Sailors

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What is Tuition Assistance?

Tuition Assistance (TA) is one of the Navy's primary financial assistance programs for voluntary education. It provides funding to eligible active-duty Sailors for tuition costs of courses taken in an off-duty status at a college, university, or vocational/technical institution, whose regional or national accreditation is recognized by the U.S. Department of Education.

Navy tuition assistance pays for both classroom and independent study/distance learning courses. Associate, bachelor's, and master's level courses must be offered in semester hours or quarter hours (NAVADMIN 105/10). Certificate programs can be administered in semester hours, quarter hours or clock hours and must be on the list of programs approved by the Department of Veterans Affairs (NAVADMIN 219/16). Credit earned must be documented on the institution's transcript.

MyNavy Education is the central portal for Navy tuition assistance processing. A Sailor submits a TA/NCPACE application through MyNavy Education for each course. Sailors can access MyNavy Education via the main menu located at the top of their screen.

Who is Eligible?

Navy TA/NCPACE is available to eligible active-duty Sailors and to eligible Naval Reservists serving in an active-duty status.
To qualify for TA/NCPACE, Sailors must meet the following requirements:

- Must have been onboard at least one year at first permanent duty station or granted a waiver by the CO or OIC before using TA/NCPACE (NAVADMIN 190/14).
- Naval Reservists must also have completed one year at their Operational Support Center or equivalent to use TA/NCPACE funds.
- Sailors must have a minimum of three years' time-in-service.(NAVADMIN 214/21)
- All TA or NCPACE funded courses must be completed while the member is on Active Duty (NAVADMIN 112/23)
- In addition to being recommended for retention and promotion, all enlisted Sailors and Officers must receive individual trait marks of 3.0 or greater on their most recent observed performance evaluation or fitness report (NAVADMIN 214/21)

- Sailors must have a minimum of 12 months since an NJP or court martial (NAVADMIN 214/21)
- Officers with a minimum of 8 years of prior enlisted Active Duty service (Army, Navy, Marine, Air Force, Coast Guard) including limited duty officers (LDO) and chief warrant officers (CWO) are eligible to use TA or NCPACE at all officer ranks. All other officers become eligible upon promotion to O3.

Officers must agree to remain on active duty for at least two years from the completion date of their last TA/NCPACE funded course. This obligation runs concurrently with any remaining obligated service time. Officers who do not complete the required service obligation must repay the TA/NCPACE funds expended on their behalf during the last two years of active duty on a pro-rated basis. (NETCINST 1560.3)

- Active Duty and Training and Administration of Reserve enlisted Sailors with less than 16 years of Active service must have at least 6 months remaining from the course start date until their end of active obligated service or as extended. (NAVADMIN 112/23)
- Enlisted Reservists must be on active duty (AD) orders must have 6 months remaining from the course start date until the end date of AD orders. (NAVADMIN 112/23)

Contract extensions for AD Sailors are authorized subject to eligibility criteria in reference (e). Sailors selected for LDO or CWO, and Selective Reenlistment Bonus eligible Sailors with approved Career Waypoints In-Rate quotas may request a waiver of the 6-month requirement using Issue Tracker. (NAVADMIN 214/21)

- Sailors may be enrolled in up to a maximum of two **concurrent** courses. Required laboratory courses with unique course identification numbers are exempt from this limit. (NAVADMIN 112/23)

The two course limit in line with fiscal quarter announced in NAVADMIN 214/21 is rescinded.

- Vouchers for command-approved requests may be funded by Naval Education and Training Professional Development Center (NETPDC), subject to funding availability. (NAVADMIN 112/23)
- Command approving officials must verify all existing and updated policies have been met prior to authorizing TA or NCPACE.
- Sailors may submit their applications via MyNavy Education (link to: https://myeducation.netc.navy.mil) between 7 and 120 days prior to the term start date (NAVADMIN 112/23)

It is the Sailor's responsibility to ensure timely submission and command approval of TA and NCPACE applications.

What are the Funding Caps?

Payment for tuition will not exceed the following caps:

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

As of Feb 2021, in accordance with [ALNAV 004/21](#)

- TA and NCPACE will be limited to a fiscal year cap of 18 semester hours, 27 quarter hours, or 270 clock hours (or combination). The fiscal year cap applies to both TA and NCPACE combined.
- TA and NCPACE will be limited to a lifetime cap of 120 semester hours, 180 quarter hours, 1800 clock hours (or combination). The lifetime credit cap applies to both TA and NCPACE combined.

