



REV MAR 2026

NORTH CAROLINA TUITION ASSISTANCE PROGRAM

NCTAP

EDUCATION SERVICE OFFICE

(984) 664-6189

HOURS OF OPERATION

0830-1600



 WHAT IS NCTAP

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WHAT IS NCTAP?

- NCTAP is a state-funded reimbursement program available to actively drilling North Carolina Army and Air National Guardsman.
- This program helps offset the cost of tuition at approved institutions within North Carolina, including community colleges, private and public universities, and certain flight/trade schools.
- Funding is subject to change based on the state budget.



WHAT DOES NCTAP COVER?

100% TUITION AND FEES

- All NC Community Colleges
- 4 Promise schools
 1. Elizabeth City State University
 2. Fayetteville state University
 3. University of North Carolina at Pembroke
 4. Western Carolina University

TUITION ONLY FOR PUBLIC, PRIVATE, FLIGHT AND MISC. SCHOOLS

- NOT TO EXCEED CAP LIMIT
- If a student is receiving FTA at 100% then they are eligible for fees only.
- If student is receiving CH 33 or FTA and tuition is not 100% covered, then NCTAP will cover the remaining tuition plus an additional amount for fees.
- The cap limit of NCTAP is \$3240 for undergrad and flight and \$3360 for graduate or higher.

** Fees will be determined based on budget



BECOMING A VENDOR

First time schools **MUST** complete 2 forms to become a vendor with NCTAP.

All forms can be found on NC Office of State Controller Website :
<https://ncosc.gov/state-suppliers>

NCTAP email for W9: ng.nc.ncarng.mbx.nctap@army.mil



W-9 FORM

Please return completed form to us at the NCTAP office.

** Be sure to fill out this form in its entirety. The NC Office of State Controller will reject the form if not completed which will delay getting an account set up with the state.

EFT FORM

The info must match on both forms regarding: Name / DBA / SSN or tax ID number / W-9 designation (problem spot).

**Please return EFT to email address found on form. NCTAP is not allowed to fwd for security reasons.



TIMELINE

REV MAR 2026



Information
Status is automatically populated, if not eligible then POC will select from drop down.
Reason: SAP, Default with student loan, or VACH33 at 100%.
Action is for NCTAP coordinators only.
Any changes made in changes box on last page.

	DOB:	Student ID#:
Enrollment Status	NCTAP Amount Approved:	
Eligible	Reason for NCTAP approved amount (if employee only):	
Not Eligible		

	DOB:	Student ID#:
Enrollment Status	NCTAP Amount Approved:	
Eligible	Reason for NCTAP approved amount (if employee only):	
Not Eligible		



APPLY FOR BENEFITS

Apply for the current semester during open application period. Send in supporting docs before the deadline in order to be approved.

REQUIREMENT CHECK

During this time, NCTAP will check student ETS dates and FTA funds to ensure eligibility.

CERTIFICATIONS

NCTAP will coordinate with schools to verify student information and enrollment. This process should be complete within 5-7 business days.

DISBURSEMENTS

Funds are typically disbursed no later than end of term.



KEY DATES TO REMEMBER

Students must apply during the application period that corresponds with the term in which their course begins. For example, a course starting in October would fall under the fall application period.



FALL : 1 AUG- 30 AUG

Schools should expect certifications 1-2 weeks after the end of applications. The state has until December to send funding.

SPRING : 1 JAN - 30 JAN

Schools should expect certifications 1-2 weeks after the end of applications. The state has until May to send funding.

SUMMER I : 12 APRIL - 10 MAY

Schools should expect certifications 1-2 weeks after the end of applications. the state has until July to send funding.

SUMMER II : 1JUN - 12JUN

Schools should expect certifications 1-2 weeks after the end of applications. the state has until July to send funding.




CERTIFICATIONS

YOUR Responsibilities

1. Look up student name to verify SAP and enrollment.
2. Check Cont Ed. Box for any student who is a continuing education student.
3. Look up each student for CH33 (post 9/11) and FTA benefits. Note any changes in box under each student.
4. Verify correct tuition amount. If incorrect please change it and note changes in box under each student.
5. If student is ineligible, change and select ineligible reason. For students already marked ineligible, they do not meet NCTAP requirements and no further action is needed.
6. Verify any students receiving back pay.
7. Sign in school POC signature spot at the bottom of page 2 and return to NCTAP.

