Web Tuition Assistance (WebTA) Instructions

To Qualify for TA

- Step 1: Inform your Command of your interest to start or continue your education.
- Step 2: Have a minimum of 24 months of Time-In-Service.
- Step 3: Complete Required Training: The Higher Education Preparation (HEP) Go to https://jkodirect.jten.mil/ and the Personal Financial Management MCI through Marine Net (3420G).
- Step 4: Check your GT score. If it is not 100 +, sign up to take the TABE (minimum score of 10.2).
- Step 5: Visit your education office to help guide you through the process of selecting a pathway to reach your personal and professional goals. Monday-Friday 0700-1630 or call 252-466-3500.
- Step 6: Choose a College/University and submit education degree plan in WebTA https://myeducation.netc.navy.mil
- Step 7: Once accepted to the school of your choosing, request an official Joint Services Transcript (JST) to be sent to school.
- Step 8: Register for Classes at My Education
- Step 9: Submit WebTA Application at My Education webpage https://myeducation.netc.navy.mil
- Step10: Print TA Approved Voucher and Send to College/university.

What are the Caps?

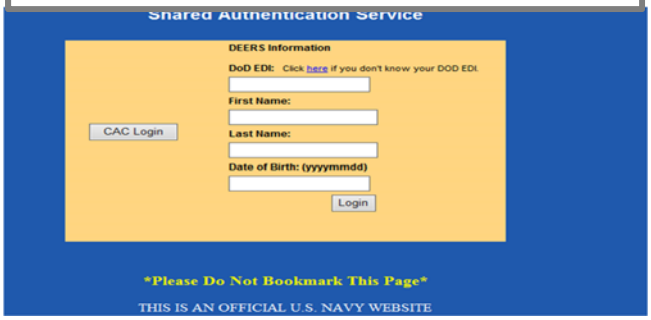
There is a fiscal year cap of $4,500. Courses must not exceed:

- $250.00 per semester hour
- $166.67 per quarter hour
- $16.67 per clock hour (for approved certificate/diploma programs only)

STEP-BY-STEP INSTRUCTIONS ON HOW TO APPLY FOR TUITION

1

To apply for Tuition Assistance electronically from any computer, go to https://www.navycollege.navy.mil, and click on the My Education portal.



2

Use My Education Home for updated announcement messages and to access the key modules.

•If you have used TA before, be sure all your grades have been posted (otherwise, you will not be eligible to apply for additional TA, and you could be issued a Letter of Indebtedness for not having successfully completed previous courses).

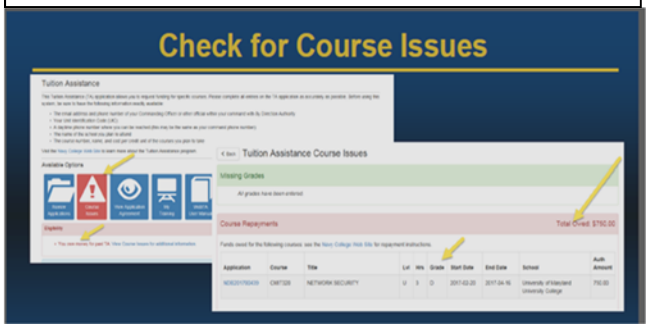
•To begin your new WebTA application, select "Tuition Assistance."

3

Go to the "Tuition Assistance" tab to locate the "Course Issues" tab. There are no pending issues if the tab is blue.

•If the "Course Issues" tab is red, you will need to resolve the pending issues. Call your education office if you need assistance - 252-466-3500.

The system will not allow you to submit additional WebTA applications until you have done so.



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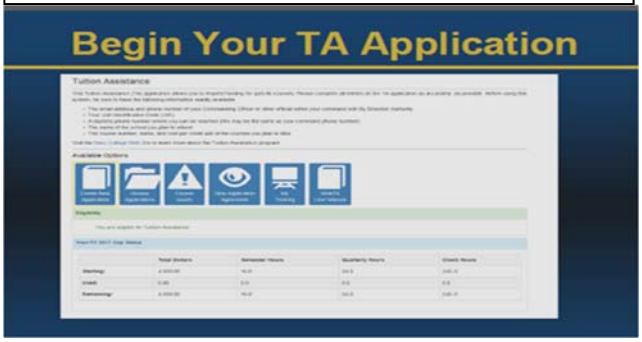
Once you are eligible, select "Create New Application" to continue.



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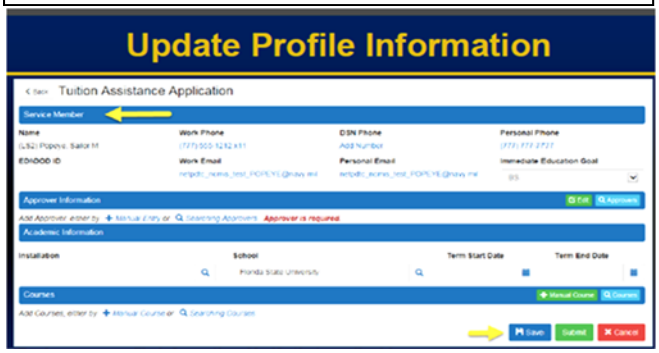
Review your profile information to verify that email addresses are correct.

