

USING MILITARY TUITION ASSISTANCE AT NORWICH UNIVERSITY

Revised September 2024

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, Associate Registrar at Norwich by email at smccaugh@norwich.edu or calling 802-485-3305.



NORWICHTM
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
- 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

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 _____

Student ID *****6075

Degree Master Business Administration

Audit date 09/27/2024 10:59 AM

Degree progress

100% Requirements

100% Credits

Overall GPA _____

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

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

Business Administration COMPLETE

Catalog year: 2016 Fall Graduate CGCS

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.



NORWICH UNIVERSITY
 1819
Expect Challenge. Achieve Distinction.

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.

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 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 REGISTRAR'S OFFICE

Norwich University Online Self-Service menu:

- Online Catalog
- Self-Registration
- NU PAY
- Financial Aid
- Tuition Rate Verification
- Course or University Withdraw
- Change of Major
- Other Registrar Forms**

Registrar's Office SharePoint Library:

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 SALUTE Graduate Application.url	January 22	Judith Sassi
CGCS SALUTE Undergraduate Application.url	January 22	Judith Sassi
CGCS TA Voucher Upload For...	November 20, 2020	Judith Sassi
CGCS Verification Form.url	January 22	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
registrargrad@norwich.edu | www.norwich.edu/registrar

First Name *Shaun Last Name *McCaughy Student ID * [REDACTED]

Bachelor
 Master
 Associate
 Certificate

Major or Program * [REDACTED] Branch of Service * -- Please Select --

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

Upload Additional TA Voucher here

Upload Additional TA Voucher here

Upload Additional TA Voucher here

No file chosen
 Files over 25 MB will not be accepted

No file chosen
 Files over 25 MB will not be accepted

No file chosen
 Files over 25 MB will not be accepted

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 _____

