Tuition Assistance Steps

Obtaining Tuition Assistance (TA) is one part of the Voluntary Education process.
The following steps focus on how to receive approval of your TA application.
These steps should be completed in order.
Note: you must submit required documentation at specific points in the process.

Step 1: Inform your Command

Inform your chain of command of your interest to start or continue your education.
(Many commands require a special request chit to proceed.)

Step 2: Complete Required Trainings.

Sailors are required to complete two training topics. Both must be done once during your Naval Career, prior to being eligible for Tuition Assistance.

- **Higher Education Preparation Course:** The Higher Education Preparation Course (HEPUS001) is located on the Joint Knowledge Online (JKO) website and is a once per naval career training requirement: https://jkodirect.jten.mil/. The results are not automatically reported to the Navy College Office. We will need your certificate.
- **TA Policy and Procedures Training:** The TA Policy and Procedures Training is located in the My Education portal: https://myeducation.netc.navy.mil/. Once completed, the results are recorded immediately in your My Education record. Retain the completion certificate for your records.

Step 3: Receive Education Counseling, Define Education Goals

Your Navy College Education Counselor is available to help guide you through the process of selecting a pathway to reach your personal and professional goals. The counselor will help you establish a plan to attain your educational goals and to advance your personal and professional journey. Your Navy College Education Counselor will discuss services offered to you through VolEd.

Step 4: Submit Education Plan, Review with Counselor

- Upload your education/degree plan on the My Education Portal under "My Education Plan".
  - When uploading the file, use the school name for "File Name" and the degree and major for "Description".
- Email the Navy College Office after you upload your education/degree plan for a plan review and record update.
- You may also bring your degree plan into the Navy College Office for upload and review.

Step 5: Submit TA Application in MyNavy Education

Once your record has been updated, submit your WebTA application using the My Education portal. You are strongly encouraged to submit your WebTA application at least 30 days in advance of the term start date. Submitting your WebTA application early allows sufficient time to resolve issues and to review and authorize your TA funding in a timely manner. All WebTA applications must be command approved and authorized by the Navy College prior to the term start date. You can access the website at https://myeducation.netc.navy.mil/

- Per NAVADMIN 219/16, all TA requests must be **command approved** no less than **14 days before the start date of the class**.
- Be sure to have your Commanding Officer's email address or the individual designated to sign TA at your command e-mail's address on hand.

Step 6: Generate Voucher and Send to Institution
After your command approves and the Navy College Office authorizes your WebTA application, a voucher is generated. All generated vouchers can be found under "Existing Applications" in the My Education portal.

Print, sign, and forward the authorized/funded TA voucher to your academic institution for payment.

Good luck with your education!

If at any time we may be of assistance please feel free to contact the Okinawa Navy College Office at:

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Okinawa Navy College
Location: Kadena Air Base, Building #59
DSN: 643-9378
Email: Marchello.delano@fe.navv.mil

Hours of Operation:
Monday-Thursday 0730 to 1600
Friday 0730 -1500
Closed on Family Days, Down Days, Federal Holidays and Weekends

Visit https://www.navycollege.navy.mil/tuition-assistance/steps-for-tuition-assistance.htm/
for more information about Navy tuition assistance.