What is covered?

Both TA and NCPACE may be used for the following programs granted by schools who have signed a Department of Defense Memorandum of Understanding (DOD MOU).

- High School diploma or
- Associate degree
- Bachelor's degree
- Master's degree
- Certificate programs, certification preparation programs or diploma programs listed in the TA Decide tool.

NCPACE Academic Institutions are screened to ensure their courses are stand alone. You should select from the available courses listed in the NCPACE catalog in MyNavy Education. Once you login to [MyNavy Education](#) , select the NCPACE icon.

Tuition Assistance/NCPACE will only cover tuition up to the allotted per credit limit and up to the career/fiscal year cap. TA/NCPACE does NOT cover books and materials, schools' fees (to include flight training), lateral or lower level degrees (earned on or off active duty) or retakes of the same course. Please check with your school regarding any fees or other costs. Additionally, TA/NCPACE will not fund your courses if you leave the service before the class ends, if you withdraw from the course for reasons other than personal illness, military transfer or mission requirements, or if you fail the course. In the event one of these situations occurs, you will have to provide reimbursement for any TA/NCPACE funds already paid.

Navy Tuition Assistance (TA) or NCPACE will fund one certificate, certification preparation or diploma program during a Sailor's career; however, in order for Navy

TA/NCPACE to fund courses leading to one of these programs, all of the following criteria must be met:

1. The academic institution must be a signatory of the Department of Defense Memorandum of Understanding (DOD MOU)
2. Courses must appear on a college transcript as Clock Hours, Semester Hours, or Quarter Hours
3. Program must be listed on the [Department of Veterans Affairs website](#)⬈ and in the TA Decide Tool.

Refer to [NAVADMIN 219/16](#), Voluntary Education/Navy College Program Transformation - Sept. 2016 for official guidance or [contact the NCVEC](#) to verify if a specific program is eligible for Navy TA/NCPACE.

TA Program Requirements:
- Sailors must submit an education plan listing all courses required for program completion and receive education plan approval from a Navy College Education Counselor. The education plan should include:
    o School name
    o Name
    o Program
    o Courses required for degree completion
    o Documented transfer credits from JST and other academic institutions
- Ensure that grades are posted in MyNavy Education for all previous TA/NCPACE funded courses and reimburse tuition assistance funds for all collectable grades.
- Attend an institution accredited by a regional or national accrediting agency recognized by the U.S. Department of Education.
- Prior to submitting first TA/NCPACE request, receive counseling from a Navy College Education Counselor from the Navy College Virtual Education Center (NCVEC)

TA/NCPACE and the United States Naval Community College (USNCC)

The USNCC provides naval-relevant associate's degrees in Military Studies, Nuclear Engineering Technology, General Studies with Computer Studies Specialization, Cybersecurity and Information Assurance, Organizational Leadership, Aviation Maintenance, Data Analytics, Uncrewed Systems, and Logistics with a Maritime Focus. Interested Sailors should visit http://usncc.edu⬈ to learn more

Policies pertaining to TA or NCPACE eligible Sailors with approved degree plans who also participate in USNCC courses ([NAVADMIN 112/23](#))

- TA or NCPACE course terms shall not overlap with USNCC course terms. Command approvers must verify.
- TA or NCPACE courses that transfer to USNCC will count toward the 120 semester hour career cap on TA and NCPACE
- Courses funded by USNCC do not count toward the 120 semester hour career cap on TA and NCPACE

Tuition Assistance (TA) Steps

The following steps focus on how to submit and receive approval of your TA/NCPACE application. These steps should be completed in order.

Step 1: Inform Your Command

Inform your chain of command of your interest to start or continue your education.

Step 2: Complete Required Training

Sailors are required to complete one online training course prior to using TA/NCPACE for the first time. The Virtual Learning 101 (dtd June 2021) training is located in [MyNavy Education](#)⧉ under both the Tuition Assistance and NCPACE icons. This course is required once per active duty career. However, we strongly recommend completing the training every one to two years as a refresher to stay informed on current TA/NCPACE policy and procedures.

The results post to your [MyNavy Education](#)⧉ record immediately upon completion. Keep a copy for your records.

Step 3: Receive Education Counseling, Define Education Goal

Per [NAVADMIN 243/17](#), for each level of academic pursuit (certificate, associate, bachelor's or master's) funded by NCPACE or TA, you must receive counseling from a Navy College Education Counselor and upload, at a minimum, an unofficial education plan to [MyNavy Education](#)⧉ before enrolling in any classes. Your counselor will help guide you through the process of selecting a pathway to reach your personal and professional goals. [Contact a Navy College Education Counselor](#).

