

Tuition Assistance *Overview*



Tuition Assistance (TA) covers tuition costs for courses taken at an accredited college, university, or vocational/technical institution leading to a Certificate, Associate, Bachelors, or Master's Degree.



Marines can receive up to: \$4500 per fiscal year, \$250/semester credit, \$166.67/quarter credit, \$16.67/clock credit



There are no waivers or exception to policy for Marines to receive more funds. Guiding Documents: MCO 1560.25, MARADMIN 218/19

important Reminders



1. TA applications can be submitted 60-days prior to the start of the course and should be submitted at least 14 days prior to the start date. Classes must be completed 60 days prior to EAS.
2. You must upload a Degree Plan in the system to be eligible for tuition assistance. An official plan is required once you have six credits of TA funded courses.
3. Warrant Officers who currently hold a Baccalaureate Degree must have an EAS date at least 24 months beyond the end date of the TA-funded course.
4. Commissioned Officers, including Chief Warrant Officers; must agree to remain on active duty for two continuous years after completing TA funded course(s).
5. If an officer retires, voluntarily separates or is separated due to misconduct from active duty service, the individual shall reimburse the Marine Corps an amount proportionate to the amount of unserved duty.
6. There is no retroactive TA per DoD and USMC regulation.
7. If your course needs to be adjusted or canceled for ANY REASON, please contact the Education Office immediately at 252-466-3500 or ombchpteducation@usmc-mccs.org.

reimbursement for Tuition Assistance (TA) Funding

If you are pursuing a Certificate, Associate's or Bachelor's Degree, you must maintain a minimum GPA of 2.0 in order to be eligible for tuition assistance. If you are pursuing a Master's Degree, you must maintain a minimum GPA of 3.0 in order to be eligible for tuition assistance.

Marines who fail to successfully complete a course must reimburse received TA funds. If you receive a collectible grade, the NCMIS system generates a letter of indebtedness sent from NETPDC TA Accounting department to you via your Commanding Officer.

Once an indebtedness occurs due to a collectible grade and the course has been invoiced by an Academic institution, you will receive an email with instructions directing you where to make a payment electronically using a debit card, electronic funds transfer (EFT) or via a PayPal account. Credit cards will not be accepted through this program, and PayPal can only be used if linked to a debit card or bank account.

If you prefer to submit your payment via mail, you can pay via money order or cashier's check. Include your Name, EDIPI and Tuition Assistance Document Number. Address payments to "Treasurer or the United States" and mail it to: Commanding Officer, NETPDC, Code N832, 6490 Saufley Field Road, Pensacola, FL 32509-5241

Your TA eligibility will not be reinstated until the payment has posted to your record.

TA funds will be recouped

- Undergraduate level D and F/fail grades
- Graduates level C or below grades
- Unresolved, I/incomplete, or courses longer than 6 months
- Voluntarily withdrew, resulting in a W grade

For online assistance, select the category Grade Reporting/Collection in TA system or call 252-466-3500.

Marine Corps Tuition Assistance *program*

Training and Education Building
4335 C Street Room 109
Monday-Friday 0700-1630
252-466-3500
ombchpteducation@usmc-mccs.org

Marine Corps Tuition Assistance *program*



Training and Education Building

4335 C Street Room 109

Monday-Friday 7:00AM-4:30PM

252-466-3500

ombchpteducation@usmc-mccs.org

MARINE
&
Family

first Qualify for Tuition Assistance (TA)

Inform your Command! Review TA Guidelines: MCO 1560.25, MARADMIN 218/19.

Speak with an Education Advisor! They will guide you through the TA process or assist you with selecting a different pathway to reach your personal and professional goals.

Complete the Tuition Assistance Training Course! This MUST be completed prior to taking a class. It is offered every Tuesday at 10:00AM in T&E Building. Registration is required.

Apply to your school! Once accepted, register for classes and request an official Joint Services Transcript (JST) to be sent to school.

don't forget



1. All first-time Marines can only take one course for their first enrollment. *(Unless documentation is provided that the Marine has an Associate's Degree or at least sixty (60) academic credits and a minimum GPA of 2.5.)*

2. All other Service Members are limited to a maximum of two courses at a time.

3. Marines must have a minimum GT score of 100 or a minimum TABE score of 10.2 to use TA.

• If not, it is required to take the Test for Adult Basic Education (TABE) and score at least 10.5. *(This test is offered on Tuesday's at 8:00am. Please call 252-466-3500 to schedule an appointment)*

• OR you can also take the Online Academic Skill Course at dantes.petersons.com. *(Test scores must be provided to your education office)*

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second Apply for Tuition Assistance (TA)

To apply for Tuition Assistance electronically from any computer, use your CAC, SSN or EDIPI.
Log on to myeducation.netc.navy.mil and click on the My Education Portal.

Once you are logged in, click on the **Profile Icon** and review profile and date using the Profile Tab. Enter all personal data, phone numbers and email address.

On the Approver Information bar, select **Add Approver**. Input the approver's information and Save.

Click the Graduation Cap to begin your new WebTA application and select **Tuition Assistance**. Read agreement and select "I Accept" to continue. Once accepted, the TA application will be displayed.

Marine's are required to upload a Degree Plan (DP) and Cost Verification Sheet (CVS) OR Statement of Fees (SOF). THIS MUST BE UPLOADED EACH TIME THE TUITION ASSISTANCE REQUEST IS SUBMITTED.

Once documents are uploaded, click **Create New Application**. Under Academic Information, make sure you enter MCAS Cherry Point as your education center and duty station and then Save.

Under Installation, search your school name by typing in the box. **Select your school by clicking and then check the box.**

Under Courses, **enter all course information**. Use the green Manual Entry Button to enter your course information.

1. Enter the start and end date of your course.
2. Click on Add Course on the Courses Bar to enter your course information. Click on course entry to enter your course information.
3. Enter the Course Number (i.e. ENG101)
4. Enter the Course Title (i.e. Freshman Composition) and select your Course Level (lower level: 100-299, upper level: 300-499 or graduate level: 500-600)
5. Select the Location (on base, off base, or distance learning)
6. Select Primary instruction Mode (instructor or web/internet)
7. Enter the number of Credit Hours
8. Enter the Cost per credit hour (NOT the total cost), Confirm and **SUBMIT**

TA is automatically routed to the Command Approver, and then automatically routed to the Education Office.



third Tuition Assistance (TA) Approval

Once your request is authorized, you will receive an email stating that tuition assistance has been approved. **Log on to myeducation.netc.navy.mil to view and print your approval document.**

To locate your document, click on Tuition Assistance and Review Applications

Look for existing applications with an Authorized Status

Digitally or physically sign the document, indicate your student ID and send it to your school

talk to us today **252-466-3500**

