



# USING MILITARY TUITION ASSISTANCE AT NORWICH UNIVERSITY

Revised February 2026

**Go Beyond**



**NORWICH**  
UNIVERSITY

# 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 inquiries can be made to Shaun McCaughey, Military & Veteran Affairs Coordinator by email at [smccaugh@norwich.edu](mailto:smccaugh@norwich.edu) or calling 802-485-3305.



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# 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](https://sso.norwich.edu)

- Login with your NU credentials
- From the SSO landing page, click on the “UnifyNU” tile
  - » If required, log in with your NU credentials again
- After login, click on “Open Student Dashboard” on the Student Self-Service file
- Select “Degree Works Audit” from Curriculum & Test Score column
- 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](https://sso.norwich.edu)

- Login with your NU credentials
- From the SSO landing page, click on the “UnifyNU” tile
  - » If required, log in with your NU credentials again
- After login, click on “Open Student Dashboard” on the Student Self-Service tile
- Select “Registration” from the Curriculum & Test Scores column
- From the Registration menu, click on "View Registration Information" and choose desired term

## 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](https://sso.norwich.edu)

- Login with your NU credentials
- From the SSO landing page, click on the “UnifyNU” tile
  - » If required, log in with your NU credentials again
- After login, click on “Open Student Dashboard” on the Student Self-Service tile
- Select “Account Detail by Term” from the Financial Aid & Billing column
- From Account Detail for Term or Information screen, click “Pay Now”
- From the NUPay main menu, click on “Statements” from the My Account dropdown menu on the header bar and choose desired term

## 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 - \*\*\*\*\*075

## Norwich University

Student name: \*\*\*\*\*075

Student ID: \*\*\*\*\*075

Degree: Master Business Administration

Audit date: 09/27/2024 10:59 AM

**Degree progress**

100% Requirements

100% Credits

Overall GPA

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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

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### 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

**Blocks included in this block**  
Business Administration  
Concentration in Organizational Leadership MBA

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### Business Administration COMPLETE

Catalog year: 2016 Fall Graduate CGCS

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### 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

ADD123456  
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](mailto:bursargrad@norwich.edu).

I Will Try

# SUBMIT TA VOUCHER TO THE MILITARY & VETERAN AFFAIRS OFFICE

Go to: [sso.norwich.edu](https://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 Registrar’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 MILITARY & VETERAN AFFAIRS OFFICE

Norwich University Online navigation menu:

- Norwich Email
- Resources
- Self-Service
  - Online Catalog
  - Self-Registration
  - NU PAY
  - Financial Aid
  - Tuition Rate Verification
  - Course or University Withdraw
  - Change of Major
  - Other Registrar Forms**
- Research and Writing
- Help

Registrar's Office SharePoint site navigation:

- Home
- Class Schedule
- Schedule Search Help
- Final Exam Schedule
- Catalog Archive - Residen...
- Current Catalog
- Dates & Deadlines
- Forms
- Instructions
- Policies
- Transfer Credit, off-campus
- Graduation Details
- Meet the Staff
- Colleges and Schools Co...

General Forms > College of Graduate and Continuing Studies

Name	Modified	Modified By
CGCS Change of Address Form.url	November 20, 2020	Judith Sassi
CGCS Change of Major, Minor, Concentrati...	November 20, 2020	Judith Sassi
CGCS Change of Name Form.url	November 20, 2020	Judith Sassi
CGCS Graduation Application.url	November 20, 2020	Judith Sassi
CGCS Request for Certification of Education...	November 20, 2020	Judith Sassi
CGCS SALLUTE Graduate Application.url	January 22, 2020	Judith Sassi
CGCS SALLUTE Undergraduate Application.url	January 22, 2020	Judith Sassi
<b>CGCS TA Voucher Upload For...</b>	November 20, 2020	Judith Sassi
CGCS Verification Form.url	January 22, 2020	Judith Sassi

**Approved TA Voucher Upload**

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

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

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

Bachelor  
 Master  
 Associate  
 Certificate

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: \_\_\_\_\_ Date: \_\_\_\_\_

# VOUCHERS

Please Provide Copy to the Military & Veteran Affairs Office

Navy/Marine/Coast Guard  
(Form NAVEDTRA 1560/5)  
(Form NAVMC 10883)  
(ETQC Form 1560(10/18))

Air Force/Space Force  
(AF Form 1227)

Army (DA Form 7792)

Page 1 of 1

NAVEDTRA 1560/5 TUITION ASSISTANCE AUTHORIZATION NXX200400001  
25-JUN-2004

SSN: 123456789 NAME: POPEYE SAILOR MAN RATE BMC  
SCHOOL CODE: 4157A INSTITUTION: Rhodes International

**ENROLLMENT INFORMATION**

TERM DATES START: 03-MAR-2004 END: 03-JUN-2010

COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
MATH999	TEST	3	\$450.00	\$.00
	TOTAL:	3	\$450.00	\$.00

I have read, understood, and will comply with the provisions of COMNETINST 1560.3D and the application for Tuition Assistance Form. I hereby authorize release of my grades and notification of degree completion to the US Navy. Non-receipt of grades will prohibit additional tuition assistance.

