

DEPARTMENT OF HOMELAND SECURITY  
U.S. COAST GUARD

**APPLICATION FOR COAST GUARD TUITION ASSISTANCE**

(See reverse for Statement of Agreement/Understanding, Privacy Act statement, and Penalties)

1. NAME (Last, First MI)	2. SSN	3. SERVICE STATUS, SERVICE OBLIGATION, ETC. <input type="checkbox"/> Enlisted - Must complete course(s) before enlistment ends, retiring, etc.      Rate      Exp of Enl Date      Yrs Svc <input type="checkbox"/> Officer - After completing course(s) must serve for 1 year      Rank      Termination Date      Yrs Svc <input type="checkbox"/> Civilian - After completing course(s) must remain employed with Coast Guard for 1 month per credit hour      Pay Grade      NTE Date      Yrs Svc		
4. Institution (name & mailing address)	School Code			
5. Will you receive your degree when you complete the course(s) listed on this TA request? <input type="checkbox"/> Yes <input type="checkbox"/> No	6. Course location <input type="checkbox"/> On-base <input type="checkbox"/> Off-base <input type="checkbox"/> Distance	7. What is your immediate education goal? <input type="checkbox"/> HS diploma <input type="checkbox"/> Master's <input type="checkbox"/> VoTech <input type="checkbox"/> Doctorate <input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's	8. Which of the below are you enrolled in? <input type="checkbox"/> Vietnam era GI Bill <input type="checkbox"/> VEAP <input type="checkbox"/> Montgomery GI Bill <input type="checkbox"/> None	9. Which of the below are you currently using? <input type="checkbox"/> Vietnam era GI Bill <input type="checkbox"/> VEAP <input type="checkbox"/> Montgomery GI Bill <input type="checkbox"/> None

**10. ENROLLMENT INFORMATION**

(a) COURSE DATES All courses listed below begin & end on these dates	Start _____ End _____	(c) COURSE LEVEL	(d) CREDIT HOURS	(e) TUITION	(f) TOTAL TUITION COST	(g) COURSE FEE CODES 1 - Internet 2 - Laboratory 3 - Shop 4 - Studio	(h) COURSE FEE (if any)	(i) TOTAL TUITION & FEES
(b) COURSE INFO		V L U G	# S/Q/C	Per Credit	Per Course		Per Course	
Dept.	Number	Title						

**TOTAL of all tuition and course fees**

**INSTRUCTIONS FOR ITEMS ABOVE**

**Enter all dates on this form in YYYYMMDD format**

- 3** Rate: DC1, YN3, MKC, etc. Rank: LCDR, ENS, etc.
- 4** School code is required. If institution you're interested in doesn't have school code, ask your ESO to contact CG Institute to obtain one.
- 10(a)** List only courses which have same beginning and ending dates.
- 10(b)** List info for each course as printed in the school's course guide, as shown in the sample entry (in purple) above.
- 10(c)** Course level: V = vocational; L = lower level undergrad (freshman & sophomore); U = upper level undergrad (junior & senior); G = graduate
- 10(d)** Type S if the school uses a semester system, Q if the school uses a quarter system, or C if the course is measured in clock hours
- 10(e)** Enter the per-credit tuition. If tuition is not charged by the credit, divide the per-course tuition by the number of credits and enter that number.
- 10(g)** Enter the number corresponding to the fee type. To be covered by TA a fee must be required for a specific course. Eligible fees include:
  - Internet or technology fees required for distance learning courses (NOT including home/personal Internet service fees); fees for the lab part of a chemistry, biology, or similar course (for chemicals, broken glassware, biological specimens, etc.); studio fees (to pay for models or consumables like paints and clay); shop fees (for things like wood and broken tools).
- 10(h)** Enter the per-course fee (if any). If the fee is set by the credit, multiply the credit hours by the fee per-credit and enter that amount.

**READ CONDITIONS AND SIGN ON REVERSE**

**11. ESO CERTIFICATION**

I certify I have verified that (a) the applicant is eligible for tuition assistance, (b) the course(s) listed above are being offered by an accredited institution and that the applicant will earn college credit or clock hours after completing the course(s), and (c) the applicant has provided me with information from this institution showing current tuition costs.

SIGNATURE OF ESO OR DESIGNEE	E-MAIL ADDRESS	COMMAND ADDRESS	
PRINTED NAME	DATE	PHONE	OPFAC NUMBER



**PRIVACY ACT STATEMENT**

Under the authority of 5 USC §301, you are being asked to provide the personal data on the front of this form so your request for Coast Guard Tuition Assistance (TA) can be processed. Your Social Security Number will be used for identification. The office responsible for processing TA requests will retain this information. It will not be divulged without your written authorization to anyone other than Coast Guard or school personnel involved with the administration of the TA program. You are not required to provide this information. However, if you fail to do so your TA request will be denied.

