

## Types of TA Waivers

1. **Requesting waiver for "W" grades:** A waiver of reimbursement may be requested from your Commanding Officer on command letterhead confirming the withdrawal was a result of: hospitalization, PCS, TAD, documented emergency leave or change in military duties or assignment. These waiver requests are handled by TA Accounting. TA Accounting can be reached at 877-838-1659, Option 6 or by submitting a **Help Request** via the Navy College Program (NCP) website ([http://supportsystem.livehelpnow.net/new\\_ticket.aspx?cid=30432](http://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432)) and selecting TA Waivers category.

Have questions? Use the NCP website Assistance Center to find answers.

2. **Waiver to TA Policy:** Requests to waive current TA policy are handled by TA Waivers. Adhere to the instructions below.

Waiver to TA policy approvals/disapprovals are determined on a case-by-case basis and take into consideration individual circumstances. Requests will be made via the Sailor's chain of command. Naval Education and Training Command (NETC) has final approval/disapproval authority for all TA Waiver requests.

### **NOTES:**

- a) Refrain from including your SSN in your waiver request.
- b) TA waivers to exceed credit limits are not being approved at this time. You may send an email to the TA Waivers, which will be saved, so that you will be alerted to any change in policy, should that occur.
- c) NAVADMIN 190/14 provides policy on waivers for new sailors fulfilling their 1st Year Permanent Duty Station requirement. Once all requirements are met, the Commanding Officer/OIC may grant waiver approval by Command Approving the TA application. No formal waiver request required.

### **Applicants may submit waiver requests via the following:**

**Preferred method:** Submit a Help Request at [http://supportsystem.livehelpnow.net/new\\_ticket.aspx?cid=30432](http://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432) with required documentation and select TA Waivers category. The subject line must state exactly what the member requires to be waived, i.e.: pursue a lower/lateral degree, after-the-fact (late TA) etc.

#### **Mail to:**

DIRECTOR  
NETPDC (N2)  
ATTN: TA WAIVERS  
472 POLARIS STREET  
BLDG 586 ROOM 214

## **Mandatory Items:**

1. Memo from student explaining extenuating circumstances that warrant a waiver (Operational, Emergency, Hospitalization, etc). Try to be specific as to why circumstances necessitate an exception to policy. (If applying for a waiver from TA indebtedness, contact TA Accounting at 877-838-1659, option 6 or submit a **Help Request** via the Navy College Program (NCP) website at [http://supportsystem.livehelpnow.net/new\\_ticket.aspx?cid=30432](http://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432) and select TA Waivers category.
2. **Waiver endorsement on command letterhead from member of Command Triad (CO/OIC/XO/CMC).**
3. **Command endorsement must include a justification which supports the Sailor's request. "Forwarded, recommending approval." is NOT adequate justification.**
4. Name, rank/rate, designator, Unit Identification Code (UIC)
5. Previous Degrees / Major / Date Received
6. Course number, title, start, end dates
7. College/University attending
8. Point of Contact: Applicant's contact information with DSN, commercial telephone number and email address. Command POC with name, rank/rate, DSN, commercial telephone number and email address.

## **Situation Dependent Items (include only if applicable)**

- Letter or email from detailer/community manager indicating second degree is required to enhance promotion opportunities after change in designator for officers
- Current EAOS/Projected EAOS; Reenlistment Intentions
- Time in service, planned rotation date (PRD) and retirement date