

## Department of Defense Tuition Assistance (DODTA) Checklist

### Statewide Campuses, Flagstaff Mountain, and Online Students

NAU is proud to offer a tuition rate of \$250 per credit hour for all approved DODTA undergraduate AND graduate students! Please carefully read each step of this checklist to help guide you in your use of this benefit.

#### Your NAU Veteran and Military Success Center (VSC)

- The VSC is your one-stop-shop for transitioning to NAU, VA and Military Benefits, on-campus and off-campus resources, academic resources, and more. The VSC provides computers with free black and white printing, faxing, and a lounge for all military-connected students as well as virtual services for Online and Statewide Students.
- We are open **8:00am – 5:00pm** Monday thru Friday in the **NAU Student Union / Field House (Bldg. 30), Room 138**.
- Reach us by phone at **928-523-8387**, send an email to **vets@nau.edu**, or join us online via our [Virtual VSC Room!](#)
- If you have any questions during your transition or throughout your academic career at NAU, please contact the VSC via our Virtual VSC Zoom room or come in to see us!

#### Steps to Complete

##### 1. Accept Your Offer to NAU (if applicable)

If this is your very first term at NAU, please log into <https://nau.edu/acceptmyoffer> using your NAU User-ID and Password.

##### 2. Complete Online Orientation

- View the Online Orientation Modules. [Start your online orientation modules here.](#) The online portion of the orientation experience should take 2 hours or less to complete and will provide you with overall resources and tools for success to use during your academic career. We have added important information specifically for military-connect students.
- Attend a 1-hour VMS education benefit info session via Zoom approximately 6 weeks prior to the start of the Fall term for optimal timing of funding. Each college/university administers benefits differently; these info sessions are key to understanding the DODTA processing requirements at NAU. [Register for the 1 hour zoom sessions!](#) We will offer all sessions via our [Virtual VSC Room!](#)

*If you missed the date for your session, please contact us at **vets@nau.edu** to make other arrangements.*

##### 3. Apply to Receive Tuition Assistance (TA)

- As a member of the armed forces, you may be eligible for voluntary, off-duty education programs in support of personal and professional goals. The program is open to officers, warrant officers and enlisted active-duty service personnel. In addition, members of the National Guard and Reserve

Components may be eligible for TA based on their service eligibility. Learn more about the Department of Defense Tuition Assistance (DODTA) program by contacting your duty station Education Support office (ESO) and/or visit the DoD website [here](#).

- Courses will be considered eligible for TA if they are:
  - Part of an individual's **evaluated education plan**;
  - Prerequisites for courses within the individual's **evaluated education plan**, or;
  - Required for acceptance into a higher-level degree program unless otherwise specified by Service regulations.
  - All Military TA must be requested and approved prior to the start of the course. TA is approved on a course-by-course basis and only for the specific courses(s) and class dates. Ensure the class start and end dates are accurate.