Applicant's Signature \_\_\_\_\_ (619) 556-4459  
Phone \_\_\_\_\_

NXX200400001 25-JUN-2004  
AUTHORIZATION NUMBER DATE AUTHORIZED SIGNATURE OF AUTHORIZED GOVERNMENT PERSONNEL \_\_\_\_\_

**A copy of this form must be returned to my Navy College Office if it is canceled or amended in any way. I will indicate action taken on the returned form. Failure to notify my Navy College Office of course cancellation or amendment may result in a collection against me, via my commanding officer.**

School must send invoices and grades to:  
COMMANDING OFFICER  
NETPDIC 38115  
6496 SAUFLEY FIELD ROAD  
PENSACOLA, FL 32509-5241

**AUTHORITY FOR TUITION ASSISTANCE - EDUCATION SERVICES PROGRAM**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 10113 and EO 13526  
**PRINCIPAL PURPOSE:** To process an individual's request for Air Force tuition assistance. Use of SSN is necessary to make positive identification of the individual and records.  
**ROUTINE USES:** Records may be disclosed to civilian schools for the purposes of ensuring correct enrollment and billing information.  
**DISCLOSURE IS VOLUNTARY:** Disclosure of SSN is voluntary; however, failure to provide the information required may result in disapproval of the individual's request for tuition assistance.

DUTY PHONE:	RANK:	DOB:	SSAN: *** ** * ****
SCHOOL UNIVERSITY: NORWICH UNIVERSITY			

COURSE DESCRIPTION	DATES	LVL	LOC	CREDIT TYPE	CREDITS	CREDIT COST	TOTAL FEES	GOV COST
OL540 - Strategic Communication	09/03/2018 - 11/11/2018	D	C	SR	6	\$704.00	\$0.00	\$1,300.00

Check if VA Top-Up will be used

TOTAL INSTRUCTIONAL FEES:	TOTAL TUITION:	TOTAL GOVERNMENT COST:	TOTAL STUDENT COST:
\$0.00	\$4,224.00	\$1,500.00	\$2,724.00

**CONDITIONS**

I agree that no charges will be made in the above courses or other amounts without the approval of the issuing education center staff. Otherwise, I will pay the difference to the Army and/or the school. I understand that the Air Force will pay 100% of my tuition up to \$200 per semester and \$1,600 per year. I understand that my annual floor grant CAP is \$4,000. I agree to pay the remaining amount and any other costs. If change language goals apply, I understand I must take the DUTY/OPR after 60 and 120h of foreign language credits. I agree to reimburse the total government cost if I do not take my OP within 90 days of my last date of 90 days for OP. I will provide my grades to the education center to update my record within 60 days. DUTY/OPR days apply to avoid reimbursement. I will reimburse the Total Government Cost above for non-completers, withdrawals, or unsatisfactory grades due to reasons within my control. I understand that I am responsible to ensure my grades are entered in the official system of record (AFAMIGS/AFPCES). Grades that are 60 days past term end date are considered overdue and will prevent me from applying for TA and will result in reimbursement of TA. I hereby voluntarily authorize the amount to be withdrawn from my pay if it is determined that my failure to complete the course was due to circumstances beyond my control. Collection of this cost will be in accordance with DUTY/OPR, Vol TA, Chapter 62 and AFMAN 66-116, TC 21. I authorize the release of academic information (TA, Course grades, degree/certificate status, etc.) to the above institution to the Air Force (AF Form 101-2008). I understand that official documentation of degree completion must be provided to the education center before MIL TA will be authorized for another degree for which MIL TA may pay. While most Academic institutions do not have degree completion in the Air Force, I understand the Air Force's responsibility to ensure the education level is updated. All policies and conditions in the AF 36-248 apply. I understand that this application does not guarantee that funds are available and that the United States Air Force has an obligation to fund this application and I had been approved within 60 business days by the Education Services Officer. I understand that TA for courses starting in the next four year is conditions and the receipt of the TA funds. I agree officers only to remain on active duty for at least 2 years following the end of the course. I understand that offers to rejoin TA after completing a course will not remove the ACSC. Only the Secretary of the Air Force or their designee may extend my obligation to serve on active duty for the service specified on this agreement. AFM 10 USC 2035. If an involuntary or involuntarily separated, prior to completing the ACSC, I understand and agree to reimburse a percentage of the TA cost. I agree to the ACSC and understand a waiver is approved in the Secretary of the Air Force or their designee's discretion.

**INITIAL:**  I will inform my Commanding Officer and/or supervisor of my enrollment in the above course. If necessary, I will discontinue from the above course. I understand that withdrawing from a course after the term start date may result in a financial debt which may require me to reimburse the Air Force.

**INITIAL:**  Approved. The applicant has been counseled and is considered qualified for the course. Eligibility is based on the certification above.

