

REQUEST TO USE TUITION ASSISTANCE

1. NAME (Last, First MI)	2. GRADE	3. DIV/BRANCH	4. PHONE
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I am _____

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 _____ part of an undergraduate degree program. My major is _____

Accompanying this form is a copy of my most recent EER summary.

TA has paid for _____ semester and _____ quarter credits during the current fiscal quarter.

I understand that this form is *not* an application for tuition assistance. I also understand that once my TA application for the course(s) listed above been approved by the Coast Guard Institute it is my responsibility to download the TA authorization (form CGI-1560) *and* to provide it to the appropriate official at my college/university before payment is due. I further understand that if I do not do this, I will either have to drop the course(s) or pay for them myself.

Chain of Command Endorsement

I certify that the applicant (a) is making satisfactory progress toward completion of qualifications for his/her billet, (b) is making satisfactory progress toward watch-standing qualifications, (c) is demonstrating satisfactory proficiency in his/her craft, and (d) has demonstrated satisfactory conduct during the last six months.

CO/OIC/XO/XPO Approval

The person who is submitting this request meets the Tuition Assistance eligibility requirements set out in ALCOAST 175/13.

INSTRUCTIONS

All Training Center Cape May personnel who wish to use Coast Guard tuition assistance (TA) must complete and digitally/electronically sign this form, then forward it by e-mail through their chains of command to the Executive Officer or Commanding Officer. Once this form has been approved, the ESO will advise applicants that they may submit an eTA application for the course(s) listed above. **PLEASE DO NOT PRINT OUT THIS FORM; COMPLETE IT ON YOUR COMPUTER.**