve participation standards set forth in the reserve policy manual, COMDTINST M1001.28 (Series).</p>

2	ESO	<p>Reviews student's ETQC-4147 and verifies completeness and accuracy. Fees will not be included in the Tuition Assistance authorization.</p> <p>Completes ESO validation on the form and emails it to the Coast Guard ETQC at <a href="#">ETQC-SMB-TAG</a> or calls (757) 366-6583.</p> <p>No more than one application per e-mail may be submitted (applies to on-base or underway courses as well).</p> <p>Segregation of duties. NCMIS users may not approve their own CG Tuition Assistance application or CG Tuition Assistance authorization. All NCMIS users' CG Tuition Assistance applications and CG Tuition Assistance authorizations must be approved by the CG ETQC TAG Division Chief (i.e., the approver of the transaction cannot be the originator).</p> <p><b>NOTE:</b> The form ETQC-4147, Application for CG Tuition Assistance, will be returned to the ESO with an explanation if any blocks are incomplete or incorrect.</p>
3	ETQC	<p>Reviews the ETQC-4147 for completeness and accuracy, processes the application, generates, and signs the CG Tuition Assistance Authorization (TAA) letter (form CG-1560). CG ETQC then emails the signed authorization to the member.</p>
4	Student	<p>Sign and submit TAA letter (form CG-1560) to the school.</p>

**NOTE:** This checklist is provided as a job aid to assist the member and ESO in completing all necessary tasks required for submitting a paper Application for Coast Guard Tuition Assistance (form ETQC-4147).

**Table 1-5: Directions to Complete Blocks 1-11 (CG-4147)**

<b>Block</b>	<b>Title</b>	<b>Entry</b>
1	Name	Enter the student's name in the following format: <b>Last, First, MI.</b>
2	EMPLID	Enter student's complete <b>EMPLID</b> .
3	Service Status, Service Obligation, Etc.	Enter the student's <b>service status, rate or pay grade, service obligation, and number of years of service.</b>

4	Institution	Enter the <b>name, mailing address, and school code</b> for the school the member is attending.  <b>NOTE:</b> Contact your ESO if your school is not listed.
5a	Assessments	Click <b>Yes</b> if the member has a current assessment that is not older than four years on file at the CG ETQC.
6	Course Location	Indicate the location the student will be taking the course(s).
7	Degree Program	Indicate the degree program in which the member is enrolled.
8	Other Benefits	Indicate which additional benefits the member intends to utilize for the payment of the course(s) stated on the application. Only MGIB/Post 9-11 Top-Up can be used at the same time as CG Tuition Assistance.  <b>NOTE:</b> The only time you can use MGIB/Post 9-11 and CG Tuition Assistance for the same course(s) is when you are using the active duty MGIB/Post 9-11 Top-Up program. Top-Up will be paid for the student share on a CG Tuition Assistance authorization form. Any other use of both programs for the same course(s) is considered a duplicate payment from the Federal Treasury and is not authorized.  <b>NOTE:</b> Reservists must exhaust all VA educational benefits before using CG Tuition Assistance.
9	Enrollment Information	Complete all blocks pertaining to the course(s) in which you area applying for CG Tuition Assistance.
	Course Dates	Enter the start and end dates for the courses requested.  <b>NOTE:</b> all courses listed on any one application must have the same start and end dates. The class start date determines the fiscal year for accounting purposes.

	Course Info	<p>Enter the course department, number, and title.</p> <p>For example: If the member is taking a Freshman English course, the department may be ENG, the number may be 101, and the title may be English Composition I. CG Tuition Assistance is not authorized for the same course code twice.</p>
	Course Level	<p>Indicate the course level. "L" is for lower level courses, "U" is for upper level courses, and "G" is for graduate level courses.</p>
	Credit Hours	<p>Enter the number and type of credit for the corresponding course.</p> <p><b>NOTE:</b> Semester (S) and Quarter (Q) hour credits are the only type authorized by the Coast Guard.</p>
	Tuition Per Credit	Enter the cost of tuition per credit hour.
	Total Tuition Cost Per Course	Enter the total cost of tuition for the course.
	Course Fee Codes	Not applicable.
	Course Fees	Not applicable.
	Total Tuition & Fees	<p>Enter the tuition cost.</p> <p><b>NOTE:</b> CG Tuition Assistance will only cover authorized amount as per Commandant policy. Any remaining balance must be covered at the member's expense.</p>
10	ESO Certification	<p>ESOs must print and sign name in the block and provide his/her work email address, date, phone number, command address, and OPFAC number.</p> <p>The signature does not have to be digital.</p> <p><b>NOTE:</b> ESO Certification is official verification that the Command has approved the member to utilize CG Tuition Assistance; the applicant has met all eligibility requirements; supporting documentation has been provided confirming tuition cost, the requested course(s) being offered by an accredited institution, and the application will earn college credit after completing the course(s); and the member has a current assessment on file.</p> <p>The ESO should not sign/approve the CG Tuition Assistance application without having first validated all of the above.</p>

11	Coast Guard Applicant (member) Certification	Member must print and sign his or her name in the block and provide his or her work email address, date, and phone number. The signature does not have to be digital. The member shall read, agree to, and comply with all rules and provisions stated on the second page of the paper CG Tuition Assistance application by the member's signature block.
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#### E. Invoicing Process.

1. CG Tuition Assistance Authorization (TAA). After a TAA is delivered to the school by the member, it should be routed to the Bursar's Office or Billing/Accounting office.
2. Bursar's Office. Normally, a school will have someone designated for military billing or third party billing. An invoice is initiated by the school to the Navy, specifically, the Naval Education & Training Professional Development & Technology Center (NETPDC) in Pensacola, FL.
3. Wide Area Work Flow (WAWF). The Department of Defense initiated WAWF to minimize transactions in the acquisition process. In October 2007, the Navy mandated the processing of electronic invoices and created the WAWF electronic invoicing program to streamline payment of invoices for Navy, Marine Corps, and Coast Guard personnel. Effective 30 September 2007, the Navy discontinued accepting paper invoices. The WAWF system results in an efficient invoicing process and faster payments, usually within 48-72 hours. Schools accepting CG Tuition Assistance authorizations are required to be established with the WAWF electronic invoicing program.
4. WAWF Account. Before a school can submit invoices using the WAWF, it must have a WAWF account and each of the school's invoicing staff will need a user account. Guides to set up a WAWF account can be found in the CG ETQC's website at:  
  
<http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Voluntary-Education/Education-Service-Officers/>
5. Invoicing. Once a school has a WAWF account, they electronically submit the necessary documentation to the Navy to get paid. The institution on the CG Tuition Assistance authorization must be the same school who invoices the Navy.
6. Payment. The Navy will review the invoice and documentation for accuracy. If the documentation is correct and matches the course information in NCMIS, the invoice is processed and the school will receive payment within 48-72 hours. Once the school submits the WAWF invoice, the Navy transmits the payment regardless of whether the grades have been received.

