

Tuition Assistance Orientation Brief 2025

Quantico Voluntary Education Center

Updated October 2024

LEARNING OBJECTIVES

- Describe Tuition Assistance (TA) information
- Highlight TA directives
- Identify TA Eligibility Criteria
- Outline TA rules and user responsibilities
- Illustrate TA Online Portal
- Review other important information

Current Policy

➤ NAVMC 1560.25



WHAT IS TUITION ASSISTANCE (TA) AND HOW MUCH DOES TA PAY?

TA = Money for voluntary off-duty education and training towards certificates and 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/TADECIDE/>

Per Fiscal Year OCT 1–SEPT 30			
Semester Hours	18 Units	\$250	\$4,500
Quarter Hours	27 Units	\$166.67	\$4,500
Clock Hours	270 Hours	\$16.67	\$4,500

TA FUNDED ACADEMIC LEVELS

The hierarchy of academic levels is defined as:

*Certificate(s)

Associate's -60 credit hours (*undergraduate*)

Bachelor's - 120 credit hours (*undergraduate*)

Master's/Post Baccalaureate (*graduate*)

**Marines who previously have not earned a degree, may use TA toward more than one academic certificate
(stackable certificates are encouraged)*

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

TA FUNDED ACADEMIC LEVELS CONT'D

- 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
- TA is not authorized for graduate studies beyond the master's degree level

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

Resident Schools



Visiting Schools



UNCLASSIFIED

IMPORTANT TA TERMINOLOGY

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?

TA ELIGIBILITY PROCESS

All Marines must be eligible for promotion

1. Review this TA Orientation Brief
2. Complete the Personal Readiness Seminar course
3. Complete the Skills and Interests Survey on Career Path Decide
4. Possess a GT Score of 100 and above.

*If GT score is 99 or below, speak with an Education Staff member.

IMPORTANT TA INFORMATION

- **First-time TA users will receive TA funding for only one course; unless Marine has 31 previous college credits completed with a minimum of 2.5 GPA. 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

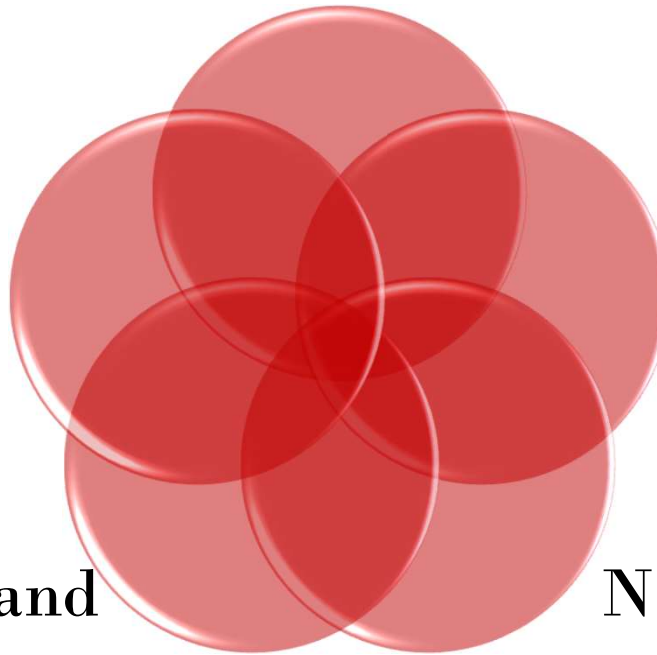
Graduation and
registration fees

Books and
supplies

P.E./
Recreation
courses

Dual degrees and
parking fees

Non-credit courses,
CEU's





Knowledge Check

- What are the TA eligibility requirements?
- Name 3 things TA does not fund?

TA RULES & RESPONSIBILITIES

- TA Application for command approval (to appointed Unit Education Officer / TA Approver) may be submitted 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
 - Upload an approved degree plan to the TA account before completing 6 TA funded credit hours
-

APPROVED DEGREE PLAN


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 School's credits**
- Courses you need to take for your specific degree – to include course codes. For example: *ENGL148, COMM312*

FYI Electives are can vary, so pay close attention to what is required.

