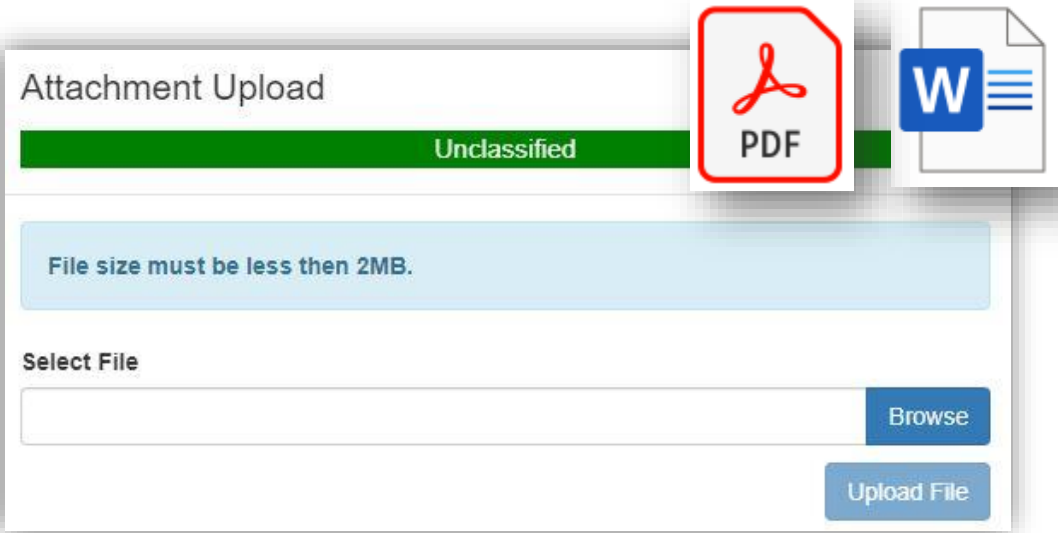


UPLOADING DOCUMENTATION

#1 – Individual Degree Plan (IDP)

- Upload your official degree plan, or “Education Plan,” which is a list of all the courses that will be required within the degree you’re pursuing to graduate.
- An official, evaluated education/degree plan must contain the following:
 - Name of the institution (Institution’s letterhead)
 - Degree name
 - Student (your) name
 - Any transfer credits to include college, JST, and testing
 - All courses remaining to complete the degree. Courses listed must include course codes and titles of courses. (e.g. ENGL101 - English)



Attachment Upload

Unclassified

PDF

W

File size must be less than 2MB.

Select File

Browse

Upload File

#2 – Cost/Course Verification Sheet (CVS)

- Upload a Cost/Course Verification Sheet (CVS), also referred to as statement of fees, which should include:
 - Proof of enrollment within the TA course,
 - the start and end dates of the course; AND
 - all costs/fees associated with the course(s).

DEGREE PLAN - SAMPLE

Official Advising Report		SCHOOL NAME								School Logo/Name			
2020-2021 Catalog		BS in Aviation Business Administration RG 47								Page 11			
Report Date: 09/09/2022		Academic Classification:			Student ID #:		Student Name :						
Requirement Term: 2540 Jul 2020		Mil/Civ Type: Marines			4 + 1 Participant:		AU-ABC:		AU-ABC Category 1:				
Degree Specific Requirements: BS in Aviation Business Administration													
COURSE NUMBER/TITLE		ERAU	Transfer	Service	MOS	CLEP	DSST	Excelsior	CERT.	OTHER	CRDS NEED	Grades	Comments
		Hours	Hours	School Hours	Rating Hours	Hours	Hours	Hours	Hours	Hours			
Communication Theory and Skills RQ 2720													
ENGL 123 RL 0010	3		3									T	Lehigh Carbon Cmty C
ENGL 222 RL 0020	3	3										A	
SPCH 219 RL 0030	3		3									T	Lehigh Carbon Cmty C
Mathematics RQ 2722													
MATH 111 RL 0010	3	3										A	
STAT 211 or STAT 222 RL 0020	3	3										A	
Computer Science CSCI 123 RQ 2723													
CSCI 123 RL 0010	3	3										A	
Physical and Life Sciences RQ 2721													
PHYS 123 RL 0010	3	3										A	
Elective Take upper or lower level courses in BIOL, PHYS, WEAX, or CHEM RL 0020	3												
PHYS 102 Explorations in Physics			3									T	Lehigh Carbon Cmty C
Humanities/Social Science RQ 109													
HUMN 330 RL 0005	3	3										A	
Choose lower or upper level HUMN courses or ENGL 143 or 355 RL 0030	3												
HUMN 210 World Culture		3										B	

CVS - SAMPLE

SCHOOL NAME/LOGO

Student Name

Account No:

Statement Term: 2705 - Worldwide 2023-02 February

Statement Print Date: 1/25/2023 13:23 PM

Enrollments

Course	Title	Credit Hrs.	Rate p/Credit Hr.	Start Date	End Date
BUSW 390	Business Law	3	250.00	02/06/2023	04/09/2023

Charges

Item Date	Due Date	Item Description	Amount	Currency
01/23/2023	02/06/2023	WW Tuition Undergrad	750.00	USD
Total Charges:			750.00	

Payments

Item Date	Term	Item Description	Amount	Currency
Total Payments:			.00	

Refunds

Item Date	Term	Item Description	Amount	Currency
01/17/2023		Refund Fin Aid Funds	30.00	USD
Total Refunds:			30.00	