Step 4: Submit Education Plan, Review with Navy College Counselor

Upload your education/degree plan listing the required courses for your program in [MyNavy Education](#)⧉ under "Tuition Assistance/NCPACE" > "Upload File." When uploading, use the school name for "File Name" and the degree and major for "Description." An evaluated education/degree plan must be reviewed and approved by a

Navy College Counselor by the completion of 9 semester hours in order to continue to receive TA/NCPACE funding. An evaluated education plan contains the following:

- name of the institution
- degree level and major
- student name
- any transfer credits (to include previous college, JST, and testing)
- all courses required to complete the degree program

Contact the NCVEC after you upload your education/degree plan for a plan review and record update.

Step 5: Submit NCPACE Application in MyNavy Education

Once you have completed the required training, counseling, and education plan, submit your TA or NCPACE application in MyNavy Education . Per 112/23, all TA/NCPACE applications must be submitted and command approved through MyNavy Education no later than 7 days preceding your academic institution's published term start date. You are allowed to submit your TA/NCPACE request up to 120 days prior to your term start date. Submitting early allows sufficient time to resolve any issues and to review and authorize your TA/NCPACE funding in a timely manner.

NCPACE application guidance: Once your record has been updated with your degree plan and required training, go to the NCPACE catalog in MyNavy Education to select a course(s). After course selection, contact the NCPACE academic institution or go to their website's NCPACE section to obtain information on course delivery methods (CDROM, DVD, MP4 etc.), available term dates, textbook/material purchase, official course registration and proctor information. If you will be transferring your NCPACE course to another institution, be sure to contact your home institution to verify transferability in writing. Next, create and submit your NCPACE application via MyNavy Education. As part of the application process, you are required to list a command approved proctor with their contact information (name, rate/rank, email, work phone, and command mailing address). Check with the academic institution for any specific proctor requirements. Your Command Approver will certify the proctor that you list in the application. Per 112/23, all NCPACE applications must be submitted and command approved no later than 7 days preceding the academic institution's published term start date. Submitting your NCPACE application early allows sufficient time to resolve issues and to review and authorize your NCPACE funding in a timely manner.

Step 6: Generate TA/NCPACE Voucher and Send to Institution

After your command-approved TA/NCPACE application is authorized by the NCVEC, an authorization voucher is generated. You can print your authorized TA/NCPACE voucher by going to MyNavy Education > Tuition Assistance/NCPACE > Review Applications. Print/Download, and forward the authorized voucher to your school for payment.

Reminder: You must officially register for classes at your school. The TA/NCPACE voucher provides funding but does not enroll you into the course.

Additionally, if you enroll in a course without submitting an authorized TA or NCPACE voucher to your academic institution, you may be liable to pay the entire cost of the course yourself.

Command Approval Requirements

Command Approver (CA) Responsibilities

Command Approval is the review and approval process prior to a Sailor's Tuition Assistance (TA) or NCPACE application going forward for NCVEC authorization.

TA/NCPACE Command Approver Checklist

Commands must verify the following for Sailors seeking TA/NCPACE funding:

- Have been onboard one year at the first permanent duty station or granted a waiver by the CO and OIC.
- Are serving at the TA or NCPACE eligible command on active duty through the last day of the course term.
- Must have passed the most recent Physical Fitness Assessment (PFA) or received a waiver.
- Have passed most recent advancement exam, if applicable, and are recommended for advancement or promotion.
- Have not received a NJP within 12 months or are not pending administrative separation.
- Are not under instruction in initial skills training or in a duty under instruction (DUINS) training status.
- For Active Duty IAs/OSAs/GSAs – that they will be assigned OCONUS for the duration of the course term.
- In addition to being recommended for retention and promotion, all enlisted Sailors and officers must receive individual trait marks of 3.0 or greater on their most recent observed performance evaluation or fitness report.
- Shall not be enrolled in courses with USNCC simultaneously.

MyNavy Education will verify all other TA/NCPACE eligibility requirements to include:

- Sailors have met the three years' time-in-service requirement set forth in NAVADMIN 214/21
- Active Duty and Training and Administration of Reserve enlisted Sailors with less than 16 years of Active service must have at least 6 months remaining from the course start date until their end of active obligated service or as extended.