**NOTE:** Whenever the Navy receives an invoice from a school, and all of the information is correct, the Navy is required to pay the invoice. This applies even if the CG ETQC cancels a course based on ESO or member notification. At times, this may cause confusion because the member previously notified the ESO who, in turn, previously notified TAG to cancel the course. Although the cancellation process was followed, if the school submits an invoice after the



cancellation, the Navy must remove the cancellation and pay the invoice. The member will then receive a notice from the Navy requesting a missing grade. Despite having canceled the course, the member is responsible for notifying the school that they need to refund the money to the Navy, or the member will be required to pay back the CG Tuition Assistance funds. For this reason, it is highly recommended that the student notifies the school’s billing department and the registrar’s office about a canceled course. There is no waiver of repayment opportunity for this type of scenario.

F. Acceptable Grades.

**Table 1-6: Acceptable Grades**

<b>Acceptable Grades</b>
Official transcript.
Screenshots of the grades and the students name from the school’s official website.
Grade on official school letterhead.
On-base course grades converted to Adobe by the school representative or ESO.

**Table 1-7: Unacceptable Grades**

<b>Unacceptable Grades</b>
Email from the school that can be edited with no screenshot of student account.
Certificates of completion.
Any modifiable document that can be edited.

G. Grade Submission.

**Table 1-8: Grade Submission Actions**

<b>Who Takes Action</b>	<b>Action</b>
School	<p>Submits grades to the Navy via the grade portal.</p> <p><b>NOTE:</b> If a school does not have a grade portal account they can e-mail <a href="mailto:sfly_ta.coastguard@navy.mil">sfly_ta.coastguard@navy.mil</a> to request a user name and password.</p> <p><b>NOTE:</b> If a member completes a course and their grades haven’t posted to their WebTA account within 30 days after course completion, students can e-mail their grades in accordance with Table 1.6 above to the Coast Guard ETQC to be entered into NCMIS. E-mail: <a href="mailto:ETQC-SMB-TAG">ETQC-SMB-TAG</a>.</p>

H. Extensions.**Table 1-9: Extensions Actions**

<b>Who Takes Action</b>	<b>Action</b>
Member	<p>Requests an extension of the course end date in order to complete the course through the school. If the school approves the course extension, obtain a copy of the approval (letter or memo) and provide to ESO.</p> <p>Members who do not receive a grade by the course end date will receive an incomplete (I).</p> <p>Members who receive an incomplete (I) in a course shall have no more than a six month extension from the term end date to finish the course requirements and receive a passing grade.</p> <p><b>NOTE:</b> The member must complete the course and submit a grade before the six month extension period is over. After the end of the extension period, the missing grade collection process will commence.</p> <p>Members who do not complete the course with a passing grade within the six month extension period will be required to reimburse the Coast Guard.</p>
ESO	The unit ESO will submit an e-mail to <a href="#">ETQC-SMB-TAG</a> for the grade extension request and upload the documentation provided by the member.
ETQC	The CG ETQC TAG will review and coordinate the grade extension with NETPDC in the CG Tuition Assistance database (NCMIS).
NETPDC	<p>Post the grade extension in the CG Tuition Assistance database (NCMIS).</p> <p><b>NOTE:</b> CG Tuition Assistance authorization will not be generated for course extensions.</p>

I. Random Audit of Tuition Assistance Authorizations (TAAs).**Table 1-10: TAA's Actions**

<b>Who Takes Action</b>	<b>Action</b>
CG ETQC	If ETQC determines that the audited TAA is error-free, TAG will notify the member and ESO that the TAA was audited, passed, and no further action is needed.

	<p>If TAG discovers any discrepancies, TAG will notify the member and ESO of the issue(s) to include what corrective action is needed. Usually, all that is needed is proof of the costs in question.</p> <p>If the requested documentation provided by the member substantiates the claim on the TAA, the audit will be closed with no further action.</p> <p>If the requested documentation provided by the member does not substantiate the claim on the TAA, the TAA will be corrected and the member will bear the unauthorized amount for the course(s). In this case, TAG will provide a corrected TAA that the member must deliver to the school.</p>
Member	<p>Upon receiving e-mail notification of a failed audit, read the attached memo instructions, and comply by providing the requested documentation.</p> <p>When the member receives the audit passed email, no further action is required.</p>

- J. Missing Grade Audit. The audit program is designed to identify missing grades. Posting a grade is the last step in the overall CG Tuition Assistance process. If a grade is not posted, the notification process will begin 42 days after the course end date.

**Table 1-11: Missing Grades Actions**

<b>Who Takes Action</b>	<b>Action</b>
Navy (NCMIS)	<p>42 days following the course end date a member will not be authorized to request CG Tuition Assistance. The notifications prior to collections are as follows:</p> <p>First notification – 60 days after course completion.            Second notification – 90 days after course completion.            Debt collection – 120 days a DD-139 is generated to start the collection process and is sent to PPC.</p> <p><b>NOTE:</b> If a member has a failing grade, it will go straight to the collections e-mail. The letter and the DD-139 are being generated within 30 days of grade posting.</p>

**NOTE 1:** If a course is cancelled or dropped and the Coast Guard ETQC is not notified, the member may receive a missing grade notification. This only occurs when a course was originally authorized and then the member dropped the course. If the member dropped the course before the school's 100% drop deadline and the school has not invoiced for the course, the TAG division can cancel the course and the issue is resolved. If the student dropped the course after the school's 100% drop deadline, the student will be required to repay the amount of CG Tuition Assistance that was

not refunded by the school to the Navy. In this scenario, the member is responsible for resolving the issue with the school before obtaining more CG Tuition Assistance funds.

**NOTE 2:** Even if the member dropped the course and notified the ESO who, in turn, notified the TAG division to cancel the course, and if the school still submits an invoice for the course, the Navy is required to remove the cancellation and pay the course. When this scenario happens, the NCMIS database views the course as missing a grade, and the member may receive a collection letter for the missing grade. In this situation, the member is responsible for coordinating the resolution with the school, specifically, that the school should refund the CG Tuition Assistance funds to the Navy. If the school will not refund the CG Tuition Assistance funds to the Navy because the member did not drop the course before the school's 100% drop deadline, the member will be responsible to repay the amount of CG Tuition Assistance that was not refunded by the school to the Navy.