#### 4. Submit your TA Authorization form to NAU

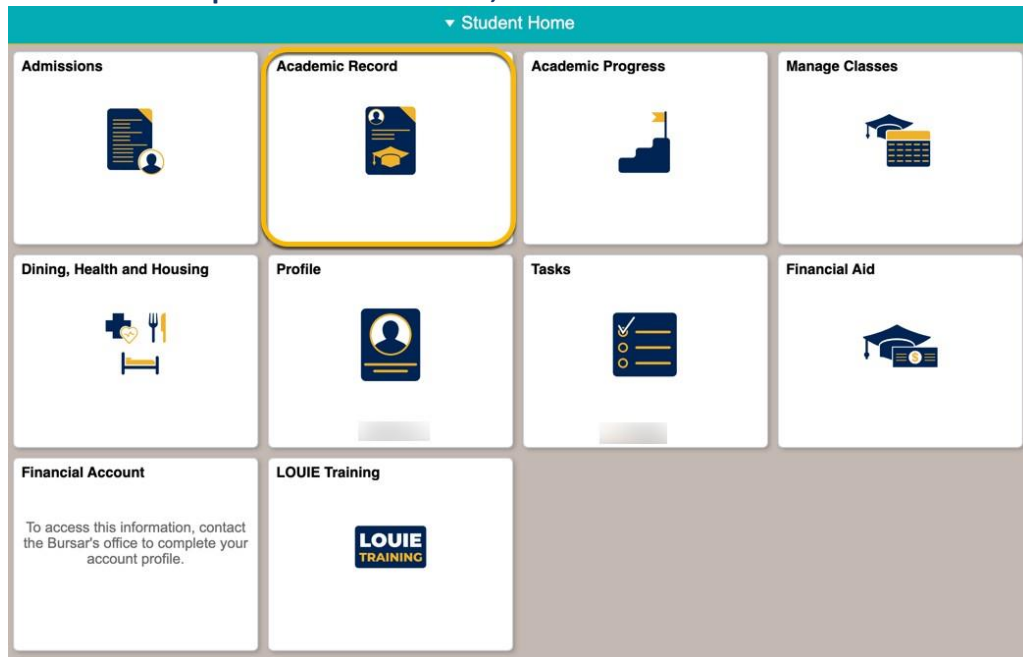
- Once you receive your DODTA authorization form, please submit your form [here](#). If you run into any issues submitting your form through the OnBase portal, please contact our office at [dodta@nau.edu](mailto:dodta@nau.edu) or 928-523-8387.
- Once the VSC receives and reviews your TA Authorization form for accurate course dates, we will adjust your tuition rate to \$250 per credit-hour. Please allow 3 business days for our office to process this tuition rate change.
- NAU will then defer your tuition and will send an invoice for payment to your Military Branch of Service. **NOTE:** You will be responsible for paying anything outside of tuition, including course and all institutional FEES.
- **PLEASE NOTE:** The adjusted \$250 per credit rate is only eligible for the applicable term and courses specifically listed on form. Each term, a new TA Authorization form must be submitted to receive the TA rate for eligible courses.

#### 5. Submit your courses for certification through your NAU student center (LOUIE)

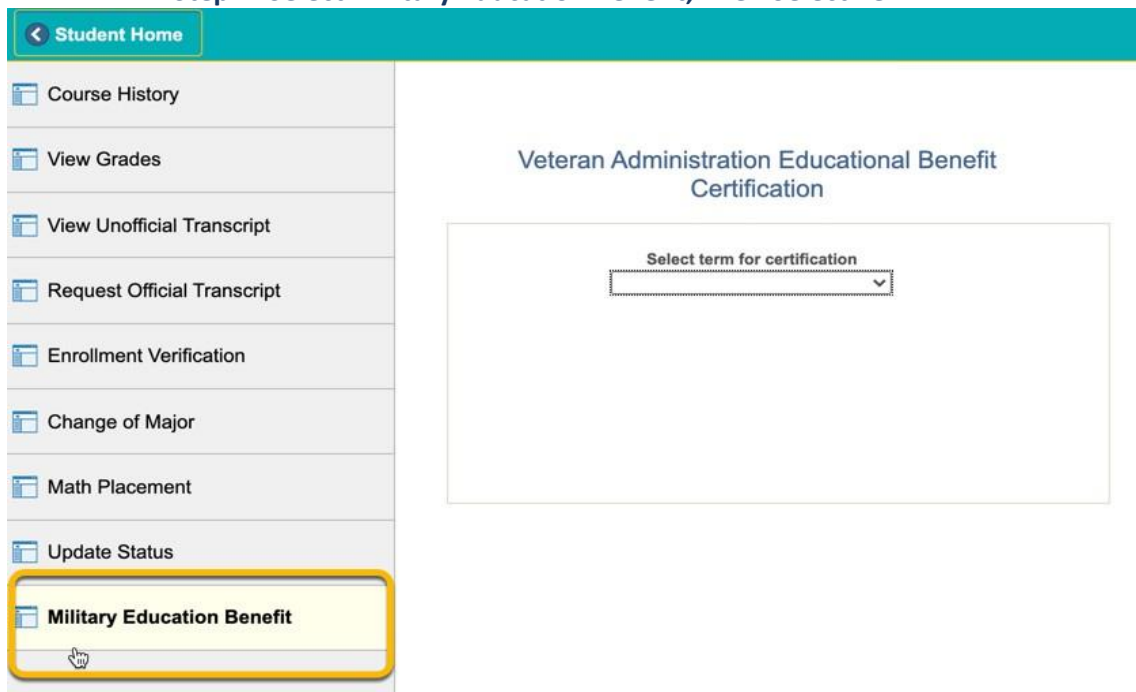
In order for NAU to initiate and administer your military benefits, this step is required. This process provides NAU verified permission to submit your request for said benefits and ensures that courses you are taking are part of your degree progression plan as is a Federal requirement. Additionally, this will ensure you are added to our student group providing the coveted benefit of EARLY REGISTRATION for all future terms at NAU.