TA ONLY FUNDS CLASSES LISTED ON THE INDIVIDUAL DEGREE PLAN (IDP)

SAMPLE DEGREE PLAN



American Public University System
Official Degree Plan

American Military University

Student : Student ID Date : Friday, May 10, 2024

CURRENT GPA: 3.8350

Program Program Deadline : 2/2/2030 Total Semester Hours Fulfilled : 69/120

Program Level: Bachelors

Program Name: Business Administration (BBA)

Concentration: General

Program Requirements

General Education 15/30

▼ Must take the following in this Section:
[Click to view list of eligible courses to fulfill each of the follow general education requirements](#)

- ▼ **Arts & Humanities** (6 Credit Hours) 6/6
 - DSIN141 - Image Enhancement using Adobe Photoshop® A 3/3
 - PHIL110 - Critical Thinking A- 3/3
- ▼ **Civics, Political & Social Sciences** (6 Credit Hours) 3/6
 - ▼ Choose one of the following:
 - ECON201 - Microeconomics for Business 0/3
 - ECON202 - Macroeconomics for Business 0/3
 - [IR/MOU- L9K - Military Studies] (Transfer Credit) 3
 - ▼ **Communication: Writing, Oral, and Multimedia** (9 Credit Hours) 6/9
 - ▼ Must take all Courses:
 - ▼ COMM120 - Information and Digital Literacy 3/3
 - * COLL100 - Foundations of Online Learning [RC - APUS] (Institutional Credit)
 - ENGL110 - Making Writing Relevant A- 3/3
 - ENGL226 - Effective Business Communication (Scheduled on 7/1/2024) 0/3
 - History** (3 Credit Hours) 0/3
 - ▼ **Mathematics and Applied Reasoning** (3 Credit Hours) 0/3
 - ▼ Choose one of the following:
 - MATH110 - College Algebra 0/3
 - MATH111 - College Trigonometry 0/3
 - Natural Sciences** (3 Credit Hours) 0/3

Major Required 3/30

▼ Must take the following in this Section:

- MGMT101 - Principles of Supervision [JST - School - Principles of Supervision] (Transfer Credit) 3/3
- BUSN100 - Basics of Business (Scheduled on 9/2/2024) 0/3
- ACCT105 - Accounting for Non Accounting Majors 0/3
- MKTG201 - Fundamentals of Marketing 0/3
- ITMG371 - Contemporary Internet Topics 0/3



Knowledge Check

- What 5 things must be on a degree plan?
- Will TA funding be authorized for courses not listed on the degree plan?

UPLOADING FILES TO TA ACCOUNT

1. Access your TA account:

<https://myeducation.netc.navy.mil/webta/home.html#nbb>

Log-in to WebTA

Shared Authentication Service

DEERS Information

DoD EDI: Click [here](#) if you don't know your DOD EDI.

First Name:

Last Name:

Date of Birth: (yyyymmdd)