- K. Waiver Process. The CG Tuition Assistance waiver process is available to all members who are authorized to use the CG Tuition Assistance program. The waiver process can be used to request the tuition be waived for a course where a student received a non-passing grade (Failure (F), Withdrawal after drop date (W), or Incomplete (I) courses).

**NOTE:** Members shall request a waiver through the school before submitting a waiver to the CG ETQC. If the school denies the request, the member may proceed with a waiver through the CG ETQC. Do not submit a waiver to the Navy. Waivers are not accepted for failing to meet the 14 day deadline.

1. Reasons.

- a. Operational Necessity. An operational commitment that leads to the student failing, withdrawing after the drop date, or receiving an incomplete in the course. This must be verified by a member of the student's unit command cadre and be supported with official orders.
- b. Personal Emergency. Emergency leave that leads to the student failing, withdrawing after drop date, or receiving an incomplete in the course. Illness or hospitalization must be verified by a medical officer's statement; all other reasons must be verified by a member of the student's unit command cadre.

**NOTE:** Any waiver package submitted for this reason will need to have supporting documentation. Please note, if a package is being submitted for an illness or hospitalization, the Coast Guard ETQC will ask for a reason and require supporting medical documentation. If a member does not wish to disclose this information under the HIPPA law, we may not have the required information necessary to make a favorable determination. This is a member's personal choice whether or not they want to provide the required documentation necessary for a debt to be waived.

- c. Service Obligation. The student was separated or discharged before completing the required service obligation utilizing CG Tuition Assistance.

**NOTE:** The Obligated Service Matrix located in this instruction will be used when making these determinations.

- d. Other. Students must specify, provide supporting documentation, and obtain positive Command endorsement validating the circumstances.
2. Procedures. To request a waiver a student must submit form ETQC-4147-1, Application for Tuition Assistance Waiver, through his/her ESO. The form is located on the Coast Guard ETQC's website at: <http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Voluntary-Education/Active-Duty/>

**Table 1-12: Waiver Procedures**

Stage	Who Takes Action	Action
1	Student	Completes form ETQC-4147-1, Application for Tuition Assistance Waiver, and submits to his/her unit's command cadre with CG Tuition Assistance authorization and supporting documentation (e.g., correspondence with the school, TDY orders, doctor statement, etc.).
2	Command/Unit	Reviews the student's narrative on the ETQC-4147-1 and completes command endorsement. Command then forwards the ETQC-4147-1 to the unit's ESO.
3	ESO	Reviews the ETQC-4147-1 to ensure all blocks are completed and forwards it to CG ETQC TAG division.  <b>NOTE:</b> The ETQC-4147-1, Application for Tuition Assistance Waiver form, will be returned to the ESO with an explanation if any blocks are incomplete.
4	ETQC	Reviews the ETQC-4147-1 for completeness and adjudicates (approve/disapprove) waiver request. CG ETQC informs the ESO via e-mail of the final decision.
5	ETQC	Applies changes to the system if the waiver is approved. If a pay garnishment is in effect, CG ETQC TAG sends an email to the Navy to stop pay garnishment and initiate a refund to the student.

**NOTE:** The Command endorsement validation block should be completed by a member of the command cadre and NOT the ESO.

3. Indebtedness Letter. Although the student may receive a CG Tuition Assistance Resolution/Indebtedness letter sent by the Navy, the Coast Guard is responsible for all Coast Guard Tuition Assistance matters. The student must follow procedures set forth in this chapter and route his/her waiver request through his/her command cadre and unit ESO.

Do not submit a waiver request to the Navy. All CG Tuition Assistance participants must submit waiver requests to the CG ETQC. The Navy does not process CG Tuition Assistance waivers for any CG member.

The recoupment process is not delayed until the waiver process has been completed.

4. CG Tuition Assistance Cap. An approved CG Tuition Assistance waiver excuses the student from being financially responsible for the waived course due to operational necessity, personal emergency, service obligation, or other reason. The waiver excuses the waived cost from counting against the student's CG Tuition Assistance cap. Tuition limits are established by FORCECOM (FC-B) on a fiscal year basis in response to Coast Guard-wide funding constraints. (See annual CG Tuition Assistance ALCOAST).
5. Waived Course. A student may not request CG Tuition Assistance for a course previously waived by the CG ETQC.
6. Preparation of Waiver Application (ETQC-4147). The ETQC-4147-1 is a form to request a waiver for Tuition Assistance. The ETQC-4147-1 can be found on the CG ETQC's website <http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Voluntary-Education/Active-Duty/> and can be prepared using Adobe or Typewriter.

**Table 1-13: Preparation of Waiver (CG-4147-1)**

<b>Block</b>	<b>Entry</b>
7. Name	Enter the student's name in the following format: <b>Last, First, MI.</b>
8. EMPLID	Enter student's complete Employee Identification Number (EMPLID). Do not enter the student's Social Security Number (SSN).
3a. Institution Name	The name of the student's school.
3b. Department Name	Enter only the department portion of the student's course number.  Example: Student would like a waiver for SCI101. The department name is SCI.
3c. Course Number(s)	Enter only the number portion of the student's course number.  Example: Student would like a waiver for SCI101. The course number is 101.
3d. Course Title(s)	Enter the title of the course the student is submitting a waiver for.
3e. Course Dates	Enter the start and end date for the course(s).
4. Type of Waiver	Circle the block that applies to the waiver.

5. Reason for Request	Circle the block that applies to the waiver.
6a. Supporting Information	Enter the date the student registered for the class.
6b. Supporting information	If the answer is “yes,” enter the date the student contacted the school and attach the supporting documentation from the school. If your answer is “no,” stop the process and contact the school to attempt resolution with them first.
7. Narrative	The student must explain in his/her own words and to the best of his/her knowledge, as clearly and concisely as possible, what happened. Additional pages can be utilized for the explanation. Students must include pertinent facts that support the reason for the waiver.
8. Enclosure Checklist	Check all blocks that apply.
9. Signature	The student must print and sign his/her name in the block. The signature does not have to be digital.
10. Command Endorsement	Check the block that corresponds with the recommendation.
11. Command Narrative	Must be completed by the unit’s command. Small, medium unit (<150) – CO/OIC; large unit – appropriate delegated authority. If the CO/OIC is also the ESO, have an alternate ESO of the command fill this portion out and state in the comments that the CO/OIC is also the ESO. If the CO/OIC is the ESO, and needs to submit a waiver for him/herself, the XO/XPO of the unit may sign as command.
12. CO/OIC	The command representative’s printed name.
12a. Signature	The command must sign his/her name in the block. The signature does not have to be digital. Then date the ETQC-4147-1 the day it is signed.