Financial Aid

Item Date	Term	Item Description	Amount	Currency
01/17/2023		Federal Pell Grant 2	-30.00	USD
Total Financial Aid:			-30.00	

Estimated Financial Aid


Item Date	Term	Item Description	Amount	Currency
Total Estimated Financial Aid:			.00	

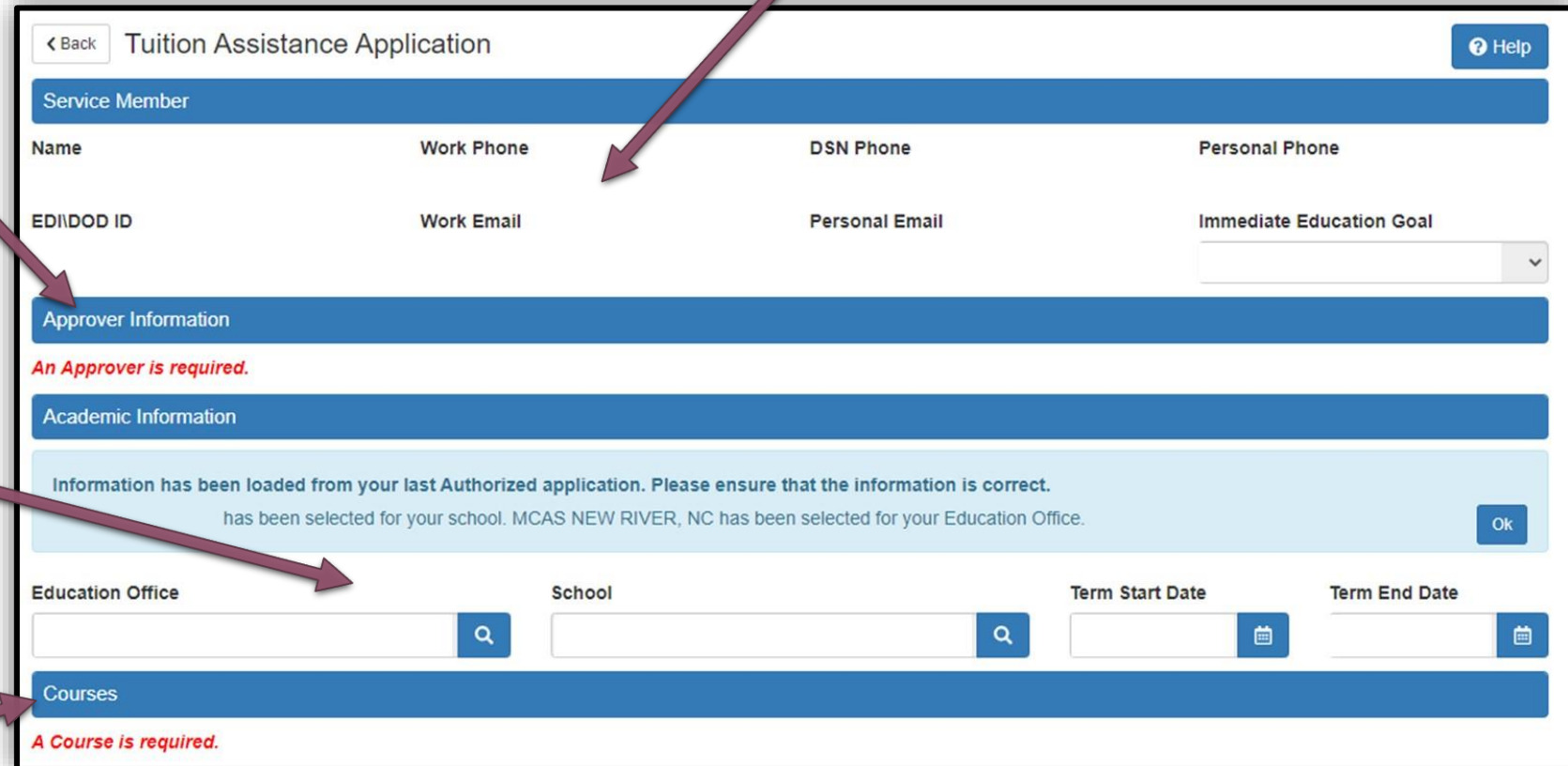
Net Total for Term: 750.00

Submitting a TA Application

Primary source of communication from the Education Center. Ensure we can reach you!

Who in your Command can authorize your funding? Provide name, rank, phone number and Email. Ensure this person is available!

Use the  icon to select appropriate academic information. Input Start and End Dates that are listed on your CVS.



The screenshot shows the 'Tuition Assistance Application' form. It includes sections for 'Service Member' (Name, Work Phone, DSN Phone, Personal Phone, EDI/DOD ID, Work Email, Personal Email, Immediate Education Goal), 'Approver Information' (with a red error message 'An Approver is required.'), 'Academic Information' (with a message 'Information has been loaded from your last Authorized application. Please ensure that the information is correct.' and 'has been selected for your school. MCAS NEW RIVER, NC has been selected for your Education Office.'), and 'Courses' (with a red error message 'A Course is required.'). The 'Academic Information' section has search icons (magnifying glasses) next to the 'Education Office' and 'School' fields, and calendar icons next to the 'Term Start Date' and 'Term End Date' fields. A 'Help' button is in the top right corner.

Use your CVS to complete the “Courses” section of the request. **Ensure that all information is correct.** Failure to input correct information within a TA application will impact funding received by the school, **AND** it may result in the student being charged to resolve any unpaid balances. The “type of hours” selected determines the cap on the cost (e.g. \$250/semester hour; \$166.67/quarter hour)