CAC Login

Login

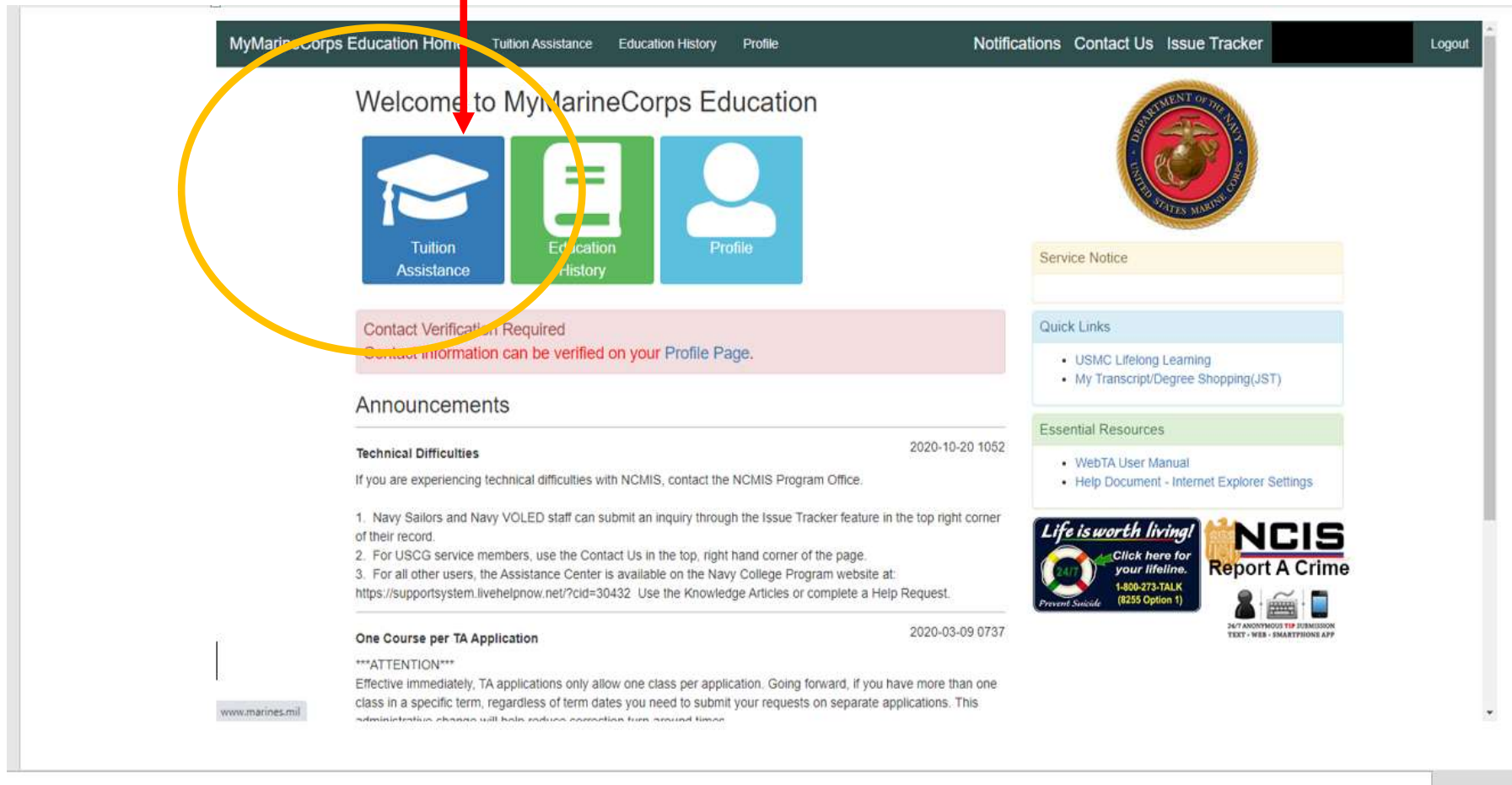
Enter your information

Please Do Not Bookmark This Page

THIS IS AN OFFICIAL U.S. NAVY WEBSITE

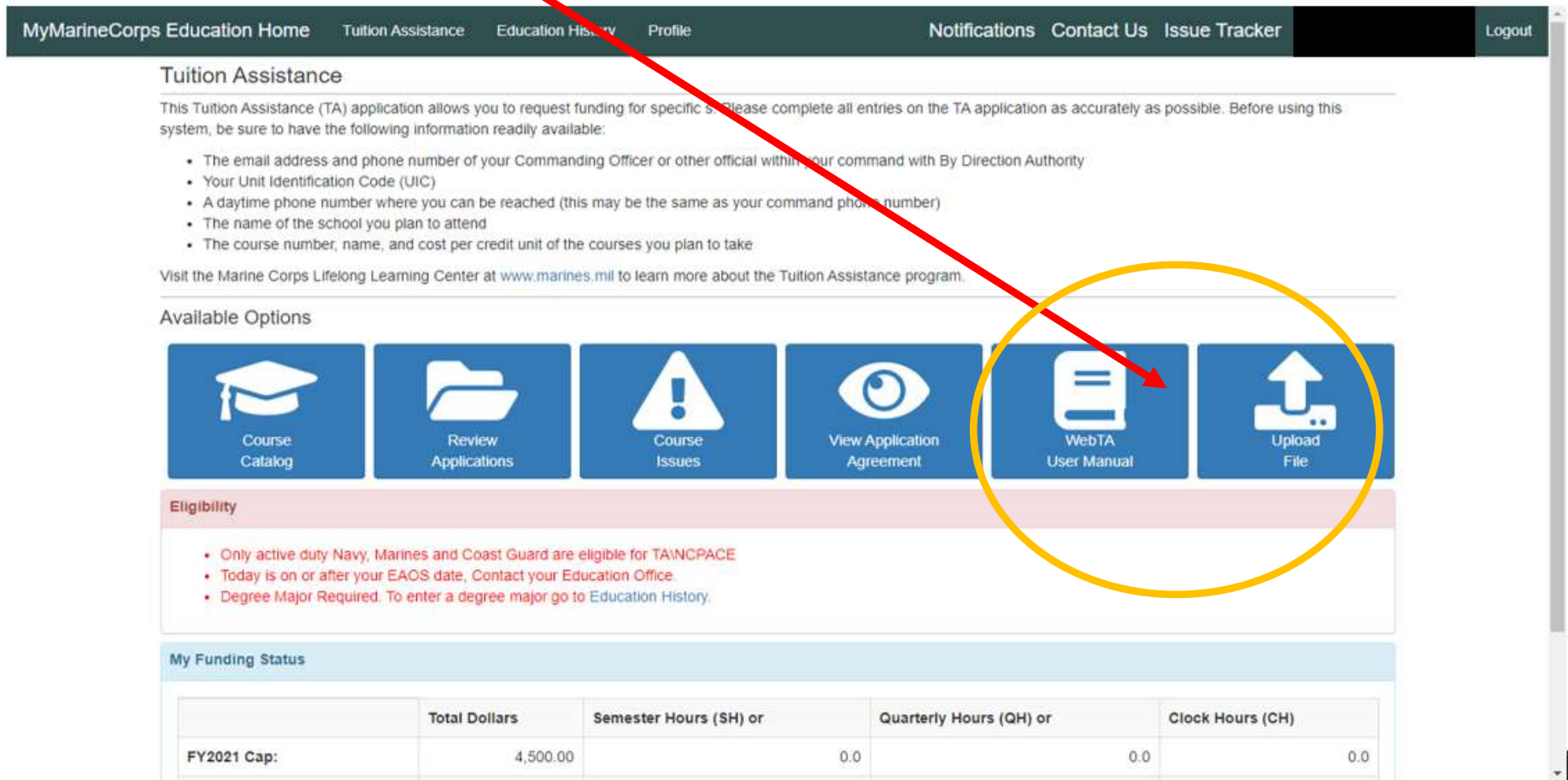
- To apply for Tuition Assistance electronically from any computer, go to <https://www.navycollege.navy.mil>, and click on the My Education portal.
- You may log-in via CAC or with DoD EDI.

