Tuition Assistance Orientation Brief 2023

Quantico Voluntary Education Center

Updated April 2023
• Describe Tuition Assistance (TA) information
• Highlight TA directives
• Identify TA Eligibility Criteria
• Outline TA rules and user responsibilities
• Illustrate TA Online Portal
• Review other funding options and relevant resources
• MCO 1560.25
• MARADMIN 765/20
• MARADMIN 218/19
TA = Money for voluntary Off-Duty education and training towards a diploma, credentials, certificates, or degrees at an academic level higher than that currently held by service member.

Institution must be accredited and hold a Voluntary Education Partnership Memorandum of Understanding (MOU): https://www.dodmou.com/Home/InstitutionList

<table>
<thead>
<tr>
<th>Per Fiscal Year</th>
<th>OCT 1–SEPT 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Hours</td>
<td>18 Units</td>
</tr>
<tr>
<td>Quarter Hours</td>
<td>27 Units</td>
</tr>
<tr>
<td>Clock Hours</td>
<td>270 Hours</td>
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</tbody>
</table>
The hierarchy of academic levels is defined as:

- High school equivalency
- Vocational Technical
- Associates (undergraduate)
- Baccalaureate (undergraduate)
- Masters (graduate)

*All Marines, during their career, are entitled to obtain one certificate at any level regardless of credentials currently held*

- Lateral degrees, those on the same level of the hierarchy, will not be funded. For example, if a Marine has completed an Associated Degree, the next TA funded degree must be a Bachelor’s degree.
- TA may only be authorized for one program of study at a time
Schools Aboard MCB Quantico

Colleges and Universities (in-class and online) for Associate through Doctorate Degrees and Certificates

Resident Schools

Visiting Schools

UNCLASSIFIED
Approval Versus Authorization

TA Approval = Marine receives command approval from appointed Unit Education Officer / TA Approver to participate in higher education courses

Please contact the Voluntary Education Center (VEC) for the list of appointed Unit Education Officers / TA Approvers

TA Authorization = Marine receives funding authorization, from the Voluntary Education Officer, for TA to cover the tuition cost of the higher education course approved by the Unit Education Officer / TA Approver
Knowledge Check

- Marines receive how much TA funding each fiscal year?

- What are the TA funded academic levels?
All Marines must be eligible for promotion

1. Review this TA Orientation Brief
2. Complete the Personal Readiness Seminar brief
3. Possess a GT Score of 100 and above.

*If GT score is 99 or below, speak with an Education Staff member.
• First-time TA users will receive TA funding for only one course; unless Marine has 60 previous college credits completed – Proof must be uploaded by the Marine to his/her TA account

• Marines will not actively participate in more than two TA-funded classes simultaneously

• TA will not be approved or authorized retroactively
TA DOES NOT FUND

- Graduation and registration fees
- Books and supplies
- P.E./Recreation courses
- Dual degrees and parking fees
- Non-credit courses, CEU’s

UNCLASSIFIED
Knowledge Check

• What are the TA eligibility requirements?

• Name 3 things TA does not fund?
TA authorization is contingent upon responsible stewardship of available funds by the installation’s ESO and education support personnel.

The ESO retains the discretion to treat each TA application solely on the merits of the individual case.
TA RULES & RESPONSIBILITIES

• Submit TA Application for command approval (to appointed Unit Education Officer / TA Approver) at least 60 days prior to start date of the class but no earlier than 60 days prior to start date of the class

• Turn final grades within 30 days of class completion. Final grade reports must be uploaded to TA account (by the Marine). Once uploaded, Marine must send email to MCCSQuanticoEdCenter@usmc.mil to inform the VEC that the grade report has been uploaded – See file upload instructions on slides 15-18

• Upload an approved degree plan to TA account before 6 credit hours (see example slide 13 & 14)
Degree plans must be received from a school’s official (academic counselor, Registrar, etc.) and must show the following:

• Your school’s name in the Letterhead
• Your name
• The degree you are achieving
• Course that transferred: **JST or other Schools credits**
• Courses you need to take for your specific degree – to include course codes. For example: **ENGL148, COMM312**

FYI Electives are specific and open pay close attention to what is required.

