Steps to using Tuition Assistance

1. Service members should speak with their Educational Services Officer (ESO) or counselor within their military service prior to enrolling at the college.

2. Apply for Tuition Assistance (TA) based on your military branch specific process:

   Note: Tuition Assistance pays tuition only, students are responsible to pay fees by tuition deadline.

<table>
<thead>
<tr>
<th>Military Branch</th>
<th>TA Website</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Marines</td>
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<td>Coast Guard</td>
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<tr>
<td>Air Force</td>
<td><a href="https://www.my.af.mil/">https://www.my.af.mil/</a></td>
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<tr>
<td>Army</td>
<td><a href="https://www.goarmyed.com/">https://www.goarmyed.com/</a> (Active or Reserve)</td>
<td></td>
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</tbody>
</table>

   State and Federal TA cannot be used at the same time

   - Federal TA: [https://www.goarmyed.com/](https://www.goarmyed.com/)
   - Federal TA cannot be used along with CH 1606

   OR

   - State TA: [https://vaapp.ngb.army.mil/StateTuition](https://vaapp.ngb.army.mil/StateTuition)
   - State TA can be used with CH 1606
   - State TA application deadline dates:
     - Spring Semester (Jan 1 – May 15) is 1 Nov
     - Summer Semester (May 16 – Aug 15) is 1 Apr
     - Fall Semester (Aug 16 – Dec 31) is 1 Jul
   - Depending on funding, only Tuition may be covered.

   Students MUST go to a TCC Business office to claim their State TA

   Using your GI-BILL® with TA
   If you plan to use your GI-Bill® with TA, please fill out the online Enrollment Certification Request (ECR) form each semester at [www.tcc.edu/ecr](http://www.tcc.edu/ecr).

   Please speak to a CMVE VA Office if you have any questions


   - Financial aid can be used to charge your books and/or pay fees.

4. Consult with an Academic Advisor: For curriculum and/or class schedule. Bring unofficial transcripts for unofficial evaluation by an academic advisor OR consult a CMVE Base Representative at military@tcc.edu

5. Take the Placement Test: (review link for details and exemptions)
   [https://www.tcc.edu/student-services/academic-success/testing-services/placement-testing](https://www.tcc.edu/student-services/academic-success/testing-services/placement-testing)

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6. **Degree Plans:** Each branch requires you submit documentation from the college to process. You have two options, one is your Curriculum Guide and the other is your Academic Advising Report.
   - Official Curriculum Guides can be accessed at: https://apollo.tcc.edu/pls/apex/f?p=122:16:0::NO:::
   - Academic Advising Report can be accessed through your myTCC portal. Please follow the steps listed under "Academic Records" at www.tcc.edu/student-services/tutorials.

7. **Upload:** your degree plan to your branch education portal

8. **Submit all transcripts from other colleges and your military transcripts:** (two-step process)
   - Army, Coast Guard, Navy, Marine Corps: https://jst.doded.mil
     a. Send all transcripts to the Office of the College Registrar, Tidewater Community College, P.O. Box 9000, Norfolk, VA 23509
     b. Request to be evaluated: https://forms.tcc.edu/request-for-evaluation-of-educational-experience/

9. **Attend an Orientation Session:** https://www.tcc.edu/admission/orientation

10. **Inquire about In State/Out of State Tuition Status.** Documentation may be required:
    - Information for in-state tuition rates: http://www.tcc.edu/paying-for-tcc/domicile

11. **Register for classes:** Online https://tcc.my.vccs.edu/ / Enrollment Window

12. **Pay Tuition and Fees by tuition deadline date** https://www.tcc.edu/academics/calendars/:
    - TA pays tuition ONLY. Tuition for **2018-19**: $156.00 PCH (Per Credit Hour)
    - Fees for **2018-19**: $293.35 PCH (Per Credit Hour)

13. **Access Cost Verification / Statement of Fees (GoArmy / Marines):**
    - Please follow the steps listed under "Student Financials" and "View Tuition Charges" https://www.tcc.edu/student-services/tutorials
    - Include your class schedule if necessary

14. **Tuition Assistance Hold Request:**
    - Ensure you have WEBTA approval (either email or screen capture)
    - Pay fees (see step 12 above)
    - Submit a hold request at: https://forms.tcc.edu/cmve-ta-hold-request/

15. **Submit TA Vouchers** to Campus Business office in person or via email, from your **TCC Student Email**, include your **Student SIS ID #**:
    - Chesapeake: BUSOFCC@TCC.EDU
    - Norfolk: BUSOFCN@TCC.EDU
    - Portsmouth: BUSOFCP@TCC.EDU
    - Virginia Beach: BUSOFCV@TCC.EDU

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