- Enlisted reservists must be on Active Duty orders and must have at least 6 months remaining from the course start date until the end date of their orders.
- All TA or NCPACE funded courses must be completed while the member is on Active Duty
- Sailors **are not** enrolled in more than two concurrent courses. Required laboratory courses with unique course identification numbers are exempt from this limit. The two course limit set forth in NAVADMIN 214/21 is rescinded.
- Officers with a minimum of 8 years of prior enlisted Active Duty service (Army, Navy, Marine, Air Force, Coast Guard) including limited duty officers (LDO) and chief warrant officers (CWO) are eligible to use TA or NCPACE at all officer ranks. All other officers become eligible upon promotion to O3.
- All TA/NCPACE applications have been command approved NLT 7 days prior to the term start date. Sailors may submit request up to 120 days in advance.

Sailor Responsibilities

Sailors using TA or NCPACE funding have specific responsibilities. It is your responsibility to report all course changes to the NCVEC to ensure your TA/NCPACE voucher is accurate. Additionally, you are expected to earn passing grades (C or higher for undergraduate and B or higher for graduate), and you must reimburse tuition assistance funds for any collectable grades. This section will help guide you through specific issues that may arise as you complete your courses.

Making Changes to your TA/NCPACE Voucher

TA/NCPACE vouchers are issued for each course, and term. **All course changes (course number, course title, term dates, tuition cost, dropped courses, etc.) must be reported immediately to the NCVEC to prevent grading and billing issues.** Your funding could be negatively affected if changes are not reported properly.

Enrolling in a course without submitting an authorized TA or NCPACE voucher to your academic institution, you may be liable to pay the entire cost of the course yourself.

Dropping a Course

If you receive an authorized TA/NCPACE voucher and then drop the course before the academic institution's add/drop deadline, contact the NCVEC to request cancellation of the authorization voucher.

Withdrawing from a Course

If you withdraw from a course after the academic institution's drop period ends and receive a "W" grade, a waiver of the TA/NCPACE reimbursement policy may be requested via your Chain of Command. The withdrawal must be for one of the following reasons:

- Permanent Change of Station
- Temporary Additional Duty
- Emergency Leave
- Operational Commitments
- Hospitalization

To request a waiver of TA/NCPACE reimbursement, submit a letter on command letterhead that is endorsed and signed by a member of your command triad to Issue Tracker located in [MyNavy Education](#) ⬀ . You may also submit questions regarding the process through Issue Tracker.

Requesting a Course Extension

To request a course extension, submit documentation from the school reflecting a course extension has been granted. Include the original course dates and the new course end date in your correspondence. Submit your request via Issue Tracker located in [MyNavy Education](#) ⬀ . If you have questions, call TA Accounting at 1-833-330-MNCC (6622), option 3 "Education & Training", then option 2 "TA Accounting".

Course Completion Responsibilities

After completing a course, confirm that your school has posted your grade through the Academic Institution Module (AIM). Per the DOD MOU, academic institutions are required to submit TA and NCPACE-funded grades within 30 days of the course end date.

Reporting Your Grades

You can submit grades to TA Accounting by submitting your grade report in Issue Tracker located in [MyNavy Education](#) ⬀ .

For questions, call TA Accounting at 1-833-330-MNCC (6622), option 3 "Education & Training", then option 2 "TA Accounting".

Commanding Officer
NETPDC TA Accounting N852
6490 Saufley Field Road
Pensacola, FL 32509-5241
Commercial 1-833-330-MNCC (6622), option 3, then option 2
Fax 850-473-6401/6402 DSN prefix 753

Grade reports can be obtained through your online student account. Note: if you or your school fail to report your grades within 30 days of the course completion date, you and your command will receive letters from the Navy requesting either a grade or

reimbursement for the TA/NCPACE funding. If you do not respond, the amount of your TA/NCPACE will be withdrawn from your pay.

Wait at least one week after you submit your grade, then visit either [MyNavy Education](#) ↗ or the [Joint Services Transcript](#) ↗ website to verify the grade has been posted. Academic courses and grades appear on the Academic Courses section of your JST.

If you fail or do not complete a course, see the Reimbursement and Waivers and Reimbursement section of this page, because you may need to reimburse TA/NCPACE funding for that course.

Reimbursements and Waivers

Tuition assistance is paid directly to the school you are attending. However, if you receive a failing grade (D or lower for undergraduate and C or lower for graduate) you must reimburse your TA/NCPACE funds for that course.