**TA ONLY FUNDS CLASSES LISTED ON THE INDIVIDUAL DEGREE PLAN (IDP)**
# Sample Degree Plan

## Course Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Composition &amp; Information Literacy</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composition &amp; Rhetoric</td>
<td>3</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>Communications Elective</td>
<td></td>
<td>BUSI 360</td>
</tr>
<tr>
<td>Information Literacy Elective I</td>
<td></td>
<td>BUSI 261</td>
</tr>
<tr>
<td>Information Literacy Elective II</td>
<td></td>
<td>ENGL 103</td>
</tr>
<tr>
<td><strong>Technological Solutions &amp; Quantitative Reasoning</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNIV 104 not required</td>
<td></td>
<td>Requirement Complete</td>
</tr>
<tr>
<td>Math Elective</td>
<td></td>
<td>MATH 201</td>
</tr>
<tr>
<td><strong>Critical Thinking</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLDN 104 Waived with Transfer Policy</td>
<td></td>
<td>Requirement Complete</td>
</tr>
<tr>
<td>Critical Thinking Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Choose 3 credits from ARTS 205, ARTS 214, ENGL 201, ENGL 202, ENGL 215, ENGL 216, ENGL 221, ENGL 222, ETHC 101, ETHC 205, PHIL 201, PHIL 205 For Transfer Credit Only. Any 300-400 level MTH 106 courses that meet General Education Guidelines.
This Degree Completion Plan Audit has been reviewed and certified as a concrete representation of the degree progress and remaining coursework for:

Quality Assurance Specialist
Registrar’s Office
Knowledge Check

• What 5 things must be on a degree plan?

• Will TA funding be authorized for courses not listed on the degree plan?
1. Access your TA account:  
https://myeducation.netc.navy.mil/webta/home.html#nbb
2. Click on “Tuition Assistance”
2. Click on “Upload File”
3. Type information pertaining to the file and click “Save”

4. send email to MCCSQuanticoEdCenter@usmc.mil to inform the VEC that the file has been uploaded
• Maintain a cumulative GPA of 2.0 or higher after completing 15 semester hours (or quarter-hour equivalent) in undergraduate studies.

• Maintain a cumulative GPA of 3.0 or higher after completing six semester hours (or equivalent), in graduate studies

If the GPA for TA-funded courses falls below these minimum GPA limits, **TA will not be authorized**
TA will be authorized for only one course in the next academic term in the event that:

- The undergraduate cumulative GPA falls between 2.0 and 2.5
- A grade of “D” or “F” is received in any course during the previous term in which TA was used
- A voluntary or involuntary withdrawal occurred from any course during the previous term
• Funds will be recouped from Marines for “D” and “F”/“fail” grades for undergraduate studies

• Funds will be recouped from Marines for “C”, “D” and “F”/“fail” grades for graduate studies

• Funds will be recouped from Marines for unresolved “I”/Incomplete, or courses from which the Marine voluntarily withdrew, resulting in a “W” grade

Recoupment for withdrawals related to duty, medical or emergency circumstances may be waived
• TA funds for approved involuntary withdrawal waivers and failed courses will count toward individual fiscal year ceilings

• Marines who have completed an initial master’s degree through the Military Studies program at Command and Staff Marine Corps University, will be eligible for TA funding for courses toward a second master’s degree at the same TA rates
• Open issues in Marines’ TA accounts in NCMIS, including incomplete courses, reimbursement issues, and waivers, will be resolved, and posted to the Marine’s NCMIS TA account prior to command approval and authorization of any future TA requests.

• Enlisted Marines must have an EAS at least 60 days beyond the completion date of the course to receive TA funding.

• Marines assigned to Military Occupation School or residential Professional Military Education (i.e., Command and Staff college, Corporals Course, Sergeants Course, Career Course, etc.) shall not receive TA funding until they return to their regular or permanent duty.
TA RULES & RESPONSIBILITIES

• Marines attending vocational/technical certification programs with more than one class or module shall receive TA funding for a maximum of two classes or modules at a time.

• TA is not authorized for graduate studies beyond the master’s degree level.