Visit: <https://www.peoplesoft.nau.edu>

**Step 1: Louie Main Menu, Select Academic Record**



**Step 2: Select Military Education Benefit, Then Select Term**



**6. PAY the fees due on your account**

- Course fees are not covered by TA. You will be responsible for paying anything outside of tuition, including course fees, program fees, and institutional fees.

**7. TA Free Pay Plans Option for SESSION B course ONLY**

- You have the option to opt into a free payment plan if needed to avoid late fees. This typically only applies to students enrolled in a course that does not begin until after the tuition due date e.g. a second 8-week course (Session B). Student can do this by completing the following:
  - You must pay all class fees associated with the term in question.
  - You must send an email request to [dodta@nau.edu](mailto:dodta@nau.edu) before the tuition due date requesting the free TA pay plan.
  - In the email you must also show that you are eligible for TA; this could simply be that you sent in a TA authorization for the first 8-week session or you may show a screen shot showing your TA eligibility.
  - Once the fees are paid in full and TA eligibility is verified, our office will defer your tuition due date. NOTE: Tuition for session B will then be due 2 weeks prior to the first day of class which will allow time to send in your TA authorization.

**Additional TA NEED TO KNOW items:****8. Is a “Cost Verification Form” keeping you from getting your DODTA authorization from your ESO or military portal?**

- Some branches require this, and some do not. If you do indeed need a Cost Verification form BEFORE you can get your DODTA authorization, please follow these steps.
- Send an email to: [thirdpartybilling@nau.edu](mailto:thirdpartybilling@nau.edu) from your NAU email with the subject line “Cost Verification Request”. In the body of the messages include your name, student ID, and the term or classes for which you need the cost verification.
- Watch for an email in your NAU account from the NAU Third Party Billing Department. This will be the cost verification form and it is generally sent within 3 business days after your request.

**9. Are you in the National Guard or the Reserves?**

- You may now utilize [The Montgomery GI Bill – Selected Reserve \(MGIB-SR, Chapter 1606\)](#) at the same time as utilizing DODTA. Contact the VSC office at 928-523-8387 or email [vets@nau.edu](mailto:vets@nau.edu) to indicate that you will be using BOTH benefits.
- Arizona National Guardsman may be eligible for [State Tuition Reimbursement | Department of Emergency and Military Affairs \(az.gov\)](#). This program is not administered by NAU and is a separate program from DOD Tuition Assistance.

**10. Do you need a program plan/degree plan for your ESO?**

- You may print out a full degree progression plan by visiting the NAU catalog and choosing your major. This document should not be used by your service's education advisor as the approved education plan.
- For undergraduate degrees, NAU uses the Academic Advising Report (AAR) as the official evaluated education plan for your selected degree program. An undergraduate student can print the AAR from their LOUIE account under the Academic Advising Report (AAR) tab or you may reach out to your academic advisor for further assistance.
- For graduate degrees, NAU uses the current Program of Study for the specific degree. A graduate student can print the official Program of Study from <https://nau.edu/graduate-college/programs-of-study/>. The student and/or the advisor can download the template at any time and fill it out with their information.

**11. TOP UP Program**

- DODTA can now be used with GI Bill® Chapter 1606, however, DODTA is rarely allowed to be used in conjunction with GI Bill® Chapter 33 or Chapter 30.
- Using Top-Up benefits may be an option if you plan to use tuition assistance (TA) to complete a degree program while on active duty, and don't plan to continue your education after service. Top-up can also be helpful for just taking a few courses with TA while on active duty. This way you can save most of your GI Bill benefits for after service to complete your education program.
- To learn more about TA Top Up, visit [https://www.benefits.va.gov/gibill/tuition\\_assistance.asp](https://www.benefits.va.gov/gibill/tuition_assistance.asp)

**12. Personalized Learning**

- This program is a self-paced blend of traditional academic learning and real work experience. Designed for a less traditional more dynamic learning environment for students with the personal drive and time management skills capable of Student Veteran Checklist 4 making efficient use of this unique opportunity. However, **this program is NOT covered by DODTA benefits.**

**13. Posting of Grades**

- Grades are posted within the allotted time designated by your branch of service via the student's military service portal. If grades are not posted by the deadline, please email **[dodta@nau.edu](mailto:dodta@nau.edu)**.

