

# Tuition Assistance (TA) Counseling Worksheet

**Tuition Assistance Policy Statement:** The Coast Guard tuition assistance (TA) program is designed to assist Coast Guard personnel in broadening academic or technical backgrounds by providing funding for off-duty independent education. TA is only authorized for courses leading to member's first associate, bachelor, or master degree. Any school authorized to receive TA must participate and have a signed Department of Defense (DOD) Memorandum of Understanding (MOU). Prior to submission of TA application, member's command is responsible for validating TA eligibility criteria have been met. This worksheet is not an application for TA. It is the member's responsibility to complete and submit TA applications electronically, via the MyEducation Portal, 14 days prior to the class start date, not including the date of submission to ETQC nor the class start date. Further policy and guidelines are outlined in the corresponding regulations governing tuition.

**Privacy Act Statement:** Under the authority of 5 USC 301, the personal data on this form is requested to counsel member on TA, validate eligibility, and process TA applications. The employee identification number (EMPLID) will be used for identification. This document is retained locally in the office responsible for processing TA requests. Disclosure of this information is voluntary; however, without disclosure, your request for TA may be denied.

## Member Information

1. Name (Last, First, MI)		2. EMPLID		3. Rate/Rank	
4. EAOS/RSV Order End Date	5. DEPT ID & Unit Name			6. Service Status	
7. Immediate Education Goal		8. Degree Major			
Associate Degree		9. Institution Name		Reserve	
Bachelor Degree					
Master Degree					

## Self-Evaluation

10.	Answer the following questions (contact ESO if answer is "no"):	Yes	No
10a.	I have verified that I meet the eligibility criteria to apply for TA.		
10b.	I have reviewed, requested changes (if applicable), and submitted my Joint Service Transcript (JST) to my institution.		
10c.	I have successfully logged into the MyEducation portal and confirmed that my profile information is correct.		
10d.	I have an official degree plan from my institution, verified by my ESO, and uploaded into the MyEducation portal.		

11. Member Acknowledgement		12. ESO Counseling	
Printed Name (Last, First, MI)		Printed Name (Last, First, MI)	
Signature	Date	Signature	Date

## Verification of Eligibility

13.	Per Coast Guard policy governing Tuition Assistance (TA), this member has:	Yes	No
13a.	Satisfactory progress toward completion of unit qualifications		
13b.	Satisfactory progress toward watch qualifications		
13c.	Satisfactory proficiency of craft		
13d.	Satisfactory conduct during previous six (6) months prior to TA application		

14. Supervisor Verification		15. Command Approval	
Printed Name (Last, First, MI)		Printed Name (Last, First, MI)	
Signature	Date	Signature	Date

16. Remarks