

Do You Qualify for Expedited WebTA Funding?

Did you know that the most recent version of the My Education Module makes it possible for some users to qualify for expedited WebTA funding? Here are the requirements.

- Your school must have uploaded their course catalog and tuition rates to the Academic Institution Module (AIM).
- You must use the search feature to populate the course and tuition information when you create your WebTA application each term.
- You must be able to certify that the course or courses on your WebTA application are actually listed on the school education plan in your My Education Account.

If you are able to meet the three conditions above, your WebTA application will be forwarded to an expedited funding queue once your command approver adds his/her approval. Audits will be conducted on the back end to ensure that courses are appropriate to the education plan.

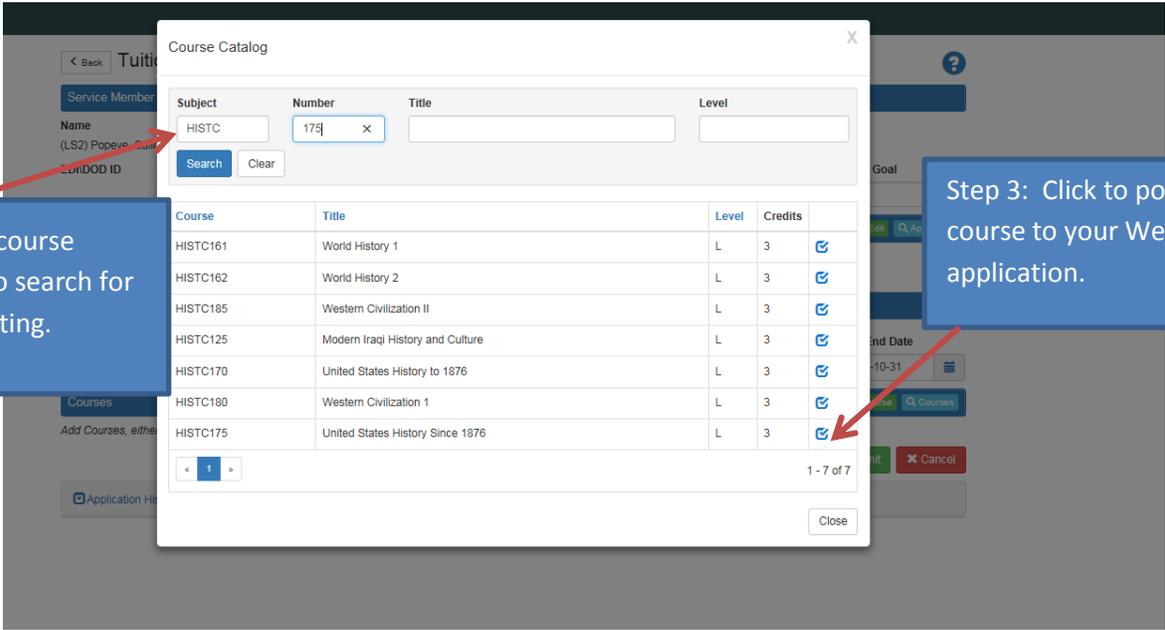
If the school catalog is not there this term, be sure to check each time you submit a new WebTA application.

The screenshot shows a web form titled "Tuition Assistance Application". It is divided into several sections: "Service Member" with fields for Name, Work Phone, DSN Phone, Personal Phone, EDIDOD ID, Work Email, Personal Email, and Immediate Education Goal; "Approver Information" with fields for Name, Work Email, Work Phone, and DSN Phone; and "Academic Information" with fields for Installation, School, Term Start Date, and Term End Date. Below these is a "Courses" section with a "Manual Course" button and a "Searching Courses" button. A red arrow points from a text box to the "Searching Courses" button. At the bottom right of the form are "Save", "Submit", and "Cancel" buttons.

Step 1: Select to Search Courses for courses in the school's catalog. If you use the Manual Course button instead, you will not qualify for expedited WebTA funding.