**NOTE 1:** Multiple courses can be submitted on the same waiver as long as the course dates are the same for each course.

**NOTE 2:** Waiver applications are not accepted for late applications.

L. Corrections to TAAs.**Table 1-14: Corrections to TAAs**

<b>Who Takes Action</b>	<b>Action</b>
Member	<p>Shall verify all information on the TAA upon receipt. If any of the information is not correct, notify the ESO and provide documentation showing what needs to be corrected (e.g. course registration showing course code, course title, etc).</p> <p><b>NOTE:</b> A change to the original TAA for minor corrections such as typos to the course information (e.g., course code, course title, etc.) is authorized. Member must notify the Coast Guard ETQC via e-mail at <a href="#">ETQC-SMB-TAG</a> . A new TAA is required for corrections.</p> <p>If the member has a valid TAA for a course and that course is cancelled, a new CG Tuition Assistance request with the new course must be submitted. This is considered a cancellation vice correction. The only exception to this is if a school cancels a course before the course start date. If this happens, the member shall provide the Coast Guard ETQC a letter from the school showing proof of cancellation. Upon receipt, the Coast Guard ETQC updates an existing TAA for a new course if the new course has the same start and end dates.</p>
ESO	Verifies that a correction is needed and submits an e-mail to <a href="#">ETQC-SMB-TAG</a> requesting the correction with applicable information.
ETQC	Reviews the correction e-mail and any documentation provided. Processes corrections in CG Tuition Assistance database (NCMIS), regenerates the TAA, notifies the member to access their WebTA, and prints the new TAA.



<b>Who Takes Action</b>	<b>Action</b>
Member	If the TAA needs to be corrected, immediately notify the ESO and provide documentation showing what needs to be corrected (e.g., course registration showing course code, course title, etc.)
ESO	Verifies that a correction is needed and submits an e-mail to <a href="#">ETQC-SMB-TAG</a> requesting the correction with applicable information.
CGI	Reviews the correction e-mail ticket and any documentation provided. Coordinates correction in the CG Tuition Assistance database (NCMIS) with NETPDC. Once the course has been invoiced, only the Navy can correct the course information. Regenerates the TAA after the Navy finishes the correction and notifies the member to access their WebTA and prints the new TAA.
NETPDC	Upon receipt of the correction request from ETQC TAG, makes change(s) in the NCMIS. Notifies ETQC TAG when complete.

M. Cancellation Procedures.

**Table 1-16: Cancellation Procedures**

<b>Who Takes Action</b>	<b>Action</b>
Member	<p>Notifies the ESO and provides documentation showing what needs to be cancelled (e.g., course registration showing the member cancelled a class).</p> <p>Member may use a pen to ink change the original TAA. Draw a straight line through the course that needs to be cancelled, initial, and date. Provide the TAA showing the ink changes to the ESO.</p>
ESO	Verifies that a cancellation is needed and submits an e-mail to <a href="#">CG-SMB-TAG</a> requesting the cancellation with applicable information. For a cancellation e-mail please provide the authorization number and course code.
CGI	Reviews the cancellation e-mail and the documentation provided. Processes the cancellation in the CG Tuition Assistance database (NCMIS, regenerates the TAA, and sends it out via the established e-mail to the member if the original had multiple courses and not all courses were cancelled.

**NOTE 1:** A class that has been invoiced by the school cannot be cancelled. The member will need to contact the school and request the money be refunded to the Navy. Once the money is received by the Navy, the course is cancelled.

**NOTE 2:** A course cancelled through CG ETQC does not necessarily mean it has been cancelled with the school. The student is highly encouraged to ensure both the registrar and billing offices are both notified of a cancelled course. Once a school invoices for a course, any previous cancellation code is removed and the course is reactivated. The member is left responsible for the course cost unless a passing grade is provided. **Ultimately, if the course was not dropped before the school's 100% refund deadline date, the responsibility of the cost rests with the member.**

N. Enlisted Members Service Obligations.

1. Active Duty. Member must complete the course(s) on or prior to RELAD, discharge, or retirement.

If the member is going to RELAD and provides documentation showing that he/she will be in the SELRES, then CG Tuition Assistance authorized course(s) may begin in active duty status and be completed in SELRES status.

2. Reserve (SELRES). Member must complete the course(s) on or prior to discharge or retirement. SELRES members are required to meet all participation standards including current readiness metrics IAW Ref (b) for the previous twelve (12) months prior to the course requested.

CG Tuition Assistance is not authorized for members who have not met participation (drill) standards for the 12 months immediately prior to the application or for reservists who are more than 6 months out of compliance for readiness metrics (medical readiness).

Reservists and civilians who are CG Reservists must use VA benefits (e.g., MGIB, Reserve Educational Program, etc.) prior to requesting Tuition Assistance.

**NOTE 1:** The CO/OIC is responsible for ensuring personnel meet the minimum requirements and have the authority and/or discretion to limit participation in the Coast Guard CG Tuition Assistance program. The ESO certification is confirmation that all eligibility requirements have been met.

CG Tuition Assistance audits are designed to maintain the integrity of the CG Tuition Assistance program. If it is determined that a member was ineligible to receive CG Tuition Assistance, the collection process will be initiated.

**NOTE 2:** Enlisted members do not incur a service obligation but must complete the course of instruction prior to RELAD, separation, or retirement. Members who change status (i.e., from active duty to SELRES, active duty to CG Civilian) during the course of instruction are exempt from this requirement.

O. Officer Service Obligations.

1. Active Duty. In accordance with ref (a), active duty officers incur a two-year service obligation following the completion of the course.

Officers in an involuntary separation or in a retired recall status and CWOs extended beyond 30 years are not eligible for the CG Tuition Assistance program.

Exception: An Officer coming up on a 30-year mandatory retirement or is being medically separated or retired is authorized CG Tuition Assistance funding since the retirement is involuntary and not due to discipline or misconduct.

Active duty Officers agree not to request release, separation, or retirement for 24 months following the course completion date of the last course funded through the CG Tuition Assistance program. Active duty Officers, who provide approved documentation to change status (i.e., from active duty RELAD into the Selected Reserve (SELRES) or employment to Full Time CG Civilian) and can show a minimum of a two-year service obligation upon completion of the course of instruction are exempt from this requirement, and CG Tuition Assistance may be authorized for the Officer.

