

U.S Department of Homeland Security
U.S. Coast Guard

REQUEST TO FILE TUITION ASSISTANCE APPLICATION

(Revision: 04/2013)

FY 2013

*Eligibility Requirements for remaining FY 2013 have changed.
Please complete with appropriate signatures prior to filing an Application for Tuition Assistance*

1. **NAME:** (Last, First, MI)

2. **EMPLID:**

3. **SERVICE STATUS:**

Active Duty (E-6 and Below)

4. **DEGREE TYPE SEEKING** Associates Degree Bachelor Degree

5. ENROLLMENT INFORMATION

6 credit hours are the maximum number of credit hours per Fiscal Quarter

Course #	Title	# of Credits	In Class/Online	Start Date

Personnel eligible to utilize the Coast Guard Tuition Assistance Program will complete this form and forward up their Chain of Command for final signature by Commanding Officer or Officer in Charge. All completed forms will be forwarded to their Education Services Officer. This process will ensure all members utilizing TA are in fact eligible for the program; thus preventing individuals from any unnecessary repayment of tuition assistance monies.

6. MEMBER CERTIFICATION

I certify that the above information is correct. I acknowledge that I am now permitted to apply for Tuition Assistance with the understanding that it may be disapproved at the Supervisor/CO/OIC level.

PRINTED NAME: (Last, First, MI)

RATE/RANK:

SIGNATURE/DATE:

7. SUPERVISOR VERIFICATION

- Satisfactory progress toward completion of unit qualifications
- Satisfactory progress toward watch station qualifications
- Satisfactory proficiency of craft
- Satisfactory conduct during previous (6) months prior to TA app

I have verified the member's Service Status and Eligibility Requirements as listed above.

PRINTED NAME: (Last, First, MI)

RATE/RANK:

SIGNATURE/DATE:

8. COMMANDING OFFICER (CO/XO/DEPUTY) / OFFICER IN CHARGE (OIC/XPO) APPROVAL

PRINTED NAME: (Last, First, MI)

RATE/RANK:

SIGNATURE/DATE:

9. RETURN OR FORWARD COMPLETED FORM TO YOUR ESO