



NORWICH
UNIVERSITY

USING TUITION ASSISTANCE AT NORWICH UNIVERSITY



APPLYING FOR TUITION ASSISTANCE



TA must be requested on a course-by-course basis

- TA must be requested by *session or course* dates **NOT** the trimester dates
- A copy of your student bill and course schedule must be uploaded with TA request. (See next two slides)

TA requests must be approved:

- Navy/Marine/Coast Guard: *command approved 14 days prior* to start of class and Navy College Virtual Education Center (**NCVEC**) **approval** prior to start of class
- Army/Air Force: Command/supervisor approved **no later than 7 days** prior to start of class. If not, request will be auto-deleted or rejected at the start of term

Online classroom access is contingent upon the submission of your TA Authorization voucher via our TA Upload Form prior to the start of each term or session.

- Your NUPay billing statement(s) will be updated to reflect inbound TA payments after successful submission.

TA APPLICATION ITEM: COURSE SCHEDULE (COURSE VERIFICATION)



Go to: online.norwich.edu

- Click on “Student Login” at the top of the page
- Login to Online Student Classrooms (Moodle)
- From the Self-Service dropdown menu on the header bar, Click on “Self Registration” and then the "Banner Web" tile
- If required, log in with your Moodle username and password
- After login, click on "Student" to access your student profile
- Select “Registration and Planning” from the Additional Links menu on the left-hand side
- From the Registration menu, click on "View Registration Information" and insure desired term is chosen

Print to PDF and save the file:

- Click the Printer logo on the right hand side, select Adobe PDF as your printer, and save to your computer

What to do with your Course Schedule:

- Upload with your TA application

TA APPLICATION ITEM: BILLING STATEMENT (COST VERIFICATION)



Go to: online.norwich.edu

- Click on “Student Login” at the top of the page
- Login to Online Student Classrooms (Moodle)
- From the Self-Service dropdown menu on the header bar, Click on “NU Pay”
- If required, log in with your Moodle username and password
- Click on “View Activity” or View Statements”
- From the Account Activity screen, choose desired term
- From the Statement screen, choose the desired statement

Save as a PDF to your computer:

- Click on the PDF icon or “Printable Statement” button
- Save the PDF to your computer

What to do with your Billing Statement:

- Upload with your TA application

TA APPLICATION ITEM: EVALUATED/OFFICIAL DEGREE PLAN (DEGREE/EDUCATION GOAL VERIFICATION)



Go to: online.norwich.edu

- Click on “Student Login” at the top of the page
- Login to Online Student Classrooms (Moodle)
- From the Self-Service dropdown menu on the header bar, Click on “Self Registration” and then the "Banner Web" tile
- If required, log in with your Moodle username and password
- After login, click on "Student" to access your student profile
- Select “DegreeWorks” from the Additional Links menu on the left-hand side and then "View My Audit"

Save as a PDF to your computer:

- Click on “Print/Save as PDF”
- Save the PDF to your computer

What to do with your Degree Plan:

- Upload with your initial TA application
- Attach it to your declared/set Education Goal
- Provide a copy to your Education Counselor

SAMPLES OF DOCUMENTS YOU NEED



Norwich University Academic Audit

Data refreshed 9/5/2023 5:00 AM

Name: Doe, John Degree: Master Business Adminis
 Level: Graduate Studies Classification: Graduate Level Semester 4 Major: Business Administration (MBA) Program: Business Administration (MBA)
 Concentration: Organizational Leadership CGCS College: College Graduate Con Studies Academic Standing: Good Standing Sports: LaCrosse
 Applied to Graduate: G Estimated Graduation Date: 22 JUN 23 Advisor(s): Shaun McCaughey

Degree progress

Cumulative GPA: 3.31

Requirements

Audit date 9/5/2023 3:30 PM

Master of Business Administration

COMPLETE

Credits required: 36 Credits applied: 36 Catalog year: 2016 Fall Graduate CGCS

Minimum Total Credits Required

Minimum Credits taken at Norwich

You meet the minimum overall 3.0 GPA requirement.

Major Requirements

Doe, John Fall 2023 (Graduate) Schedule

Classification: Graduate Level Semester 1 **Level:** Graduate Studies
College: College Graduate Con Studies **Major:** Business Administration
Department: Business Admin**

Title	Course Details	Credit Hours	CRN	Meeting Times
Managerial Finance	GB 522 N	6.0	42129	12/05/2016 - 02/26/2017 McCaughey, Shaun
Strategic Resources Management	GB 511 D	6.0	42297	09/05/2016 - 11/20/2016 Smith, John

Total Hours | Registered: 12 | Billing: 12 | CEU: 0

This is a general view of your term schedule. Download your schedule for a weekly view.



