

Types of TA/NCPACE Waivers

1. **Waiver of Reimbursement with “W” grades:** A waiver of reimbursement may be requested from your Commanding Officer on command letterhead [Sample](#); confirming the withdrawal was a result of hospitalization, PCS, TAD, mission requirements, documented emergency leave, or change in military duties or assignment. TA Accounting handles these waiver requests. TA Accounting may be reached logging into [MyNavy Education](#) and submit an Inquiry through the Issue Tracker with TA Accounting as the subject. All other Collectable grades are non-waiverable for any reason under DODINST 1322.25. If you have questions, log into MyNavy Education and submit an Inquiry through Issue Tracker.
2. **Waiver to TA/NCPACE DL Policy:** Requests to waive current policies are handled by N2 Dept, TA/NCPACE policy waivers. The authority for waivers has been delegated to N5 Commander, Naval Education Training Command (NETC). The instructions for submission are below.

Waiver to TA/NCPACE policy approvals/denials 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(CO/XO/CMC) on command letterhead. Naval Education and Training Command (NETC) has final approval/disapproval authority for all TA Waiver requests, resulting in no appeals beyond NETC.

**Please be advised, that a decision by the review board can take up to 20 business days and a submission of a waiver request is not a guarantee of approval. If you remain in any course without a voucher you are subject to financial liability.*

NOTES:

- a) Do not include your SSN in your waiver request.
- b) In accordance with NavAdmin 114/19, effective 1 Oct 19, tuition is limited to those Sailors whom have completed two years from their Basic Entry Service Date. In addition, they are limited to a lifetime cap of 120 SH or equivalent, and 12 SH or equivalent per Fiscal Year (FY). This policy is non-waiverable.
- c) Waivers must be resolved within a reasonable timeline; if requested documentation is not received within 72 hours, the packet will be closed for inactivity.

Applicants may submit waiver requests via the following:

- a. **Preferred method:** Log into [MyNavy Education](#) and submit an Inquiry through the Issue Tracker to TA Waiver dept. 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.

Or Mail to DIRECTOR, N2 VOLED
 ATTN: TA WAIVER OFFICE
 1155 Nider Blvd
 Bldg 3510 STE 200
 VIRGINIA BEACH, VA 23459-8708

TUITION ASSISTANCE (TA)/NCPACE WAIVER SUBMISSION PROCEDURES

Mandatory Items:

1. Letter 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; it is pertinent to explain why you must take the course this term rather than waiting, i.e. PRD, retirement, deployment, only taught once a year. VOLED is deemed after duty coursework.
2. Endorsement on command letterhead from a member of Command Triad [Sample \(CO/OIC/XO/CMC\)](#). No by-direction.
3. Command endorsement must include a justification, which supports the Sailor's request. "Forwarded recommending approval" is NOT adequate justification. Command is not approving waiver, rather they are giving their recommendations.
4. If the waiver is for a late application, ensure you and the command explain why it was late in detail via the command and personal letter; and a way forward for all future lateness, i.e. alternate approvers, timeline requirements, generic command ESO email.
5. Name, rank/rate, designator, Unit Identification Code (UIC)
6. Previous Degrees / Major / Date Received
7. Course number, title, start, end dates
8. College/University attending
9. Point of Contact: Applicant's contact information with DSN, commercial telephone number and email address.
10. Command POC with name, rank/rate, DSN, commercial telephone number and email address.

Situation Dependent Items (include only if applicable)

- For lateral degrees, there must be a letter/email from detailer/community manager indicating second degree is required, not beneficial to remain competitive for promotion, current, or future billets after change in designator for officers or rate for enlisted.
- Pg 13 with Current EAOS/Projected EAOS; Reenlistment Intentions [Sample](#)
- Extenuating circumstances that negated the timeline of 120 days to submit.
- If submitting for "Operational Readiness", explain why the SVM was not able to submit in the 120 days via Gov't Computer, any Computer, or smartphone. If the Sailor was performing their duties, the command can deny for mission requirement. However, if the command wants them to attend, they must show why waiting is not conducive to the individuals educational or career goals.