2. Click on “Tuition Assistance”



The screenshot shows the MyMarineCorps Education website interface. At the top, there is a navigation bar with links for Home, Tuition Assistance, Education History, Profile, Notifications, Contact Us, Issue Tracker, and Logout. The main content area features a welcome message and three large buttons: Tuition Assistance (blue with a graduation cap icon), Education History (green with a book icon), and Profile (light blue with a person icon). A yellow circle highlights the Tuition Assistance button, and a red arrow points to it from the text above. Below the buttons, there is a pink notification box stating "Contact Verification Required" and "Contact information can be verified on your Profile Page." The page also includes an Announcements section with two entries: "Technical Difficulties" (dated 2020-10-20 1052) and "One Course per TA Application" (dated 2020-03-09 0737). On the right side, there are sections for Service Notice, Quick Links (including USMC Lifelong Learning and My Transcript/Degree Shopping(JST)), and Essential Resources (including WebTA User Manual and Help Document - Internet Explorer Settings). At the bottom right, there are logos for "Life is worth living! 24/7 Prevent Suicide" and "NCIS Report A Crime".

2. Click on “Upload File”



The screenshot shows the MyMarineCorps Education Home interface. At the top, there is a navigation bar with links for Tuition Assistance, Education History, Profile, Notifications, Contact Us, Issue Tracker, and Logout. Below the navigation bar, the 'Tuition Assistance' section is displayed. It includes a brief description of the TA application and a list of required information: email and phone of the Commanding Officer, Unit Identification Code (UIC), a daytime phone number, the name of the school, and course details. Below this, there is a section for 'Available Options' with six buttons: Course Catalog, Review Applications, Course Issues, View Application Agreement, WebTA User Manual, and Upload File. The 'Upload File' button is circled in yellow, and a red arrow points to it from the section header above. Below the 'Available Options' section, there is an 'Eligibility' section with three bullet points: only active duty Navy, Marines, and Coast Guard are eligible; the application must be submitted on or after the EAOS date; and a degree major is required. At the bottom, there is a 'My Funding Status' section with a table showing funding details for FY2021.

	Total Dollars	Semester Hours (SH) or	Quarterly Hours (QH) or	Clock Hours (CH)
FY2021 Cap:	4,500.00	0.0	0.0	0.0

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

The screenshot displays the 'MyMarineCorps Education Home' interface. A modal window titled 'Add/Edit Attachment' is open, featuring a green bar at the top that reads 'Uploaded File: Sample Degree Plan(1).pdf' with a 'Remove File' button. Below this, there are three input fields: 'Type *' (a dropdown menu), 'File Name', and 'Description'. At the bottom of the modal are 'Close' and 'Save' buttons. The background interface includes a navigation bar with 'Logout', 'Issue Tracker', 'Contact Us', 'Notifications', 'Profile', 'Education History', 'Tuition Assistance', and 'MyMarineCorps Education Home'. The 'Tuition Assistance' section contains a list of requirements: 'The email address and phone number', 'Your Unit Identification Code (UIC)', 'A daytime phone number where you can be reached', 'The name of the school you plan to attend', and 'The course number, name, and cost'. Below this is an 'Available Options' section with buttons for 'Course Catalog', 'Applications', 'Issues', 'Agreement', 'User Manual', and 'Upload File'. An 'Eligibility' section lists: 'Only active duty Navy, Marines and Coast Guard are eligible for TA\NCPACE', 'Today is on or after your EAOS date. Contact your Education Office.', and 'Degree Major Required. To enter a degree major go to Education History.' At the bottom, a 'My Funding Status' table is visible.

	Total Dollars	Semester Hours (SH) or	Quarterly Hours (QH) or	Clock Hours (CH)
FY2021 Cap:	4,500.00	0.0	0.0	0.0

TA RULES & RESPONSIBILITIES

TA will be authorized for only one course in the next academic term if:

- Undergraduate cumulative GPA falls between 2.0 and 2.5, graduate cumulative GPA falls below 3.0.
- 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.

*Exceptions to policy may be submitted to ESO for consideration.

TA RULES & RESPONSIBILITIES

- Undergraduate: Funds will be recouped from Marines for “D” and “F” grades
 - Graduate: Funds will be recouped from Marines for “C”, “D,” and “F” grades.
 - Withdrawals and Incompletes:
 - 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
-

TA RULES & RESPONSIBILITIES

- Open issues in Marines' TA accounts in NCMIS must be resolved prior of any future TA requests
- Marines assigned to Military Occupation School or residential Professional Military Education (i.e., Command and Staff college, Sergeants Course, SkillBridge, etc.) shall not receive TA funding until they return to their regular or permanent duty
- 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.

