

Military Tuition Assistance



PennState
World Campus

Branch Requirements and Instructions

As a reminder, you must request Tuition Assistance (TA) approval and enter your course information every semester in your military portal. In order for your request to be approved, you must have an updated degree plan on file and no holds on your military portal account. We encourage you to check these items now so that you can be ready to request TA approval when your portal opens for enrollment. We also recommend that you keep copies of any TA documentation you receive for your own records.

AIR FORCE & SPACE FORCE

- › All TA Funding Requests must be approved by supervisors via the Air Force Virtual Education Center (AFVEC) and fall within the TA application window of 45 calendar days prior to, and no later than 7 calendar days before, the term start date.
- › Any TA request not “supervisor” approved by prescribed start dates will be auto-deleted and a notification sent to the prospective student.
- › When searching the portal for course start dates, be aware there is more than one page. Check both pages if you are not finding your courses by date.
- › Submit a copy of your TA request form to Penn State World Campus using our [document upload form](#).

ARMY

- › Soldiers’ TA enrollment requests must be submitted and approved through www.armyignited.army.mil prior to the course start date.
- › Students may request TA as early as 45 calendar days, but no later than 7 calendar days, before the course start date.
- › When searching the portal for course start dates, be aware there is more than one page. Check both pages if you are not finding your courses by date.
- › Submit a copy of your TA request form to Penn State World Campus using our [document upload form](#).

COAST GUARD

- › TA can be applied for up to 3 months prior to course start date.
 - › The TA Authorization is sent to you via email (if your email is correct in DA). If you don’t receive the Authorization within 14 days, ask your Education Services Officer (ESO) for a copy.
 - › Check that all information on the Authorization is correct and sign it.
 - › Submit a signed copy of your voucher to Penn State World Campus using our [document upload form](#). If any changes are made to your schedule after submitting the voucher, be sure to report the changes and submit the revised voucher.
 - › Forward a copy of the Tuition Assistance Authorization to the ESO who approved the initial TA application.
- DO NOT manually type in course information. USE drop-down menu.
Double-check to choose correct start and end dates.*

MARINE CORPS

- › Marines must apply for Marine Corps TA through MyEducation Portal (login required).
 - › Only courses with the same start and end dates can be on the same application. Courses with different start and end dates require submission of multiple applications.
 - › Start your application **60 days in advance** of the term start date. You can submit your TA even before finishing your enrollment in the course at your school.
 - › Once the TA application is funded, you will receive an email notification. As a reminder, TA applications **MUST** be authorized (funded) **prior to the term start date**.
 - › Submit a signed copy of your voucher to Penn State World Campus using our [document upload form](#). If any changes are made to your schedule after submitting the voucher, be sure to report the changes and submit the revised voucher.
- DO NOT manually type in course information. USE drop-down menu.
Double-check to choose correct start and end dates.*

NAVY

- › It is highly recommended you submit and seek command approval of your WebTA Application at least 30 days in advance via the MyNavy Education module.
- › Per NAVADMIN 214/21, all TA applications must be submitted and command approved through MyNavy Education no later than 14 days prior to your term start date. You are allowed to submit your TA request up to 120 days prior to your term start date. Submitting your application early allows sufficient time to resolve any issues and to review and authorize your TA funding in a timely manner.
- › After the Navy College Virtual Education Center (NCVEC) authorizes your WebTA Application, a voucher is generated. Print, sign, and forward the authorized TA voucher to Penn State World Campus for payment. Enroll in your classes during the school enrollment period.
- › Ensure you have the authorized TA voucher before the start of the term.
- › Submit a signed copy of your voucher to Penn State World Campus using our [document upload form](#). If any changes are made to your schedule after submitting the voucher, be sure to report the changes and submit the revised voucher.

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Double-check to choose correct start and end dates.

Additional Military Benefits at Penn State

MILITARY GRANT-IN-AID

Penn State World Campus Military Grant-in-Aid can be combined with military tuition assistance for even greater savings; however, it cannot be combined with any GI Bill® benefits.

Cannot be combined with any GI Bill benefits

Eligibility:

- › Active duty, guard, and reserve for all branches of the U.S. Armed Forces, and their spouses (individual Ready Reserve and inactive National Guard are not eligible)
- › Applicable to all **undergraduate** programs and **undergraduate** courses offered by Penn State World Campus
- › You, or your spouse, must be serving in the military at some point during the semester in which you are registering.
- › Service members and/or spouses electing to use their GI Bill education benefits (any chapter) or any other Penn State Grant-in-Aid are not eligible.

TA TOP-UP

- › Chapter 30, Montgomery GI Bill (MGIB) permits Veterans Affairs (VA) to issue payment to an individual for all or any portion of the difference between the TA amount paid by the Department of Defense and the total cost of the tuition and related charges.
- › If tuition and expenses are more than the amount the TA pays, a Soldier (officer or enlisted) eligible for Chapter 30 benefits can elect to receive MGIB benefits for all or part of the remaining expenses, up to the VA authorized cap.
(A Soldier must serve at least two years on active duty before being able to use Chapter 30 MGIB benefits, including TA Top-Up.)

Cannot be used if utilizing Military Grant-in-Aid

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.