Reimbursement to the Navy for TA/NCPACE Funding

If you receive a "collectable grade," NETPDC TA Accounting will send a letter of indebtedness to you via your CO. You will receive a follow up email from DFAS with instructions to provide electronic reimbursement via Pay.gov. You can choose to resolve your debt utilizing Pay.gov within 45 days from the date of the email notification from DFAS. After the 45 days has expired a military payroll deduction will be processed. You will not be eligible for TA/NCPACE until the first payment has posted to your record. The following are considered "collectable grades" and require repayment:

- D or lower grades for undergraduate courses
- C or lower grades for graduate level courses
- non-passing (N) grades
- incomplete (I) grades in effect longer than six months
- voluntary withdrawal (W) grades without an approved reimbursement waiver

For more information regarding TA/NCPACE reimbursements, submit an inquiry via Issue Tracker found in [MyNavy Education](#) ↗ and select "Grades/Reimbursements" as the category.

Note: If you have received a non-passing grade and wish to reimburse the government prior to receipt of your official notice, you may do so by requesting a manual e-bill.

The e-bill will only be good for 45 days at which time those who have not paid via PAY.GOV the e-bill will be cancelled. Once cancelled the only other option for repayment is by payroll offset.

To place a request for an e-bill, please log into [MyNavy Education](#)⬀ and submit an inquiry (select "Grades/Reimbursements" as the category) via the Issue Tracker.

If you receive a "W" grade, you can request a waiver of the reimbursement through your chain of command. The withdrawal must be for one of the following reasons:

- Permanent Change of Station (PCS)
- Temporary Additional Duty (TAD)
- Emergency Leave
- Operational Commitments
- Hospitalization

To request a waiver of reimbursement, log into [MyNavy Education](#)⬀ and submit an Inquiry through the Issue Tracker. Select "Grades/Reimbursements" as the category.

See the following samples for instructions:

- [Example Command Letter for Reimbursement](#)

NOTE: Only "W" grades are eligible for a reimbursement waiver. If you are unable to complete a course for one of the above reasons, follow your academic institution's procedures to withdraw from the course. Sailors are strongly encouraged to communicate with their chain of command, Navy College Education Counselor, and school advisor when issues arise affecting successful course completion.

TA/NCPACE Waiver Information

There are two types of waivers, Involuntary Withdrawal (W) Reimbursement Waivers or TA/NCPACE Policy Waivers. Waivers may be granted for specific situations.

Exception to Policy (ETP) Waiver for TA/NCPACE Policy

You may also submit a waiver to current TA/NCPACE policy. Waivers are determined on a case-by-case basis and take into consideration individual circumstances. After-the-fact TA/NCPACE waiver requests MUST include extenuating circumstances to be considered for review. Naval Education and Training Command (NETC) has final approval/disapproval authority for all TA/NCPACE Waiver requests.

To submit a TA/NCPACE Policy Waiver, log into [MyNavy Education](#)⬀ and submit an Inquiry through Issue Tracker. Select "Policy Waivers" as the category. TA/NCPACE Policy Waiver requests are processed in order of term start dates.

See the following documents for instructions and examples:

- [TA/NCPACE ETP Waiver Procedures](#)

- [Example Command Letter for After the Fact Waiver](#)
- [Example Sample Command Letter for EAOS to Term Start Date](#)

First Permanent Duty Station Waivers ([NAVADMIN 190/14](#))

COs and OICs may approve a waiver to the requirement that you must be onboard for one year at your first permanent duty station before using TA/NCPACE. This waiver authority cannot be delegated.

The waiver is granted upon Command approval of the TA/NCPACE application by CO/OIC.

NOTE: An approved waiver of the requirement to be onboard your first permanent duty station for one year does NOT supersede the requirement (effective 1 Oct 2021) to have served in the military for at least three years to obtain eligibility for TA/NCPACE.

There are no waivers to the following policies:

- Time in service (TIS) requirement of three years based on PEBD.
- Exceed Fiscal Year and Lifetime TA/NCPACE Credit Cap Waivers
  - [NAVADMIN 214/21](#) and ALNAV 004/19
    - TA and NCPACE will be limited to a fiscal year cap of 18 semester hours, 27 quarter hours, or 270 clock hours (or combination). The fiscal year cap applies to both TA and NCPACE combined.
  - NAVADMIN 114/19
    - TA and NCPACE will be limited to a lifetime cap of 120 semester hours, 180 quarter hours, 1800 clock hours (or combination). The lifetime credit cap applies to both TA and NCPACE combined.