

# 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.

9. ENROLLMENT INFORMATION													
(a) COURSE DATES All courses listed below begin & end on these dates				(c) COURSE LEVEL			(d) CREDIT HOURS		(e) TUITION Per Credit	(f) <u>TOTAL TUITION COST Per Course</u>	(g) COURSE FEE CODES 1 - Internet 2 - Laboratory 3 - Shop 4 - Studio 5 - Technology 6 - Resource 7 - Library	(h) COURSE FEE (if any) Per Course	(i) TOTAL TUITION & FEES Per Course
Start	<input type="text"/>			L	U	G	#	S/Q					
End	<input type="text"/>												
(b) COURSE INFO													
Dept.	Number	Title											
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
<b>TOTAL of all tuition and course fees</b>													

- 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))