

Using TA, Step by Step Guide

1. Service Member will approach direct leadership about using TA to ensure there won't be any issues while attending college.
2. Service Member will then need to connect with Education Counselor on base to discuss policies while using TA and getting necessary paperwork completed.
3. Service Member will apply to Great Basin College via our webpage. Link provided will take them GBC application - <https://gbcnv.edu/admissions/>
4. After completing the application, a degree objective will be chosen by the Service Member and an advisor will be reaching out to coordinate a time to meet for course(s) selection. "Please ensure that you notify advisor that you are active duty utilizing the tuition assistance program."
**Service Members are required to meet with advisor and provide proof of an education plan.
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5. Service Members will need to provide proof of approval to either Veterans Resource Center Staff or Controller's Office staff prior to being authorized to enroll. **
6. Service Members will then need to meet with their academic advisor to work on course selection. (Academic advisor is based on degree objective being pursued).
7. Then Controller's Office needs to be notified of Service Members enrollment so that annotation can be noted and uploaded to branch specific site for use of TA funds to pay tuition & fees.
Service Members will also need to connect with Financial Aid to determine eligibility for additional funding***