Officers that request release, separation, retirement or termination off SELRES prior to completing their two year obligated service requirement will have their CG Tuition Assistance prorated in full months for repayment for service not completed as mandated by 10 U.S.C. 2007 and 37 U.S.C. 303a.

**NOTE:** Officers with a temporary commission who have not yet integrated may have an end of service date of less than the normal 30 years. When such an Officer requests CG Tuition Assistance, sometimes the application may be denied due to insufficient time to complete the two year obligated service requirement. In this case, the member shall notify the ESO and provide a statement that states the member fully intends to integrate (thereby changing their end of service date to the 30-year mark) and understands the requirement to repay CG Tuition Assistance if they do not integrate for any reason.

The ESO shall notify TAG of this situation and TAG can process the TA application.

2. Reserve (SELRES). In accordance with ref (b), SELRES Officers must agree to remain a member of the Selected Reserve (SELRES) for at least four (04) years after the completion of the course(s) for which the tuition was paid.

- P. Public Health Service (PHS). All PHS members who are authorized CG Tuition Assistance will incur a two-year mandatory obligated service requirement upon completion of the latest course authorized (e.g., the member is approved course ending 02 January 2016; the member must obligate service up to 01 January 2018 to fulfill the obligated service requirement).
- Q. Obligated Service Matrix. This section provides several scenarios and guidance on the associated obligated service requirements or restrictions. This matrix is not intended to be all-inclusive as there may be future scenarios that cannot be foreseen. **The final determination rests with the Commanding Officer, CG ETQC.**

**Table 1-17: Obligated Service Matrix**

<b>Rule</b>	<b>Scenario</b>	<b>AD Officer OBLISERV</b>	<b>Reserve Officer OBLISERV</b>
1.	In a course with a start date after 4/1/09	Two years from course end date	Four years from course end date
2.	Within 2 years of 30 year mandatory retirement	Considered involuntary separation not due to member's fault or discipline – eligible for CG Tuition Assistance	Considered involuntary separation not due to member's fault or discipline – eligible for CG Tuition Assistance
3.	Involuntarily separated – not due to member's fault or disciplinary reasons (including being passed over twice or for medical)	Unearned amount of CG Tuition Assistance funds will be waived	Unearned amount of CG Tuition Assistance funds will be waived
4.	Involuntarily separated – due to member's fault or disciplinary reasons	Prorated amount of unearned CG Tuition Assistance funds will be collected	Prorated amount of unearned CG Tuition Assistance funds will be collected
5.	A member of the USPHS	Two years from course end date	N/A
6.	A Reserve Program Manager (RPA)	Two years from course end date	N/A
7.	OCS graduate	Two years from course end date	N/A
8.	ROCI graduate	N/A	Four years from course end date
9.	Taking multiple courses at the same time that end on the same date	Two years from course end date	Four years from course end date
10.	Taking multiple courses at the same time that end on different dates	Two years from the latest course end date (farthest in the future)	Four years from the latest course end date (farthest in the future)
11.	SELRES Officer on active duty (any type of orders including T10, T14, ADSW, EAD, etc.)	N/A	Four years from course end date
12.	Serving on five year Academy obligation	Two years from course end date ( <b>NOTE</b> )	N/A
13.	Integrated into the active duty ranks during your four year reserve officer CG Tuition Assistance obligated service period	N/A	Four years from course end date based on your Reserve member type when CG Tuition Assistance funds were used

14.	In the event of the member's death	Obligated service is forgiven and no CG Tuition Assistance funds will be collected	Obligated service is forgiven and no CG Tuition Assistance funds will be collected
15.	Chaplain (Navy)	Not eligible for CG Tuition Assistance	May apply via the Navy. Not eligible for CG Tuition Assistance
16.	AD Officer RELAD into SELRES status	Eligible for CG Tuition Assistance, serve remaining obligated service in SELRES	N/A
17.	Officer separates and is hired as CG civilian	Eligible for CG Tuition Assistance, serve remaining obligated service as CG civilian	Eligible for CG Tuition Assistance, serve remaining obligated service as CG civilian
18.	CWO extended past 30 years TIS	Must have at least two years remaining on extension authorization	Must have at least four years remaining on extension authorization

**NOTE:** The two year obligated service for CG Tuition Assistance usage runs concurrently with any other service obligation.

R. Collections.

1. Terms.

- a. DD139 (PAA) – Pay Adjustment Authorization (garnishment)
- b. NCMIS – Navy College Management Information System
- c. NETPDC – Naval Education and Training Professional Development Center
- d. PPC – Pay and Personnel Center (military)
- e. NFC – National Finance Center (civilian)

2. Reasons for Collections.

- a. Failed course
- b. No grade
- c. Grade of Incomplete
- d. Overpayment of the member

**NOTE 1:** If no grade is received, member is ineligible for CG Tuition Assistance until grade is submitted.

**NOTE 2:** Members who receive an incomplete (I) in a course shall have six months from the term end date to finish the course requirements and receive a passing grade.

Members who do not complete the course with a passing grade within the six month extension period will be required to reimburse the Coast Guard.

### 3. Failed Courses.

- a. Undergraduate. Students who receive a grade less than a “C” or whose average GPA is less than 2.0 (on a scale of 4.0) on the previous 12 semester hours using CG Tuition Assistance, collections actions will commence based on two factors.
  - 1) Automatic NCMIS PAA actions.
  - 2) Upon members request.
    - a) Member must send an email from the CG email account to the ESO which in turn is forwarded to the CG ETQC TAG division.
    - b) TAG division sends notice to NETPDC to initiate pay action on member for applicable course(s).
- b. Graduate. Students who receive a grade less than a “B” or whose GPA is less than 3.0 (on a scale of 4.0) on the previous 12 semester hours using CG Tuition Assistance, Collection actions will commence based on two factors:
  - 1) Automatic NCMIS PAA actions.
  - 2) Upon members request.
    - a) Member must send an email from the CG email account to the ESO which in turn is forwarded to the CG ETQC TAG division.
    - b) TAG division sends notice to NETPDC to initiate pay action on member for applicable course(s).

**NOTE:** If GPA falls below minimum eligibility requirements, the CG Tuition Assistance database will lock the member’s account and further CG Tuition Assistance will not be authorized. Only the Navy can unlock the student’s account.

To restore CG Tuition Assistance eligibility, the member shall raise the last 12 semester hours to meet GPA minimum requirements. Future courses must be paid by the member him/herself. Once the GPA is above the minimum requirement, the member is to submit grades to the CG ETQC through their ESO. Upon receipt of grades, the CG ETQC will

calculate GPA to confirm eligibility. If above minimum requirement, the CG ETQC TAG division will coordinate the resolution with the Navy.

