Navy Tuition Assistance Steps:

The following steps focus on how to submit and receive approval of your TA or 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 or NCPACE for the first time. The Virtual Learning 101 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 or 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 OPNAV1560.9B for each level of academic pursuit (certificate, associate, bachelor's or master's) funded by TA or NCPACE, you must receive counseling from a Navy College Education Counselor (NCEC) and upload, at a minimum, an unofficial education plan (UEP) to [MyNavyEducation](#) before enrolling in any classes. Your NCEC 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 unofficial education plan (UEP) or official education plan (OEP)/degree plan listing the required courses for your program in [MyNavy Education](#) under "Tuition Assistance/NCPACE" > "Upload File." When uploading, use the school's name for "File Name" and the degree and major for "Description." An evaluated official education plan (OEP)/degree plan must be reviewed and approved by a Navy College Education Counselor (NCEC) by the completion of 9 semester hours to continue to receive TA or NCPACE funding. An evaluated OEP/degree plan contains the following:

- o School name

- o Student name

- o Degree level and major

- o All courses required for certificate or degree completion

- o Documented transfer credits (to include previous college, JST, USNCC, and testing) (required for OEP)

- Those with a Flank Speed email account, you may self-schedule a counseling appointment with a Navy College Education Counselor (NCEC) at Counseling Appointment Scheduler . Otherwise, please contact a Navy College Education Counselor.

Step 5: **Submit TA or 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 **after registering for classes at your school** or institution. Per OPNAVINST 1560.9B , all TA or 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 or 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 or NCPACE funding in a timely manner.

NCPACE application guidance: Once your record has been updated with your degree plan and required training, select a course(s) in the NCPACE catalog in MyNavy Education. 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 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 OPNAVINST 1560.9B, 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 or NCPACE Voucher and Send to Institution

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

Reminder: You must officially register for classes at your school. The TA or 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.