**DISAPPROVED BECAUSE:**

**ARMY TUITION ASSISTANCE REQUEST**

DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** 10 USC 2037. Payment of Tuition for Off-Duty Training or Education. AR 62-14, Army Continuing Education System, Proponent agency is DCSG, G-1.  
**PRINCIPAL PURPOSE:** To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice (AR 62-14-01) at: https://dpmc.dau.mil/AR621401/AR621401.html. For additional information see the System of Records Notice (AR 62-14-01) at: https://dpmc.dau.mil/AR621401/AR621401.html.  
**ROUTINE USES:** Information from this form will be used by Army Continuing Education System personnel at academic institutions who have a need for it in the performance of their duties. In addition, this form is subject to proper and necessary routine system identifier in the system of records notice specified in the principal purpose statement.  
**DISCLOSURE:** Voluntary. However, failure to provide the information may result in denial of Army Tuition Assistance (TA).

LAST NAME, FIRST NAME, MIDDLE INITIAL:	RANK:	ETSOCS:	INSTITUTION STUDENT ID:
ORGANIZATION:	DUTY PHONE:	INSTITUTION UNIVERSITY: NORWICH UNIVERSITY	

Personal Phone: \_\_\_\_\_ Personal Email Address: \_\_\_\_\_

COURSE DESCRIPTION	DATES	CREDIT TYPE	CREDITS	CREDIT COST	TOTAL FEES	GOV COST
EC0001 - Economic Studies	09/03/2013 - 10/01/2013	SR	6	\$120.00	\$0.00	\$1,300.00

TOTAL INSTRUCTIONAL FEES:	TOTAL TUITION:	TOTAL GOVERNMENT COST:	TOTAL STUDENT COST:
\$0.00	\$1,500.00	\$1,500.00	\$0.00

**TERMS AND CONDITIONS**

I agree that no charges will be made in the above courses or other amounts without the approval of the issuing education center staff. Otherwise, I will pay the difference to the Army and/or the school. I understand that the Army will pay 100% of my tuition up to \$200 per semester and \$1,600 per year (FY). I agree to pay the remaining amount and any other costs and fees. I understand that I may use both Tuition Assistance (TA) and Overlapping Assistance (OA) and Overlapping Assistance (OA) shall not exceed \$4000 per FY. I understand that I will reimburse the Total Government Cost above for non-completers, unsatisfactory grades (undergraduate "D" or below, graduate "C" or below, or equivalent), incomplete "I" grades, unexcused 180 days after the class and date of withdrawal, if determined that the failure to complete the course was not due to reasons beyond my control (AFM 62-14). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this cost will be in accordance with DUTY/OPR, Vol TA, Chapter 62. I understand that this application does not guarantee that funds are available, and that the US Army has an obligation to fund this application until it has been approved by the education services staff. I understand that TA for courses starting in the next FY is conditional until receipt of the TA funds. I understand that it is my responsibility to ensure my grades are entered in the Army official system of record (AFMIGS/AFPCES). Grades that are 60 days past class end date are considered overdue and will prevent me from applying for TA and will result in reimbursement of TA. I authorize the release of academic information (course grades, degree completion status, etc.) to the above institution to the Army (DA Form 53-588) I grant permission to the Army to share my academic information as needed with Army Colleges and Army Contractors only for their responsibilities and contracts for education services/programs. All policies and conditions in AF 62-15 apply.

**INITIAL:**  I certify that I am requesting Tuition Assistance (TA) for the course(s) listed above.  
 I agree to all of the above Terms and Conditions.  
 All policies and conditions in AF 62-15 apply.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**INITIAL:**  Approved. The applicant is considered qualified for the course(s). Eligibility is based on the certification above.

**DISAPPROVED BECAUSE:**

**SIGNATURE OF EDUCATION SERVICES OFFICER REPRESENTATIVE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Submitting Invoices:**  
Invoices and Refunds must be submitted to the Army (MCA) Central Office through the Academic Institution (Point of Contact). Questions regarding receipt of their assistance for the awarded term can be answered on the Award Through the Air Force (ATAF) Management System.  
Army\_MTA\_Tuition@army.mil  
Army\_MTA\_Tuition@army.mil  
ACSCA\_Army@OTC\_Pennate.Dau.mil  
ACSCA\_Army@OTC\_Pennate.Dau.mil  
E-mail these questions regarding your Air Force/Department of Defense issues, please email arm@otc.pentagon.mil or 176.231.0000.

DA FORM 7792-62



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# USEFUL LINKS & VIDEOS

- [Accessing Student Dashboard from SSO Launchpad](#)
- [Accessing the Student Self-Service Dashboard](#)
- [Pulling Course Schedule for Course Verification](#)
- [Understanding Your Official/Evaluated Degree Plan](#)
- [Direct Link to Registrars' Office SharePoint CGCS Forms](#)
  - » [Direct Link to TA Voucher Upload Form](#)
- [Scholarships, Grants, & Financial Aid for Military-Affiliated Online Students](#)
  - » [Direct Link to Uniform Scholarship Application](#)
- **Norwich POC:** Shaun McCaughey, Military & Veteran Affairs Coordinator, [smccaugh@norwich.edu](mailto:smccaugh@norwich.edu); 802-485-3305