TA Voucher Instructions

- Command Approver *(name & email)*
- Term Start Date
- Term End Date
- Course *(ex. BIOL101)*
- Title *(ex. Biology)*
- Credit Hours *(usually 3)*
- Credit Unit *(semester / quarter / clock)*
- Hourly Cost/Cost Per Credit *(usually $250.00)*
- Instruction Mode *(online / instructor)*
- Course Location: *(online / in-person)*
- Save & Submit!

Remember, you must submit
TA for EVERY course you take!

See other side for further information...

NEXT STEPS

1. After submitting your TA, your request will be sent to your command approver
2. Command will review & either approve or deny the request at their discretion
3. Once approved, application is forwarded to the Education Center
4. Ed Center will review your account & authorize TA
5. You'll receive an email notification once TA has been authorized
6. Log in to: **myeducation.netc.navy.mil**
7. Download your TA Voucher as pdf under "Application ID"
8. **<u>Submit your TA voucher</u>** to your school's finance office for processing
9. Register and take your class!

IMPORTANT REMINDERS!

- **We will authorize TA up to the first day of your course**
- **<u>You are responsible</u> for submitting your authorized TA voucher to your school**
- **You must submit TA for every course you take**