**14. Dropping Classes**

- Dropping a Class **before the add/drop date**: If you drop your course before the deadline, no further action is needed as we will not invoice your branch of service if you are not enrolled in a class.
- Dropping a Class **AFTER the add/drop date**: If you drop a class after the add/drop date, you must send an email to [dodta@nau.edu](mailto:dodta@nau.edu) with the name of the class(es) you are dropping and the reason. There may be financial implications associated with dropping class(es) after the add/drop date. Please feel free to contact the VSC for guidance in this process.

**15. Reporting completed certificates or degree programs:**

- NAU will report to the Service concerned those TA recipients who have completed a certificate or degree program. Reporting will occur at least annually and include the degree level, major, and program requirements completion date at minimum. Each service has specific reporting requirements. If your certificate or diploma is not reported in a timely manner, please email [dodta@nau.edu](mailto:dodta@nau.edu).

**16. Financial Aid**

- All students should complete the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/>. FAFSA determines your eligibility for federal student loans as well as state/federal grants (grants = money you do not pay back), and also is a requirement for many scholarships.
- Make sure to report any veteran/military benefits you will be receiving. Financial Aid is initially based on your “prior-prior year’s earnings.” If this doesn’t accurately reflect your income at the time you will be taking classes, talk with the VSC and we will provide information on the Financial Aid appeal process through the NAU Financial Aid Office to have your award reassessed.
- FAFSA opens October 1st each year. You will need to re-apply for FAFSA every October and the sooner you complete it, the better in terms of funding availability. \*We suggest marking your calendars as a reminder to do this each October!

**17. Residency/In-State Tuition Rate:**

- A student is eligible for the \$250 DODTA rate regardless of residency status once a TA Authorization form is submitted. However, if you reside in the state of Arizona and are taking in-person courses, you should complete the residency form in case you’re not eligible for the TA rate in future terms. The form is located here: <https://nau.edu/veteran-and-military-services/yellow-ribbon/>
- ***The deadline to submit this form is the Add/Drop Date of your first term!***

***FULLY ONLINE students are charged one rate of tuition not based on residency status and need not apply for in-state tuition rate.***

**Get Connected**

- Connect with a seasoned student veteran to show you the ropes through the Vet Jack Program. Email us at [vets@nau.edu](mailto:vets@nau.edu) and we can get you connected with veteran student mentor based on your academic field of interest.
- Join the **NAU Chapter of the Student Veterans of America (SVA)**. Please sign up through [True Blue Connects](#) to become a member of the NAU SVA. This is a registered student organization on campus to support and promote the veteran perspective on campus. You will receive emails highlighting our monthly social and university events. You can also find us on [Facebook](#).
- Learn about other organization/clubs on campus on [TRUE BLUE connects](#)
- **Northern Arizona TRIO Veterans Upward Bound (VUB):** This program is designed to help eligible veterans gain a jumpstart in their academic careers. Refresh your academic skills with individualized instruction. Learn time management, financial literacy, and study strategies.

Phone: 928-717-7686 | FAX: 928-776-2083 | Email: [vub@yc.edu](mailto:vub@yc.edu) <<mailto:vub@yc.edu>> | Website: <https://www.yc.edu/vub>

- The W.A. Franke College Veteran Student Center: Dedicated to serving military affiliated students within the School of Business (FCB) as well as Hotel and Restaurant Management (HRM). FCB (Bldg. 81).
- Check out the following [link](#) anytime for other-helpful resources during your NAU academic endeavor.

### Get Connected with the Veteran and Military Services Staff

Meet via video chat in the [Virtual VSC Room!](#)

Follow the Veteran Success Center on