•Update and enter required information by going to "My Education Home" and using the "Profile" Tab. Don't forget to save the updated information.



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Enter your Command Approver Information

•You can manually enter the information or search a list of Command Approvers with established accounts.

•If manually entering, click "select " to populate the fields. Use "Edit" to make changes.

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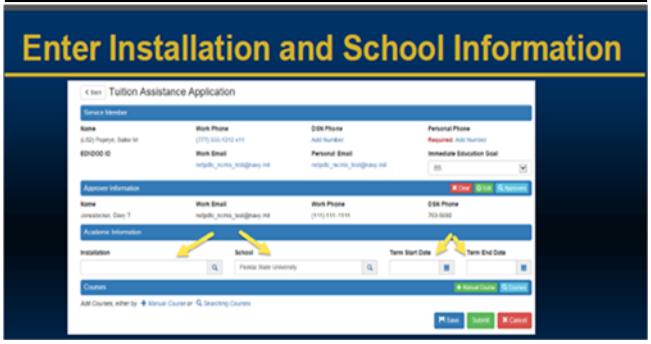
•Select your school using the search window or confirm that you are still attending the same school.

•Enter the institution's published term start and end dates using the calendar functions.

All courses on a WebTA application must have the same term start and end dates.



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To enter your course information, select "Manual Course."

•If your school has entered their catalog into the Academic Institution Module, you can search for your course using the "Search Course" feature.

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When entering course information, complete the required fields and select "Confirm" if the course is listed on the education plan in your My Education Account.

•Select "Confirm Substitute" if the course is a school approved substitution for a course on the education plan in your My Education Account.

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Review your course information and select "Save."

•Select "Submit" to forward to your Command Approver. Your Command Approver will receive an email with a link to your WebTA application. He/she will ensure your eligibility for TA, approve your application, and electronically forward it for funding.

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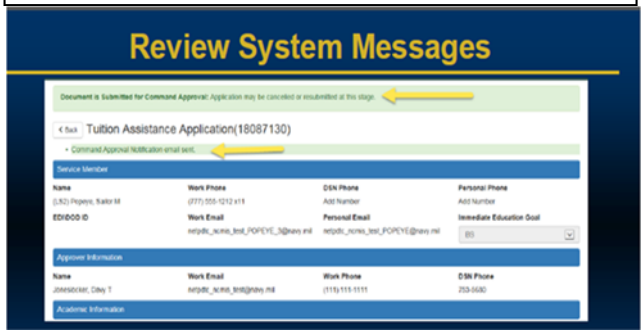
Review system messages to confirm that your WebTA application has been submitted for Command Approval.



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•WebTA automatically forwards command approved applications to your funding officials to authorize the funds.

•My Education will send you an email once your voucher is Funded advising you to print your TA Voucher and submit it to your school to pay for your course(s) -- BEFORE the term begins!

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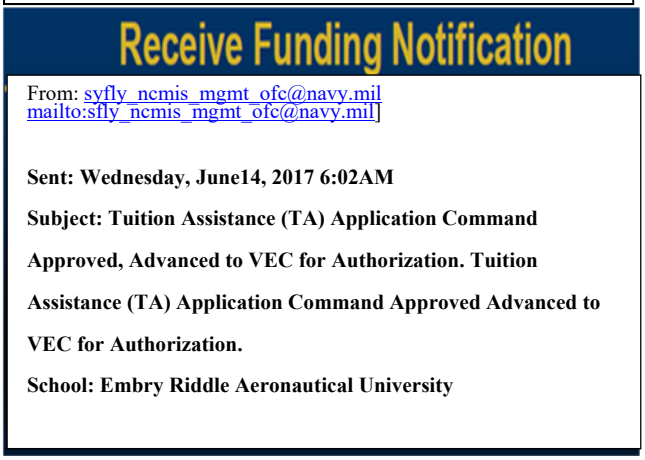
My Education electronically notifies you once your TA application is funded. You will then need to go back into your My Education Account," select the "Tuition Assistance" tab and then the "Review Applications" tab to view and print your voucher. The system also allows you the option to save and digitally sign your voucher.

•If you decide not to take the course or if you need to modify your voucher, contact your education office.



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From "My Education Home," select "Education" tab and the "Upload Files" tab.

Complete the fields in the "Attachment Upload" window.

Enter the name of your school in the "Name" field and your degree program in the "Description" field.

Use "Browse" to locate your file and then select "Upload File" to complete the action.

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If you have reached your FY quota, then you must use an alternate source to fund your off-duty courses.