

Revised September 2024

Go Beyond



DETERMINING TA ELIGIBILITY

Service members should consult with their unit's Education Service Officer/Counselor or installation's Education Center to confirm their TA eligibility as well as receive initial entry counseling to best understand their branch's rules and regulations relative to the military tuition assistance program.

Once a service member has consulted with their education service staff and gained access to their branch's tuition assistance portal, all follow-on inquires can be made to Shaun McCaughey, Associate Registrar at Norwich by email at <u>smccaugh@norwich.edu</u> or calling 802-485-3305.



 $\begin{bmatrix} NORWICH^{M} \\ UNIVERSITY \end{bmatrix}$

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
- Copies of your evaluated degree plan, class schedule, and billing statement may be needed before you can begin requesting TA

TA requests must be initiated no later than 7 days prior to the start of each term or session.

• TA vouchers will be generated and attached to your approval, post command/supervisor approval *and* authorization.

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 will be updated to reflect inbound TA payments after successful submission and processing.

The remaining instructions will teach you how to pull supplemental TA documentation from NU systems, in case they are requested by your branch or TA approving authorities.



TA APPLICATION ITEM: EVALUATED DEGREE PLAN (DEGREE VERIFICATION)

Go to: sso.norwich.edu

- Login with your NU credentials
- From the SSO landing page, click on the "Banner Web" tile
 - » If required, log in with your NU credentials again
- After login, click on "Student" to access your student profile
- Select "DegreeWorks" from the Additional Links menu on the left-hand side
- From the DegreeWorks menu, click on "View My Audit"

Print to PDF and save the file:

- Click on "Print/Save as PDF"
- Save or Print the PDF and save it to your computer

What to do with your Evaluated Degree Plan:

- Upload with or attach to your initial TA application, as needed
- Attach it to your declared Education Goal in your TA portal
- Provide a copy to your Education Services Officer/Counselor



TA APPLICATION ITEM: COURSE SCHEDULE (COURSE VERIFICATION)

Go to: sso.norwich.edu

- Login with your NU credentials
- From the SSO landing page, click on the "Banner Web" tile
 » If required, log in with your NU credentials again
- 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 or attach to your initial TA application, as needed



TA APPLICATION ITEM: BILLING STATEMENT (COST VERIFICATION)

Go to: sso.norwich.edu

- Login with your NU credentials
- From the SSO landing page, click on "Brightspace by Desire2Learn" tile to access the online classrooms
- After login, click on "NUPay" from the Self-Service dropdown menu on the header bar
 - » If required, log in with your NU credentials again
- From the Account Activity screen, choose desired term
- After desired term is chosen, click "Pay Now" on the right hand side
- From the main menu, click on "Statements" from the My Account dropdown menu on the header bar and choose desired term statement

I Will Trv

Print to PDF and save the file:

- Click on the PDF icon or "Printable Statement" button
- Save or Print the PDF and save it to your computer

What to do with your Billing Statement:

• Upload with or attach to your initial TA application, as needed

SAMPLES OF DOCUMENTS YOU NEED

Norwich University	- *****6075					
Norwich University						
Student name Degree progress						
Student ID *****6075	Overall GPA					
Degree Master Business Administration	(100 %)			ODWICH		
Audit date 09/27/2024 10:59 AM Requirements	Credits			NORWICH		
			1819 U	INIVERSITY		
Level Graduate Studies Classification Graduate Level Semester 4 Major Business Administration (MBA)	Program Business Administration		•	spect Challenge. Achieve Distinction.		
(MBA) Concentration Organizational Leadership CGCS College College Graduate Con Studies						
Master of Business Administration COMPLETE			5	TUDENT BILL		
Credits required: 36 Credits applied: 36 Catalog year: 2016 Fall Graduate CGCS						
Minimum Total Credits Required		First Last				
Minimum Credits taken at Norwich.		123 Main St				100100450
You meet the minimum overall 3.0 GPA requirement.		City, ST 12345			Billing Date	AUU123456
Major Requirements					Ching Duto	. oo nag to
Blocks included in this block Business Administration						
Concentration in Organizational Leadership MBA						
Business Administration Country		TERM	DESCRIPTION	CHARGES	CREDITS	BALANCE
			Previous Billed Balance			0.00
Catalog year: 2010 Pail Graduate CGCS		201841	Tech Fee-SSDA Fall	150.00	6	150.00
		201841	Library Fee SSDA-Fall	100.00	E.	250.00
		201841	Tuition-SSDA Fall	750.00		1,000.00
0oe, 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	1
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.



