

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 toy our 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

Master Business Adminis

Data refreshed 9/5/2023 5:00 AM

Level Graduate Studies	Classification Graduate Level S	mester 4 Major Business	Administration (MBA)	Program Busine	ss Administration (MBA)
Concentration Organizati	onal Leadership CGCS College	College Graduate Con Studies	Academic Standing	Good Standing	Sports LaCrosse
Applied to Graduate G	Estimated Graduation Date 22-	UN-23 Advisor(s) Shaun I	McCaughey		

Degree pro	ogress
(100%)	Cumulative GP/

Doe, John

	3.31
Requirements	

Audit	date	9/5/2023	3.30	PN

COMPLETE

Master of Business Administration

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

Ø Minimum Total Credits Required

0	Minimum	Credits	taken	at Norwich	2

You meet the minimum overall 3.0 GPA

requirement. O 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

123 Main St City, ST 1234	5		Billing Date	A00123456 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 nay this amount un	less a credit		\$1 000 00

Total due-Please pay this amount unless a credit

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

NORWICH Norwich Email Kreitzberg Library Textbooks	Self Service * Resources *
	Self-Registration NU PAY
NORWICH	Registrar Forms
UNIVERSITY ISI9 Online	

Welcome to Norwich University Online Online students, faculty and staff log in to your classroom here	Using your provided Norwich username and the password you established during
Click this Button to Log In	

NORWICH UNIVERSITY"	SharePoint	,	earch this library
MY.NORWICH.EDU Final Exam	Schedule		
1819 NORWICH UNIVERSITY" Expect Challenge. Addieve Distinction.	Registrar's Office		
Home	🖻 Share 🐵 Copy link 🛓 Download 🕫 Automate 🗸	🖸 Copy to 🛛 …	
Class Schedule			
Schedule Search Help	General Forms > College of Graduate and Cont	inuing Studies	
Final Exam Schedule	\square Name \vee	Modified \vee	Modified By
Catalog Archive - Residen	CGCS Change of Address Form.url	November 20, 2020	Judith Sassi
Current Catalog	CGCS Change of Major, Minor, Concentrati	November 20, 2020	Judith Sassi
Dates & Deadlines	CGCS Change of Name Form.url	November 20, 2020	Judith Sassi
Forms	CGCS Graduation Application.url	November 20, 2020	Judith Sassi
Instructions	CGCS Request for Certification of Education	November 20, 2020	Judith Sassi
Policies	CGCS SALUTE Graduate Application.url	January 22	Judith Sassi
Transfer Credit, off-campus	CGCS SALUTE Undergraduate Application.url	January 22	Judith Sassi
Graduation Details	📀 💿 CGCS TA Voucher Upload For 🖄 :	November 20, 2020	Judith Sassi
Meet the Staff	UGCS Verification Form.url	January 22	Judith Sassi
Colleges and Schools Co			

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





SAMPLE TAAUTHORIZATION PLEASE PROVIDE COPY TO SCHOOL

Navy/Marine/Coast Guard Air Force

RITY FOR TUITION ASSISTANCE – EDUCATION SERVICES PROGRAM PRIVACY ACT STATEMENT

Army

SSN: 123456789 NAME: POPEYE SAILOR MAN RATE BMC SCHOOL CODE: 4157A INSTITUTION: Robec International ENROLLMENT INFORMATION TERM DATES START: 03-MAR-2004 END: 03-JUN-2010 COURSE TITLE HOURS GOV SHARE STUSHAR MATH999 TEST 3 \$450.00 \$.0 TOTAL: 3 \$450.00 \$.0 Inave read, understand, and will comply with the provisions of CNETINST 15/03.2D and the application for Tailion Assistance Tom. Applicants Signature (619) 556-4459 Phone NXX200400001 25-JUN-2004 SONATURE OF AUTHORIZED SONATURE OF AUTHORIZED	NAVEDTR	A 1560/5 TUITI	ON ASSISTANCE AU	THORIZATION	NXX200400001 25-JUN-2004
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