TA RULES & RESPONSIBILITIES

- Enlisted Marines must have an EAS at least 60 days beyond the completion date of the course to receive TA funding
- Marine Warrant Officers (WO) and Limited Duty Officers (LDO) who have not completed a Bachelor's degree, must have an EAS date at least 60 days beyond the end date of the course to receive TA funding.
- WOs and LDOs who currently hold a Bachelor's degree must have an EAS date at least 24 months beyond the end date of the TA-funded course

TA RULES & RESPONSIBILITIES

- Commissioned 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



Knowledge Check

- What are the TA GPA requirements?

TA APPLICATION INFORMATION REQUIRED

- **Command TA Authorizing Official Information**
 - ✓ Approver's name (Appointed Command TA Approver)
 - ✓ Approver's work mail
 - ✓ Approver's 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

WEB TA- LET'S GET STARTED

Log-in to WebTA

Shared Authentication Service

DEERS Information

DoD EDI: Click [here](#) if you don't know your DOD EDI.

First Name:

Last Name:

Date of Birth: (yyyyymmdd)

CAC Login

Login

Please Do Not Bookmark This Page

THIS IS AN OFFICIAL U.S. NAVY WEBSITE

- 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 EDI.

- 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>

My Education Home Tuition Assistance Education History Profile

Welcome to My Education

Click here →
to access your TA
information



← Click here to
update your contact
information on file



Announcements

Downtime Notification

2019-03-15 1010

My Education/NCMIS is expected to experience down times for the following dates and times:

FROM: Saturday, 16 March 2019, 1800 Hours, Pacific Standard Time (PST)

UNTIL: Sunday, 17 March 2019, 0600 Hours, Pacific Standard Time (PST)

FROM: Wednesday, 20 March 2019, 0400 Hours, Central Daylight Time (CDT)

UNTIL: Wednesday, 20 March 2019, 0600 Hours, Central Daylight Time (CDT)

Service Notice

Quick Links

- USMC Lifelong Learning
- My Transcript/Degree Shopping(JST)

Essential Resources

- WebTA User Manual
- Help Document - Internet Explorer Settings



****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)****

My Education Home Tuition Assistance Education History Profile








Tuition Assistance

This Tuition Assistance (TA) application allows you to request funding for specific courses. Please complete all entries on the TA application as accurately as possible. Before using this system, be sure to have the following information readily available:

- The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
- Your Unit Identification Code (UIC)
- A daytime phone number where you can be reached (this may be the same as your command phone number)
- The name of the school you plan to attend
- The course number, name, and cost per credit unit of the courses you plan to take

Visit the Marine Corps Lifelong Learning Center at www.marines.mil to learn more about the Tuition Assistance program.

Available Options

 Course Catalog	 Create New Application	 Review Applications	 Course Issues	 View Application Agreement	 WebTA User Manual	 Upload File
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Eligibility

You are eligible for Tuition Assistance.

Click here
to create your
TA
Application

Click here
to access your
approved TA
voucher

← Click here
To upload your
degree plan



NAVMC 10883 **TUITION ASSISTANCE AUTHORIZATION/VOUCHER** MHC202405515
 08-Jul-2024

ID: _____ NAME: _____ RATE: MSGT
 SCHOOL: 3389A American Public University System

ENROLLMENT INFORMATION

TERM DATES	START: 02-Sep-2024	END: 27-Oct-2024		
COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
BUSN100	BASICS OF BUSINESS	3.0	\$750.00	\$0.00
TOTAL:		3.0	\$750.00	\$0.00

I have read, understand and will comply with the provisions of NETCINST 1560.3, the Tuition Assistance (TA) student agreement and the TA application form. I understand this voucher is valid only for the courses and term dates listed. I am responsible for contacting my service branch voluntary education office for any changes or cancellations to this voucher. Failure to notify my service branch voluntary education office of course cancellations or amendments may result in a collection against me, via my Commanding Officer. I hereby authorize the release of my grades and notification of degree completion to my respective branch of service. Non receipt of grades will prohibit additional TA being authorized. If I separate, my indebtedness will be referred to the Defense Finance and Accounting Services for collection.