\$1,000.00

Total due-Please pay this amount unless a credit

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.

I Will Try

SUBMIT TA VOUCHER TO THE REGISTRAR'S OFFICE

Go to: sso.norwich.edu

- Login with your NU credentials
- From the SSO landing page, click on "Brightspace by Desire2Learn" tile to access the online classrooms
- After login, click on "Other Registrar Forms" from the Self-Service dropdown menu on the header bar

» If required, log in with your NU credentials again

- From the Registar's Office SharePoint site, click on the "TA Voucher Upload Form" link
- Complete the form entries, upload your voucher(s), sign and submit
- Upload & Processing complete confirmation will be send to a student NU email upon successful submission and processing completion.
 - » TA vouchers with enrollment information (wrong term/session dates or wrong class) errors will get bounced back for revision.



SUBMIT TA VOUCHER TO THE **REGISTRAR'S OFFICE**



Colleges and Schools Co...

SAMPLE TA VOUCHERS Please Provide Copy to the Registrar's Office

Navy/Marine/Coast Guard Air Force/Space Force

Army

MY TUITION ASSISTANCE REQUE

TION ASSIST.	ANCE AUTHORI	ZATION		Page 1 of
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SSN: 1234567 SCHOOL CODE	89 NAME: : 4157A INSTITU	POPEYE SAILOR MAN JTION: Rhodee Internatio	nal	RATE BMC
	EN	ROLLMENT INFORM	IATION	
TER	M DATES STA	RT: 03-MAR-2004	END: 03-JUN-201	0
COURSE	TTTLE	HOURS	GOV SHARE	STU SHARE
MATH999	TEST	3	\$450.00	\$.00
	TOTAL:	3	\$450.00	\$.00
eread, understand, tance Form. The st of grades will pr Applicant:	and will comply with reby authorize release ohibit additional tuiti s Signature	a the provisions of CNETINS of my grades and notification on assistance.	(619) 556-4459 Phone	ication for Tuition to the US Navy. Non-
NXX	200400001	25-JUN-2004		
AUTHORIZ	TION NUMBER	DATE AUTHORIZED	SIGNATURE OF AU GOVERNMENT PER	THORIZED
A copy of this way. I will ind course cancell	form must be return leate action taken or ation or amendment	ed to my Navy College Off a the returned form. Failur may result in a collection a	ice if it is canceled or a to notify my Navy Co gainst me, via my com	mended in any lege Office of manding officer.
School must se	nd invoices and grad	es to:		
COMM	ANDING OFFICER			

6490 SAUFLEY FIELD ROAD ENSACOLA, FL 32509-5241

Individual	s request for tuition assista	nce.	RAN	c		DOS:		ISAN:		
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1 C	heck if VA Top-Up v	vill be used	-	-				-		
\$0.00	ISTRUCTIONAL FEES:	TOTAL TUITION: \$4,224.00	-	тотаl g \$1,500	overnmen 0.00	IT COST:	тота \$2,7	24.00	COST:	
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Personal Phone:	-	Personal Emai	Address:							
COURSE DESCRIPTION			DATES	CREDIT	CREDITS	CREDI	T TOTAL FEES	GOV COST		
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SIGNATU	RE OF APPLICANT:	DATE:
	Approved. The applicant is considered qualified for the course(s). Eligibility is based on the cert	tification above.
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