** Certifications must be returned to NCTAP within 5-7 business days. Failure to return certifications within this time frame will delay the processing of funding to the institution.





North Carolina Tuition Assistance Program

The North Carolina National Guard Education Service office has finalized the award for the below students. Please verify and make necessary changes before returning to us at

ng.nc.ncarng.mbx.nctap@army.mil

School Official Information

School Name:		
Authorized School Official:	Email:	
Phone:	Authorized Date:	Funding Year: Fall 2025
FINAL AMOUNT APPROVED:		

Student Information

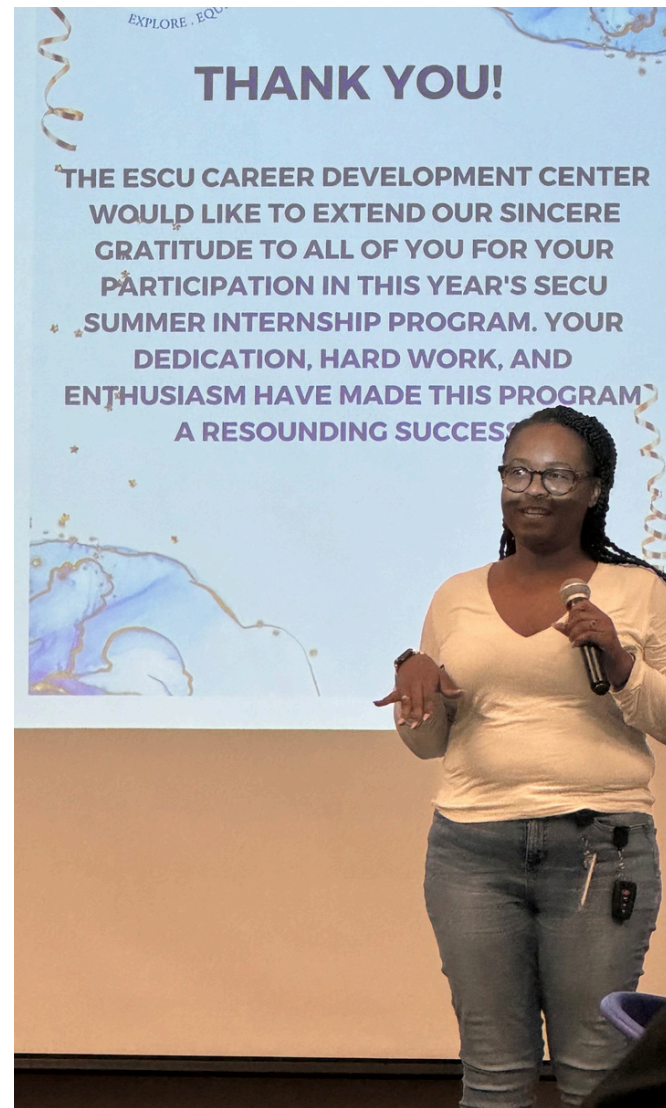
1st Time App: First time applicant
Cont. Ed.: Continuing Education Student
Eligibility: Eligible is automatically populated, if not eligible then POC will change from drop down.
POC Updates: Ineligible reasons SAP (GPA only), Default with student loan, or VACH33 ONLY at 100%.

Please list any changes made in changes box and retain a copy of this document for your records.

Name:	DOB:	1st Time App <input type="checkbox"/>	Cont. Ed. <input type="checkbox"/>
Eligibility: Eligible	NCTAP Amount Approved:		
POC Updates:			

** NCTAP will check the 1st time applicant box if needed

PAY DISBURSMENTS



- NCTAP is a **reimbursement program**, and is not designed to meet deadlines set by the school.
- Funding is disbursed by the North Carolina Department of Public Safety
- Schools will receive payment as either a hard check via USPS or EFT(direct deposit).
- By law DPS has until the end of term to disburse funding. However, funds can be disbursed sooner.



THANK YOU

SO MUCH!

PRESENTATION BY NCTAP MANAGER
CIARA COOKE



@NGNC_NCTAP