4. No Grade Submitted. Member fails to submit grade within current policy timeline (60 days after course end date).
  - a. **42 days** after course completion date. Member will not be authorized to request CG Tuition Assistance.
  - b. **60 days** after course completion date. If a grade is not posted in NCMIS a system generated letter to the member will be sent requesting a grade. The notice of indebtedness is sent to the member at the member's command address as listed in Direct Access. Member shall provide grade report showing passing grade for the course(s) in question to ESO for submission to TAG division to stop the collection process.
  - c. **90 days** after course completion date. If a grade is not posted in NCMIS a system generated letter to the member's command will be sent requesting a grade and states that a lack of grade submission will result in a garnishment action against member. The notice of indebtedness is sent to member's command address as listed in Direct Access.
  - d. **120 days** after course completion. If a grade is not posted in NCMIS, the Navy will contact the member's appropriate pay center, dependent on service component, and initiate the PAA action against the member.
    - 1) The member/command will not receive notice from NETPDC or CG ETQC that a pay action has been initiated against the member.
    - 2) It is up to the pay center to notify the member of the impending action against their pay (due process).
5. Grade of Incomplete. Member fails to provide a passing grade after six (6) months after original course completion date. If member fails to provide passing grade after the six month time frame, the Navy will begin the collection action against the member.
6. Overpayment of Member. If a member has received more than the authorized amounts (\$2,250/FY or \$250 per semester credit hour or \$166.67 per quarter hour), ETQC TAG division will notify member and ESO of the error and help coordinate mandatory repayment.
7. In-Service Collection. After 120 days after the completion date of a course, if a passing grade or repayment of CG Tuition Assistance is not received, a DD Form-139, Pay Adjustment Authorization (PAA) is initiated by the Navy and sent to the respective pay center for collection of the CG Tuition Assistance funds.
8. Out of Service Collection. If a member separates or terminates employment, the collection will continue through an out-of-service collection process with the U.S. Treasury (reduce tax refund).
- S. Repayments. Members will resolve their indebtedness to the government. A CG member has two options to repay the CG Tuition Assistance. Voluntary and involuntary separations due to discipline

or misconduct will be pro-rated. Involuntary separations at no fault to the member such as being passed over twice, medical disability separation or retirement and mandatory 30-year retirement will not have to repay CG Tuition Assistance.

1. Option 1: Submit a request to ETQC TAG via unit ESO requesting a pay garnishment. ESO will forward member's request to ETQC TAG division.
2. Option 2: A member may repay the tuition debt in full by mailing a money order or cashier's check, made out to U.S. Treasury. Payment must include a copy of the CG Tuition Assistance authorization identifying the course being repaid. Submit payment to:

Commanding Officer  
NETPDC N8115/Coast Guard Group  
6490 Saufley Field Road  
Pensacola, FL 32509-5241

If the CG Tuition Assistance authorization lists multiple courses, highlight or identify only those courses required to be repaid. Sending a personal check is not recommended as it takes much longer to process and clear the student's account. Neither the ETQC nor the Navy accepts credit card payments.

#### T. Refunds.

1. Initial Submission. When a final grade is submitted and a refund is necessary due to previous collection or garnishment action, the ETQC will post the passing grade in the CG Tuition Assistance database and verify documentation and course information. Once all information and documentation is verified, a request is sent to the Navy and the respective pay center to stop collection action and process the refund. The Navy will then process the refund.
2. Collection Cancellation. In cases where a collection is in progress and the respective pay center is asked to cancel the collection, the following applies to military personnel.
  - a. The Pay Center collects funding from each pay period and pools it at the Pay Center until the amount is collected in full. Once fully collected, the funds are sent to the Navy (NETPDC).
  - b. If a notice to stop collection is received by the Pay Center from the Navy the collection is stopped and any collected money still at the Pay Center will be returned to the member's pay within the next two pay periods.



## Chapter 2: GRANTS

- A. Introduction. The CG Foundation Education Grant (CGFEG), Vander Putten Education Grant (VPEG) and the CG Foundation Lisa Cook Reed Spouse Education Grant (SPEG) are designed to assist active duty enlisted members and reservists on active duty for at least one year, in pay grades E-3 to E-6, and spouses by providing reimbursement for text books, tuition, and miscellaneous education expenses.

The VPEG offers additional grant funding above the CGFEG. The SPEG is intended to assist spouses pursuing professional development courses, licensing courses, certificates, certifications and undergraduate/graduate degrees.

- B. Coast Guard Foundation Education Grant (CGFEG). The CGFEG program is for active duty E-3 to E-6 and reserve E-3 to E-6 currently serving on active duty orders of at least one year. The maximum reimbursement per calendar year (CY) is \$500.00.

The CGFEG program provides reimbursement for text books and miscellaneous educational expenses. The list of commonly claimed expenses, in Figure 3-1, is not all-inclusive.

There is no time in service requirement for active duty personnel. Reservists are required to be currently serving on active duty orders of at least one year at the time of application submission.

**NOTE:** Applicant must have an updated application for grants for acceptance. Old versions will not be accepted. The application is available at the ETQC website.

- C. Vander Putten Education Grant (VPEG). The VPEG program is for active duty members E-3 to E-6 and reserve members E-3 to E-6 currently serving on active duty orders of at least one year.

The VPEG program provides reimbursement for text books and miscellaneous educational expenses.

The total annual donation of the VPEG will be set by the Vander Putten Family and the Coast Guard Foundation. Awardees can receive up to \$250.00 per CY in addition to the CGFEG. Applicants must have received full reimbursement of \$500.00 during the same calendar year under the CGFEG.

The VPEG program provides reimbursement for text books and miscellaneous educational expenses. The list of commonly claimed expenses, in Figure 3-1, is not all-inclusive.

**NOTE:** Applicant must have an updated application for grants for acceptance. Old versions will not be accepted. The application is available at the ETQC website.

- D. CG Foundation's Lisa Cook Reed Spouse Education Grant (SPEG). The SPEG program is ONLY authorized for civilian spouses of active duty members E-3 to E-6 and reserve members E-3 to E-6 currently serving on active duty orders of at least one year.

The SPEG is a needs-based grant intended to assist spouses pursuing professional development courses, licensing courses, certificates, certifications, and college level degrees. The total reimbursement limit is \$500.00 per eligible spouse.

**Applicants must submit all required documentation, which includes proof of enrollment, the cost of the courses, and an attached 500-word essay describing what being a Coast Guard spouse means to you and why education is important.**

Applications may be submitted from 01 April to 01 June of the current calendar year. All applications are forwarded to CG Foundation for final determination and payment.