• Marine Warrant Officers who have not completed a Baccalaureate degree of any kind, must have an EAS date at least 60 days beyond the end date of the course to receive TA funding.

• 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.
• Commissioned Officers, including Chief Warrant Officers; must agree to remain on active duty for two continuous years after completing TA funded course(s)

• 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 un-served duty
• What are the TA GPA requirements?
• Submit your Free Application for Federal Student Aid (FAFSA) for the academic year you will be attending
• Maintain constant communication with your school’s Academic Counselor to ensure you are making academic progress towards degree completion
• Know these three dates from your school
  ✓ Drop/Add
  ✓ Withdrawal
  ✓ Final exam date
• Always submit your Joint Services Transcript (JST) to your school for official evaluation
  • https://jst.doded.mil

• Always inquire about in-state tuition (if you are attending a public institution) – clear residency/domicile

• Read your school’s catalog – it contains important information about your school
TA APPLICATION INFORMATION REQUIRED

• Command TA Authorizing Official Information
  ✓ Approvers Name (Appointed Command TA Authorizer)
  ✓ Approvers Work mail
  ✓ Approvers Work phone

• Academic Information
  ✓ Name of Military Installation
  ✓ Schools name
  ✓ Start and end date of the term

• Courses/Class Information
  ✓ Course Number
  ✓ Course Name
  ✓ Course Level (upper, lower, graduate or vocational)
  ✓ Location
  ✓ Credit Unit (semester, quarter, or clock)
  ✓ Tuition Rate
Log-in to WebTA

- To apply for Tuition Assistance electronically from any computer, go to https://www.navycollege.navy.mil, and click on the My Education portal.
- You may log-in via CAC or with DoD EDIPI.

Log on to the Web TA URL:
https://myeducation.netc.navy.mil/webta/home.html#nbb

You may log-in via CAC or with DoD EDIPI
NAVIGATING THE WEB TUITION ASSISTANCE (TA) PLATFORM

TA account login link: https://myeducation.netc.navy.mil/webta/home.html#nbb

Click here ➔ to access your TA information

➔ Click here to update your contact information on file
**Per MCO 1560.25 CH 6 SEC 6: e, an approved degree plan or SOCMAR student agreement is required. (Your Academic Institution may refer to this document as a degree audit, academic agreement or academic plan)**
**SAMPLE TA VOUCHER**

Marine must deliver TA voucher to the school

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**TUITION ASSISTANCE AUTHORIZATION**

**SSN:** 0 12  
**SCHOOL CODE:** 4588A  
**INSTITUTION:** Commonwealth Inst of Funeral Service

**ENROLLMENT INFORMATION**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>HOURS</th>
<th>GOV SHARE</th>
<th>STU SHARE</th>
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<tbody>
<tr>
<td>FGH</td>
<td>DRAIN EM</td>
<td>3.0</td>
<td>$750.00</td>
<td>$775.00</td>
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<tr>
<td>DSF HG</td>
<td>STICK EM</td>
<td>3.0</td>
<td>$750.00</td>
<td>$775.00</td>
</tr>
<tr>
<td>DGH</td>
<td>PLANT EM</td>
<td>3.0</td>
<td>$750.00</td>
<td>$775.00</td>
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</tbody>
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**TOTAL:** 9.0  
$2,250.00  
$2,325.00

I have read, understand, and will comply with the provisions of CNETINST 1560.3D and the application for Tuition Assistance Form. I hereby authorize release of my grades and notification of degree completion to the US Navy. Non-receipt of grades will prohibit additional tuition assistance.

Applicant's Signature

**AUTHORIZATION NUMBER:** NWA201000003  
**DATE AUTHORIZED:** 28-OCT-2009

850-7774826

Phone

E-Signed By: JOHN COLLINS 0  
28-OCT-2009  
28-OCT-2009

SIGNATURE OF AUTHORIZED GOVERNMENT PERSONNEL

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12/15/2022
VALIDATION OF TA ORIENTATION BRIEF REVIEW

By signing below I confirm that:

I reviewed this TA Orientation Brief in its entirety

I reviewed the TA Directives listed herein (Slide 3) and,

I understand the regulations and responsibilities associated with TA usage

Rank / First & Last Name / EDIPI

Signature & Date