

APPLICATION FOR GRADUATE EDUCATION VOUCHER

Instructions: Complete and submit form to Navy College Office prior to beginning of course. Please print.							
SSN :		NAME: LAST			FIRST		MI
BRANCH OF SERVICE		PAYGRADE		DESIGNATOR		SEX	
DATE OF BIRTH (YYMMDD)		ACTIVE DUTY SERVICE DATE (YY/MM/DD)			END ACTIVE OBLIGATED SERVICE (YY/MM/DD)		
WORK PHONE: ()			UIC: (NAVY) (5 DIGITS)				
COURSE LOCATION							
1. ON-BASE <input type="checkbox"/> 2. OFF-BASE <input type="checkbox"/> 3. DISTANCE LEARNING (I.E., INDEPENDENT STUDY, VIDEO, TV, COMPUTER) <input type="checkbox"/>							
IMMEDIATE EDUCATION GOAL							
MASTERS <input type="checkbox"/> DOCTORATE <input type="checkbox"/> SUBSPECIALTY _____							
WILL YOU GRADUATE AFTER THIS TERM? YES <input type="checkbox"/> NO <input type="checkbox"/>							
SCHOOL: _____							
TERM START DATE: YY/MM/DD _____				TERM COMPLETION DATE: YY/MM/DD _____			
COURSE INFORMATION							
COURSE DEPT/ NUMBER	COURSE TITLE	COURSE LEVEL (CODES ABOVE)	NUMBER OF CREDITS/ HOURS	TYPE OF CREDITS/ HOURS	COST PER CREDIT/ HOUR	TOTAL COURSE COST	
I request GEV with the understanding that I will pay all costs over and above the amount authorized. BY MY SIGNATURE I CERTIFY I HAVE READ, UNDERSTAND AND WILL COMPLY WITH ALL OF THE GOVERNING GRADUATE EDUCATION VOUCHER INSTRUCTIONS AND THE PROVISIONS ON BACK OF THIS FORM.							
APPLICANT'S SIGNATURE					DATE		
COMMAND (PRINT)							
COMPLETE ADDRESS							
FAX NUMBER		DSN:		COM:			
APPLICANT'S COMMANDING OFFICER, EXECUTIVE OFFICER, OR OFFICER IN CHARGE: The applicant's present or anticipated military duties will permit him/her to attend and complete the course(s).							
DATE:		TYPED OR PRINTED NAME OF COMMANDING OFFICER			SIGNATURE OF COMMANDING OFFICER		

PRIVACY ACT STATEMENT

Under authority of 5 USC 301 personal data is requested. Your SSN will be used for identification. This information will be included in your Education Record retained by the Education Center. It will not be divulged without your written consent to anyone other than Navy/school personnel involved with GEV. You are not required to provide this information; however, failure to do so will result in not being considered for GEV.

AGREEMENT

A. I understand acceptance of GEV obligates me to the following:

1. I agree to remain on active duty following completion of the program (or after disenrollment from the program if benefits were used) for a period equal to three times the number of months of education completed up to a maximum of 3 yrs. If I fail to complete the period of active duty specified in the agreement I will reimburse the government for cost of the advanced education received, prorated for the obligated time served.
2. To submit this application to my servicing Navy College Office **prior to beginning of course.**
3. To personally deliver or mail my GEV Authorization Form to the school **during registration. If I register for courses prior to receiving a GEV Authorization Form, I am liable for the full amount of tuition.**
4. **To notify the Naval Education and Training Professional Development and Technology Center (NETPDTC)* and the Navy College Office in writing if I do not enroll** in any or all course(s) on this form or if **I withdraw before the school's "drop/add" date.**
5. To notify NETPDTC* and the Navy College Office in writing if I enroll in a different course than the one on this form. I can change a course title on the GEV Authorization Form only if there is no tuition increase. The new course must apply toward my education goal.
6. To **reimburse**, via money order or cashier's check payable to U.S. Treasury and mailed to NETPDTC*, the tuition paid on my behalf if I:
 - a. **voluntarily withdraw from a course after the "drop/add" date.**
 - b. **receive a failing grade.**
 - c. **fail to clear an incomplete (I) grade within 6 months of course completion date.**
7. To provide NETPDTC*, in the case of an involuntary course withdrawal, a letter from my commanding officer confirming withdrawal was due to hospitalization, PCS, TAD, documented emergency leave or change in military duties or assignment. Reimbursement may be waived if I officially withdrew based on one of these circumstances.
8. To authorize the school I attend to forward a grade report to NETPDTC*. If my school fails to do so, I will be notified by NETPDTC. It then becomes my responsibility to forward my grade to NETPDTC*. **Ultimate responsibility to provide grades to NETPDTC rests with the service member.**

B. I understand the school's failure to provide a grade report or my failure to respond as outlined in paragraphs 1 through 7 will lead to formal resolution/collection efforts such as a letter of indebtedness to my commanding officer and possible pay checkage.

C. I understand I am not entitled to use GEV if my grade point average for GEV-funded courses falls below a "C" for undergraduate or a "B" for graduate courses.

D. I understand I am not entitled to use GEV if receiving other federal financial aid for the same course(s) which results in a duplication of benefits from the U.S. Treasury. I will not apply for/receive VA educational assistance for course(s) on this form.

NOTE: All correspondence to NETPDTC should include:

*COMMANDING OFFICER
NETPDTC N8115
6490 SAUFLEY FIELD ROAD
PENSACOLA, FL 32509-5241

- a. Your full name
- b. Your social security number
- c. Name of school and course(s)
- d. Term dates involved
- e. GEV document number

Enclosure (5)