**NOTE:** Applications can only be submitted online through the CG Foundation's website: <http://www.coastguardfoundation.org/how/scholarships>

E. Application.

1. Complete ETQC form 1560/10A for the CGFEG and VPEG. This form is available at the ETQC website. See Figure 3-2.
2. SPEG applications must be submitted online at the CG Foundation's website: <http://www.coastguardfoundation.org/how/scholarships>
3. Make legible copies of itemized receipts showing the cost and description of items being claimed and forward them with the application form. Application processing will be delayed, or denied, if receipts are not descriptive (i.e., "Psych 101 textbook" vice "Dept 2"). With the exception of the SPEG program, receipts must not be more than one year old as of the date the ETQC receives the application.
4. Grants are based on a calendar year.
5. Applications may be submitted throughout the year.

F. Authorized Expenses.

1. Text books, study guides, online text books, or other required publications.
2. Tuition costs in excess of the cost amounts covered under Tuition Assistance or the GI Bill/Post 9-11 Top-Up program.
3. Application, enrollment, assessment, or graduation fees.
4. Other administrative fees. The path to the commonly claimed expenses table is active duty > pay for college > foundation grants > common expenses, which contains a list of most commonly seen examples but is not all-inclusive. Final determination rests with the Commanding Officer, ETQC (excluding the SPEG).
5. Expenses must be paid by the student prior to reimbursement. Grant and gift monies are not designed to be an advance of funds for expenses that are due in the future. The student must not submit an application until the course start date. This rule is in effect to prevent reimbursement of expenses connected to a class that is dropped or withdrawn, thereby creating an erroneous grant payment.

6. Authorized expenses for the SPEG include childcare and transportation costs associated with course pursuits.

G. Special Conditions.

1. Student Loan Payments.

- a. When claiming student loan payments for reimbursement, the class for which the loan was secured and the payments made on the student loan must both have been within the last 12 months of the date the ETQC received the application.
- b. Documentation from the loan company must show the time frame (i.e., which academic year) for which the loan applies. Documentation from the school must show the overage due for the course(s) and/or a copy of the tuition assistance authorization letter must be included with the CGFEG and/or VPEG application(s).

2. Non-Traditional Courses.

- a. Some courses that do not earn college credits, such as audit courses, may be considered for reimbursement on a case-by-case basis. Final determination rests with the ETQC Commanding Officer.
- b. The course should be related to the applicant's Coast Guard duties and/or enhance the applicant's professional development.
- c. Expenses incurred for membership dues or honor societies will not be considered for reimbursement.

H. Additional Guidance.

1. The approval board will convene weekly at the ETQC to determine approved applicants. Multiple applications may be submitted throughout the calendar year until the individual cap is reached. Approved applicants will receive a check in the mail at the address listed on their application form. Non-approved applicants will be notified via email.
  2. When an application is received and additional information is needed by the ETQC, the member and ESO have 90 days to provide the requested information. If the information has not been received and funds are available, the application will be processed and only valid expenditures will be paid. The member will need to submit a new application for unverified expenditures after 90 days have expired.
- I. Non-Receipt of Pay. If the member has received indication of a check being sent via email and has not received the check within 90 days of the initial review, the member should submit the ETQC-1560/10c form. See Figure 3-3.

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Figure 3-1: Commonly Claimed Expenses

Expense	Authorized	Not Authorized	
Laboratory fees, Studio fees, Graduation fees, Course Internet fees.	✓		Receipts must not be over 1 year old from date Institute receives application package.
Application/Entrance/Enrollment (unless these fees are identified by the school as "fees in lieu of tuition")	✓		
Consumables (pens, notebooks, highlighters, etc.)	✓		Receipts MUST show an actual description of the item you purchased. To ensure the financial integrity of this grant program, the CG Institute must be able to prove that each grant issued was for an authorized expense in keeping with the guidelines provided by the CG Foundation. This documentation will ensure satisfactory completion of any future audit.
Late Registration fees, Class Withdrawal fees		⊘	
Record Maintenance fees, Student Activity/Student ID	✓		
Membership of Society dues/fees		⊘	
General Technology fees, Parking fees, Transcript fees, Dissertation/Oral Exams	✓		
Text books, manuals and study guides	✓		
Taxes & shipping for authorized expenses (i.e. books)	✓		
Non-consumables (memory sticks, ink cartridges, clothing items, etc.)		⊘	
Software available on the CG workstation or at the learning institution. (i.e. Microsoft Office, Excel, etc.)		⊘	
Some non-traditional courses (case by case basis)	✓		
Non-credit aviation classes , boat towing license, firefighting	✓		
Class specific requirements such as software, calculators or stethoscope. Student must provide syllabus with application showing the item is required for the course.	✓		Submit legible copies of receipts as <b>receipts will not be returned to the member.</b>
Foreign language software such as Rosetta Stone	✓		
Internet connection fee for home use		⊘	Each exam may be claimed only one time per member. Retakes of the same exam are not authorized for reimbursement.
Computer equipment or peripherals (printer, ink, monitor, laptop, hard drive, etc.) Camera & tripod		⊘	
Tuition paid by student loans that are not in payback status (student is not making payment on loan yet)		⊘	
Personal Fitness Trainer Cert	✓		
GRE, LSAT, and ECE exams	✓		
<a href="#">SAT</a> , <a href="#">ACT</a> , <a href="#">GMAT</a> , <a href="#">PRAXIS</a> , <a href="#">CLEP</a> , <a href="#">DSST</a> exams (DANTES pays for these exams)		⊘	
Motor vehicle/motorcycle safety courses (for information on programs go to <a href="#">USCG Human Resources - Motor Vehicle Safety</a> )		⊘	
Tuition costs in excess of Tuition Assistance	✓		

