



## Veteran Services Office

**Contact Us:**  
P: (972) 881-5760  
VRC@collin.edu

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### Navy Tuition Assistance Checklist

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Name: \_\_\_\_\_ CWID: \_\_\_\_\_

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#### Application Process

- Contact your Navy College Office** or the Virtual Education Center (VEC) for educational counseling. With your academic advisor, determine which courses will be requested for TA funding
  
- Complete TA Application using WebTA** listing course(s). Verify the tuition you listed is correct. Fees may not be paid using TA funds
  
- Start your application 30 days** in advance of the term start date.
  
- To apply for Tuition Assistance electronically, go to <https://www.navycollege.navy.mil> and click on Secure Tuition Assistance & Other Funding
  
- You may log-in via **CAC or DEERS**
  
- Every TA application **MUST** be Command Approved prior to being forwarded to the VEC
  
- When confirmation from VEC is received, send to: Allison Leake ([aleake@collin.edu](mailto:aleake@collin.edu))
  
- To review Requirements for Command Approval and Payment information see the Veteran Services Office webpage (add information to our webpage and link it here)