Common Tuition Assistance Application Errors

Nearly 40 percent of the TA request forms the Institute receives contain errors; errors that slow processing of the requests.

Most of the problems applicants encounter with the form is with block 9, ENROLLMENT INFORMATION. Below is block 9 of Application for Coast Guard Tuition Assistance (CG-4147 REV 06/2011v3), with instructions for each required applicant response.

<table>
<thead>
<tr>
<th>(a) COURSE DATES</th>
<th>(c) COURSE LEVEL</th>
<th>(d) CREDIT HOURS</th>
<th>(e) TUITION Per Credit</th>
<th>(f) IN TOTAL TUITION COST Per Course</th>
<th>(g) COURSE FEE CODES</th>
<th>(h) COURSE FEE (if any) Per Course</th>
<th>(i) TOTAL TUITION &amp; FEES Per Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>All courses listed below begin &amp; end on these dates</td>
<td>Start</td>
<td>End</td>
<td>L</td>
<td>U</td>
<td>G</td>
<td>#</td>
<td>S/Q</td>
</tr>
</tbody>
</table>

9(a) Course Start & End Dates (format YYYYMMDD)
9(b) Dept = Department Name (ECON, HUM, MTH, etc.)
Number = Course Number (106, 302, 556, etc.)
Title = Name of Course (English I, West Civ I, etc.)
9(c) Course Level (L) = Lower-level courses (100-299)
Course Level (U) = Upper-level courses (300-499)
Course Level (G) = Graduate-level courses (500-699)
9(d) Credit Hours (#) = Number of credit hours (i.e. 3, 4)
Credit Hours (S/Q) = S for Semester, Q for Quarter hour credit
9(e) Tuition per Credit = Cost of tuition per credit hour
9(f) Total Tuition Cost Per Course = Total tuition per course (9(d)#)(9(e))
9(g) Course Fee Codes = Only 7 fees authorized for TA. Place # in the box to correspond with the fee for the course.
9(h) Course Fee Per Course = Cost of fee in block 9(g)
9(i) Total Tuition and Fees Per Course = Total amount requested for TA for the course. (9(f) + 9(h))

TOTAL of all tuition and course fees