Figure 3-2: CGFEG and VPEG Application

U. S. Department of Homeland Security U.S. Coast Guard ETQC-1560-10A (REV 03/18)		<b>CG FOUNDATION (CGFEG) &amp; VANDER PUTTEN (VPEG)                  EDUCATION GRANTS APPLICATION</b>			
CGFEG & VPEG programs are supported by gift funds from the CG Foundation. Grants will be disbursed based on availability of funds.					
<b>Eligibility:</b> Programs are open to active duty enlisted personnel in pay grades E-3 to E-6. Reservists on any type of active duty orders for at least one year in duration, in pay grades E-3 to E-6, are also eligible. These grants may be used for required educational items not funded through other educational resources. The maximum payable is \$500 for the CG Foundation and \$250 for the Vander Putten per member per calendar year. Applications may be submitted throughout the year. Copies of receipts cannot be more than 12 months old.					
<b>Privacy Act Statement:</b> Under the authority of 5 USC 301, the personal data on this form is requested to review and process your request for education grants. Your employee ID will be used for identification. This information will be retained by the responsible office as required and will not be divulged without your written authorization to anyone other than Coast Guard or CG Foundation personnel involved with the administration of the grant. Failure to provide this information will result in your not being considered for the grant.					
<b>2. Enter \$ amount of CGFEG and VPEG previously received in current CY.</b>		CGFEG	<input type="text"/>	VPEG	<input type="text"/>
<b>3. Name (Last, First, MI)</b> <input type="text"/>				<b>4. EMPLID</b> <input type="text"/>	
<b>5. Rate/ Pay Grade</b> <input type="text"/>	<b>6. AD Term Date</b> <input type="text"/>		<b>7. Course Start Date</b> <input type="text"/>		
<b>8. Your immediate education goal</b> <input type="text"/>  Other education goal <input type="text"/>			<b>9. Are you currently:</b> If Reserve, enter AD start date: <input type="checkbox"/> Active Duty <input type="text"/> <input type="checkbox"/> Reserve <input type="text"/>		
<b>UOBEG:</b> I have performed duty in a designated Southwest Asia combat zone for a period of 30 consecutive days or 60 non-consecutive days of duty, or I have been engaged in combat or wounded in the line of duty.					<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>10. Mailing Address for Grant Check ***IMPORTANT***</b>					
<b>Member Name</b> (Last, First, MI) <input type="text"/>		<b>Daytime Phone</b> <input type="text"/>			
<b>Address</b> <input type="text"/>		<b>City</b> <input type="text"/>	<b>State</b> <input type="text"/>	<b>ZIP</b> <input type="text"/>	
<b>11. Member Signature</b>					
<b>Penalty Statement:</b> Knowingly submitting a false, fictitious, or fraudulent claim may be evidence of the following crime(s): (1) Making false, fictitious or fraudulent claim, 18 USC Section 287 (PENALTY: Fine not exceeding \$10,000 and/or imprisonment of not more than 10 years). (2) Theft of Public money, 18 USC Section 641 (PENALTY: Fine not exceeding \$10,000 and/or imprisonment of not more than 10 years; lesser penalties if the value of the theft is less than \$100.00). (3) Violation of the Uniform Code of Military Justice, Article 121; larceny and wrongful appropriation.					
<b>State</b> <input type="text"/>	<b>District</b> <input type="text"/>	<b>OPFAC</b> <input type="text"/>			
<b>Member Signature</b> <input type="text"/>			<b>Date</b> <input type="text"/>		
<b>12. ESO Signature</b>					
<b>ESO Signature</b> <input type="text"/>			<b>Date</b> <input type="text"/>		
<b>ESOName</b> <input type="text"/>			<b>Phone</b> <input type="text"/>		

Figure 3-2: CGFEG and VPEG Application (Cont.)

ETQC-1560-10A (REV 03/18) page 2 of 2

<b>Name (Last, First, MI)</b>	<input type="text"/>	<b>EMPLID</b>	<input type="text"/>
<b>13. Itemized List of Expenses</b> (Attach copies of itemized, dated receipts that show description of item purchased.)			
<b>Item #</b>	<b>Description of Expenses</b>	<b>Requested Expense</b>	<b>FOR ETQC USE ONLY</b>
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	<input type="text"/>	<input type="text"/>	<input type="text"/>
14	<input type="text"/>	<input type="text"/>	<input type="text"/>
15	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL</b>		<b>\$ 0.00</b>	<input type="text"/>
<b>(b) SEG Grant Benefits Received</b> (for expenses claimed above)		<input type="text"/>	<input type="text"/>
<b>(c) CGFEG or VPEG Grant Benefits Received</b> (for expenses claimed above)		<input type="text"/>	<input type="text"/>
<b>(d) Other Education Benefits Received</b> (for expenses claimed above)		<input type="text"/>	<input type="text"/>
<b>(e) Total Amount Eligible for Reimbursement</b>		<input type="text"/>	<input type="text"/>
<b>FOR ETQC USE ONLY - TOTAL CGFEG</b>		<input type="text"/>	<input type="text"/>
<b>FOR ETQC USE ONLY - TOTAL VPEG</b>		<input type="text"/>	<input type="text"/>
<b>14. Submit Request Through Your ESO Via EMAIL</b>			
EMAIL: ETQC-SMB-FOUNDATIONGRANTS OR FAX: (757) 366-6575 MAILING ADDRESS: COMMANDING OFFICER (CGFDN) USCG ETQC 1430-D KRISTINA WAY CHESAPEAKE VA, 23326			

Figure 3-3:

Department of Homeland Security U. S. Coast Guard ETQC Form 1560/10c (Rev. 03/18)		<b>Non-receipt Worksheet                  CG Foundation &amp; Vander Putten                  Education Grants</b>	
<p><b>Privacy Act Statement:</b>                  In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority - 10 USC Section 2771. Principal Purpose(s) - Used to indicate non-receipt of CG Foundation grant check. Routine uses - same. Disclosure - Disclosure of this information is voluntary, but without disclosure the member may not receive replacement CG Foundation grant check(s).</p> <p><b>Purpose:</b> Use this form to report non-receipt of a CG Foundation or Vander Putten Education Grant check.</p>			
1. Rank/Rate	2. Name (Last, First, MI)	3. EMPLID	
4. Possible reason for non-receipt; (e.g., lost, stolen, changed address):			
5. Mail replacement check to:			
<p><b>Penalty:</b>                  YOUR NEGOTIATION OF BOTH THE ORIGINAL CHECK AND REPLACEMENT CHECK MAY BE EVIDENCE THAT THE FOLLOWING CRIMES HAVE BEEN COMMITTED:</p> <p>(1) Making false, fictitious or fraudulent claim, 18 USC Section 287, (PENALTY; Fine not exceeding \$10,000 and/or imprisonment of not more than 10 years).</p> <p>(2) Theft of Public money, 18 USC Section 641 (PENALTY; Fine not exceeding \$10,000 and/or imprisonment of not more than 10 years; lesser penalties if the value of the theft is less than \$100.00).</p> <p>(3) Violation of the Uniform Code of Military Justice, Article 121; larceny and wrongful appropriation.</p>			
Member Signature:		Date:	

FAX or EMAIL this form to the CG Foundation Education Grant Manager.  
 Fax: (757) 366-6575 | Email: ETQC-SMB-Foundationgrants@uscg.mil