STUDENT BILL

First, Last
 123 Main St
 City, ST 12345

A00123456

Billing Date: 30-Aug-18

TERM	DESCRIPTION	CHARGES	CREDITS	BALANCE
	Previous Billed Balance			0.00
201841	Tech Fee-SSDA Fall	150.00		150.00
201841	Library Fee SSDA-Fall	100.00		250.00
201841	Tuition-SSDA Fall	750.00		1,000.00
Total due-Please pay this amount unless a credit				\$1,000.00

Enrollment Information

This is your updated bill, please subtract approved TA's from the balance due. All balances must be paid in full by September 7, 2018.

If you have any questions regarding your bill please 802.485.2400 or email bursargrad@norwich.edu.



SUBMIT TA AUTHORIZATION TO THE REGISTRAR'S OFFICE

Go to: online.norwich.edu

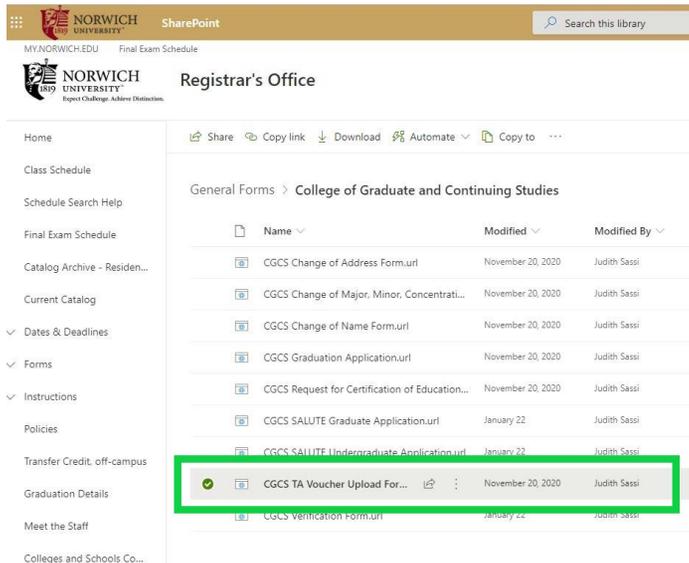
- Click on "Student Login" at the top of the page
- Login to Online Student Classrooms (Moodle)
- From the Self-Service dropdown menu on the header bar, Click on "Registrar Forms"
- If required, log in with your Moodle username and password
- From the Registrar's Office SharePoint site, click on the "TA Voucher Upload Form"
- Complete the form, upload your voucher(s), sign and submit
- Upload/Index Confirmations will go to your NU student email



Welcome to Norwich University Online
Online students, faculty and staff log in to your classroom here

[Click this Button to Log In](#)

Using your provided Norwich username and the password you established during:



Approved TA Voucher Upload

Registrar's Office
College of Graduate and Continuing Studies
150 Harmon Drive, Northfield, VT 05663
Phone: (802)485-2255 | Fax: (802)485-2533
registrarg@norwich.edu | www.norwich.edu/registrar

First Name: "Shawn" Last Name: "McCaughey" Student ID: [REDACTED]

Bachelor
 Master
 Associate
 Certificate

Major or Program: [REDACTED] Branch of Service: [REDACTED]

Please upload your approved Military Tuition Assistance Voucher for the upcoming term or session. If you have multiple documents, please upload each document separately.

Upload your Approved TA voucher here: [Choose File] No file chosen
Files over 25 MB will not be accepted

Upload Additional TA Voucher here: [Choose File] No file chosen
Files over 25 MB will not be accepted

Upload Additional TA Voucher here: [Choose File] No file chosen
Files over 25 MB will not be accepted

Upload Additional TA Voucher here: [Choose File] No file chosen
Files over 25 MB will not be accepted

I understand that any inaccuracy in my approved voucher may prevent NU from invoicing for payment. I understand that it is my responsibility to contact my education center to make any necessary corrections, should my voucher be returned to me for inaccuracies. I understand, per the DOD MOU, that I will not have access to my classroom without proof of approved TA. I understand that all fees and any tuition not covered by this TA voucher are my responsibility.

(click to sign)

Signature: [REDACTED] Date: [REDACTED]



