



Greetings Current and Prospective Students,

Welcome to Glendale Community College!

Our dedicated Military Advisement Team is delighted to get to know
You and help you with your educational goals.

We are available to assist you Monday through Friday, 9 a.m. - 5 p.m. You are
welcome to email us at gccva@gccaz.edu if you have any additional questions and or
call us at (623)845-3362

**Here is some helpful information to get you started if you're looking to utilize your
Tuition Assistance (TA) at Glendale Community College.**

First Step: Eligible Service members must receive approval from an Educational
Services Officer (ESO) or counselor within the Military Service prior to enrolling.

- ❑ Per DOD MOU, paragraph 4.d.(1), "If an eligible Service member decides to use
Tuition Assistance (TA), educational institutions will enroll him or her only after
the TA is approved by the individual's Service."

Second Step: Reference Hyperlinks via Each of the Armed Forces of the United States

- ❑ Each military branch has its own TA application form and procedures. To find out
how to get started, visit your local installation education center, go online to a
virtual education center or click on the following links for each service branch:

[Active Duty Army, USAR, and ARNG Soldiers](#) must be requested through
[ArmyIgnited](#).

- ❑ Soldiers' TA enrollment requests must be submitted and approved
through www.armyignited.com prior to the course start date; any
enrollments requested on or after the class start date will be approved as
Soldier funded.

[Active Duty Air Force, ANG, AFRC](#) must register first through the [Air Force Virtual Education Center \(AFVEC\)](#).

- ❑ All TA Funding Requests must be approved by supervisors, via the Air Force Virtual Education Center (AFVEC), and fall within the TA application window of 45 calendar days prior to, and no later than 7 calendar days before, the term start date. Any TA not "supervisor" approved by prescribed start dates will be auto-deleted and a notification sent to the prospective student.

[Active Duty Navy and Navy Reservist](#) must register through [MyNavy Education](#)

- ❑ Per [NAVADMIN 219/16](#), all TA/NCPACE applications must be submitted and command approved through MyNavy Education no later than 14 days preceding your academic institution's published term start date. You are allowed to submit your TA/NCPACE request up to 120 days prior to your term start date. Submitting early allows sufficient time to resolve any issues and to review and authorize your TA/NCPACE funding in a timely manner.

[Active Duty Coast Guard and Coast Guard Reservist](#) must register through [MyCG Ed](#)

- ❑ Members Submit TA application in MyCG Ed up to 90 days prior to the course start date. All TA applications must be command approved by the ESO 14 days prior to the course start date, MBR's can use the user manual in MyCG Ed for assistance on entering the TA Application. As a reminder, use all available picklists in MyCG Ed when applying for TA to avoid errors. Reserve members affiliated with the Selected Reserve (SELRES) must upload a current point statement in MyCG Ed for ETQC to verify satisfactory progress in the current anniversary year and to have met the participation standards for the previous anniversary year.

[Active Duty Marine Corps, MCR](#) must be requested through [WebTA](#).

- ❑ Start your application 60 days in advance of the term start date. You can submit your TA even before finishing your enrollment in the course at your school. Every TA application MUST be Command Approved prior to being forwarded to the Voluntary Education Center for final approval.
- ❑ [Other references](#).

Third Step: Submit TA Vouchers to gccva@gccaz.edu for all branches *EXCEPT Student's Using ArmyIgnited*.

- ❑ Student's using ArmyIgnited will be contacted upon enrollment requests received.