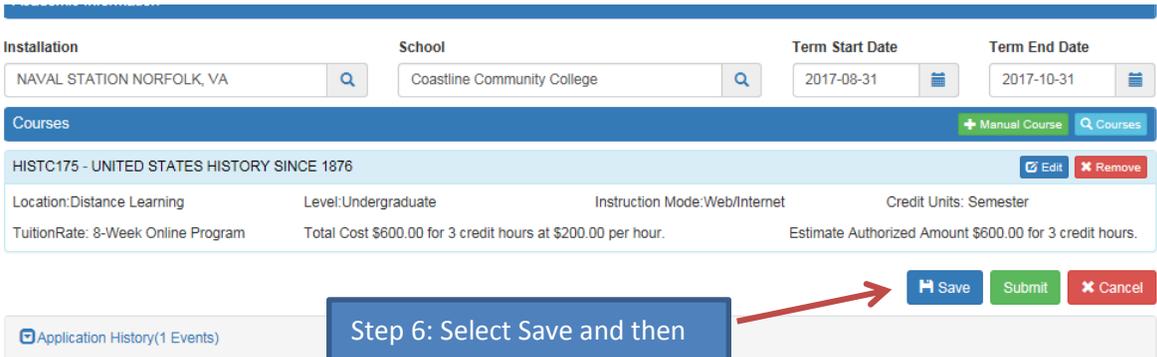
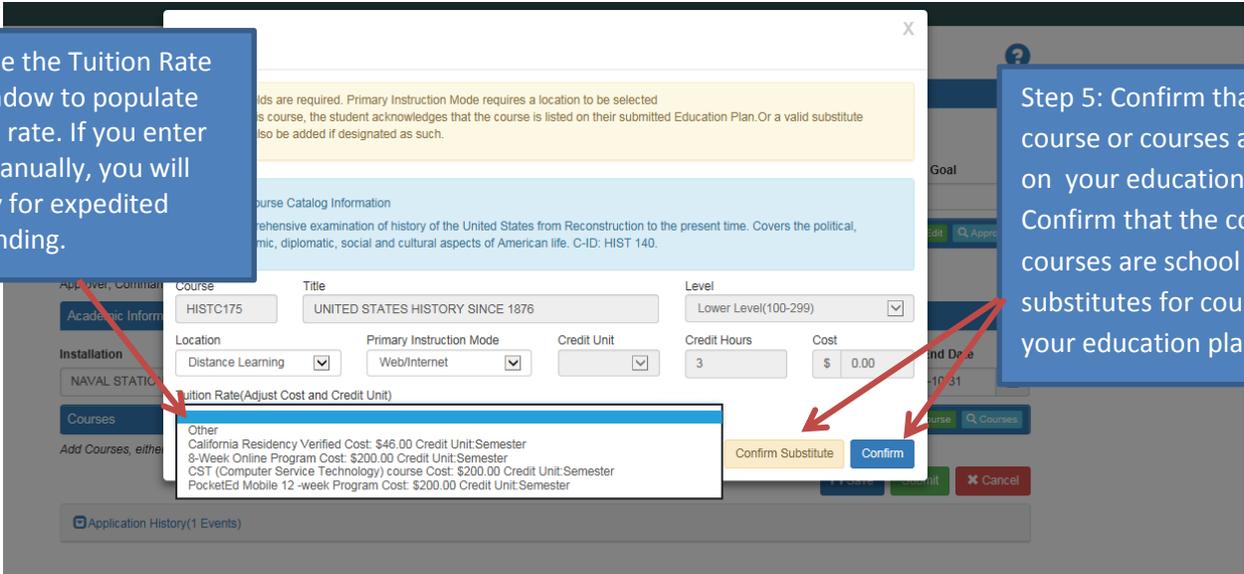
Step 2: Enter course information to search for the catalog listing.

Step 3: Click to populate the course to your WebTA application.



Step 4: Use the Tuition Rate search window to populate the tuition rate. If you enter the rate manually, you will not qualify for expedited WebTA funding.

Step 5: Confirm that the course or courses are listed on your education plan. OR Confirm that the course or courses are school approved substitutes for courses on your education plan.



Step 6: Select Save and then Submit to send to your Command Approver.