Request Navy Tuition Assistance

Submit your TA application by going to the MyNavy Education website
https://myeducation.netc.navy.mil/webta/home.html#nbb

Click the "Tuition Assistance" tab
Click the "Create TA Application" tab. (It is essential that you read the Tuition Assistance Application Agreement page; since you are a first-time TA user, I recommend that you print the page for future reference.) After you click "Ok" and "I Accept," this will lead you to your TA application where you will enter your personal information and your command approver's email. It will then ask you to add both your installation as well as the school information (i.e. school name, term start/end date, etc.)
Next, search for your course using the course catalog. After finding the course, it may ask you the course info, title, instructor method (i.e. distance learning, on-base, etc.), the amount of credit hours, etc. If you do not see your course listed, then you will have to manually enter the course information.

Confirm and save your TA application, hit "Submit," and then your command will receive it.
Once your command approver approves, you will receive an email notification stating it has been command approved.
If you use the course catalog option, you should instantly receive a second email notification stating your voucher has been authorized. Then you will need to go to "Review Applications" and after clicking the application, click "Print Document." Review the voucher to make sure that everything is correct. (If you notice a discrepancy, give my Navy a call or chat, so corrections can be made). If everything is correct, then you will need to save/email the voucher to your school. **valexander@uncfsu.edu**