**YOU AGREE TO THE FOLLOWING OBLIGATIONS BY SIGNING THIS FORM**

- 1 I must submit this TA Application request to my ESO for approval. The approved application must reach the Coast Guard Institute at least 14 calendar days prior to start date of course. Once my TA request has been approved, I will receive a TA Authorization via e-mail.
- 2 The amount of tuition and course fees listed as "STU SHARE" on the TA Authorization is my responsibility. If I am enrolled in Chapter 30 GI Bill education benefits (the Montgomery GI Bill) **and** have more than two years of active duty service, I may apply for reimbursement using the GI Bill Top-Up benefit to pay the difference between actual course costs and the amount covered by TA. In this case, I may still be responsible for some non-tuition costs.
- 3 I must notify the Coast Guard Institute if any changes occur to the information on the TA Authorization, if I withdraw from a course before the school's Add/Drop deadline, if I need a course extension, or if I don't register for one or more courses listed on the Authorization.
- 4 Within 60 days after a course ends, I must provide the Coast Guard Institute (fax: 405-954-7247) with grade report for all courses paid for with TA. If I fail to do this, I realize I will be ineligible for future tuition assistance and will be required to repay the Coast Guard for any TA paid on my behalf.
- 5 I must reimburse the Coast Guard for any tuition and fees paid on my behalf if I:
  - a. voluntarily withdraw from a course after the school's Add/Drop or full-tuition-refund deadline and receive a grade of "W";
  - b. receive a failing grade ("F"); or
  - c. fail to clear from my record a grade of "I" (incomplete) within 6 months of the course completion date.
  - d. incur any non-refundable fees that were paid for with TA, if I withdraw from the course associated with those fees.
- 6 I must provide the information specified by the Coast Guard Institute if I withdraw from a course for military or emergency reasons and wish to receive a waiver of the repayment requirement.
- 7 My eligibility for TA will be suspended if I am in the Selected Reserve and acquire nine or more unexcused absences from scheduled training within twelve months after any anniversary of entering the Selected Reserve.
- 8 I understand that I am responsible for any overpayment of TA. I must also reimburse the Coast Guard if TA is used to pay for any fees not covered by TA.
- 9 I have provided my ESO with information showing current tuition for the courses listed on this application. If I have previously used TA, I have sent grade reports to the Coast Guard Institute for the last courses I took using tuition assistance.
- 10 **PENALTIES** Knowingly submitting a false, fictitious, or fraudulent claim may be evidence of the following crime(s):
  - a. Making false, fictitious or fraudulent claim, 18 USC §287 (Penalty: Fine not exceeding \$10,000 and/or imprisonment of not more than 10 yrs).
  - b. Theft of Public money, 18 USC §641 (Penalty: Fine not exceeding \$10,000 and/or imprisonment of not more than 10 yrs; lesser penalties if the value of the theft is less than \$100).
  - c. Larceny and wrongful appropriation, Article 121, UCMJ.

**12. ACTIVE DUTY COAST GUARD OR CIVILIAN COAST GUARD EMPLOYEE**

I request tuition assistance in the amount authorized with the understanding that I will pay all additional costs (additional tuition, fees, books, etc.) incurred above the amount authorized. I understand that the CG's share will vary depending on the limits established by the Commandant. I have read, understand, and will comply with all the provisions on the reverse of this application.

SIGNATURE	E-MAIL ADDRESS	<input type="checkbox"/> I have provided my ESO with information showing current tuition for the courses listed on this application. If I have previously used TA, I have sent grade reports to the Coast Guard Institute for the last courses I took using tuition assistance.
PRINTED NAME	DATE	

**13. COAST GUARD RESERVIST**

I request tuition assistance in the amount authorized with the understanding that I will pay all additional costs (additional tuition, fees, books, etc.) incurred above the amount authorized. I understand that the CG's share will vary depending on the limits established by the Commandant. I have read, understand, and will comply with all the provisions on the reverse of this application. I authorize the CG Institute to release information covered under the Privacy Act. By my signature, I release the Coast Guard from any responsibility or liability for sending a TA authorization for the course(s) listed above via the Internet. I request that this authorization be sent to me at the personal e-mail address listed below.

SIGNATURE	E-MAIL ADDRESS	<input type="checkbox"/> I have provided my ESO with information showing current tuition for the courses listed on this application. If I have previously used TA, I have sent grade reports to the Coast Guard Institute for the last courses I took using tuition assistance.
PRINTED NAME	DATE	