*/Digitally signed by _____
 Applicant's Signature

 Phone

MHC202405515
 AUTHORIZATION NUMBER

08-Jul-2024
 DATE AUTHORIZED

 SIGNATURE OF EDUCATION OFFICER

Return a copy of this form to your Marine Education Office if it is canceled or amended in any way. Indicate action taken on the returned form. Failure to notify your Marine Education Office of course cancellation or amendment may result in a collection action against you, via your Commanding Officer. Student info can be found at: <http://www.marines.mil>

Schools should send invoices electronically via IRAPT (formerly WAWF). Schools can find reference material for invoicing using the TA IRAPT (formerly WAWF) Guide and grade submission information using the GEAP (Grade Entry Application) User Guide at: https://www.navycollege.navy.mil/ta_info.html

Correspondence may be sent to:

SAMPLE TA VOUCHER
 Marine must deliver TA voucher to the school

Education and Career Goals: "I want to be a....."

- **Career Path Decide (DANTES.MIL)****

Explore. Set a Goal. Close Education Gaps using your voluntary education benefits

<https://www.careerpathdecide.org/career-planning/build-your-target>

- **Kuder Journey (DANTES.MIL)**

Learn about you! Create an education and career path focused on your skills and goals

<https://dantes.kuder.com/landing-page>

- **My Next Move**

What do you want to do for a living?

<https://www.mynextmove.org/>

- **DOD Libraries**

<https://dodmwrlibraries.org/>

OTHER IMPORTANT MATTERS

- Always submit your Joint Services Transcript (JST) to your school for official evaluation.

<https://jst.doded.mil>

- Submit your Free Application for Federal Student Aid (FAFSA) for the academic year you will be attending.

<https://studentaid.gov/>

- If you are attending a public institution, always inquire about in-state tuition for active-duty service members.

OTHER IMPORTANT MATTERS

- **Maintain constant communication with your School's Academic Counselor to ensure you are making academic progress towards degree completion.**
- **Read your school's catalog – it contains important information about your school, degree major, and course categories and descriptions (lower and upper level, electives, general education, etc.).**
- **Know these three dates from your school:**
 - ✓ **Drop /Add**
 - ✓ **Withdrawal**
 - ✓ **Final exam date**

Voluntary Education Services

Educational Counseling

- Assist with selecting a degree program or school and review Joint Service Transcripts (JST)

Financial Assistance

- Provide guidance on financial aid, scholarships, tuition assistance, GI Bill benefits.

Testing Center

- Proctor Military Classification tests: DLAB, DLPT, OPI, AFCT, AFCDA, TABE,

Schools Aboard Quantico

- Representatives from a range of higher education institutions are available for academic advising
- Classes offered at the Voluntary Education Center

Resource Information

- Liaison for GI Bill Information, Marine Corps Cool, USMAP, SkillBridge, DAN TES programs

Questions?





VEC CONTACT INFORMATION

Email Contact Information

TA and General Inquiries: MCCSQuanticoEdCenter@usmc.mil

Testing : MCCSQuanticoVECTesting@usmc.mil

Counseling Assistance: MCCSQuanticoVECAdvis@usmc.mil

Office Phone:

703.784.2375 /3308

Education Services Officer (ESO)

703-784-4010

Personal and Professional Development Programs

- Information and Referral
- Personal Finance
- Transition Readiness Program/ SkillBridge
- Family Member Employment Assistance Program (FMEAP)

Email: MCCSQuanticoPPDRegistration@usmc.mil

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