

Tuition Assistance Orientation Brief 2024

Quantico Voluntary Education Center

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 funding options and relevant resources

DIRECTIVES

- MCO 1560.25
- MARADMIN 765/20
- MARADMIN 218/19



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

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>

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:

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



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 brief
3. 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 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

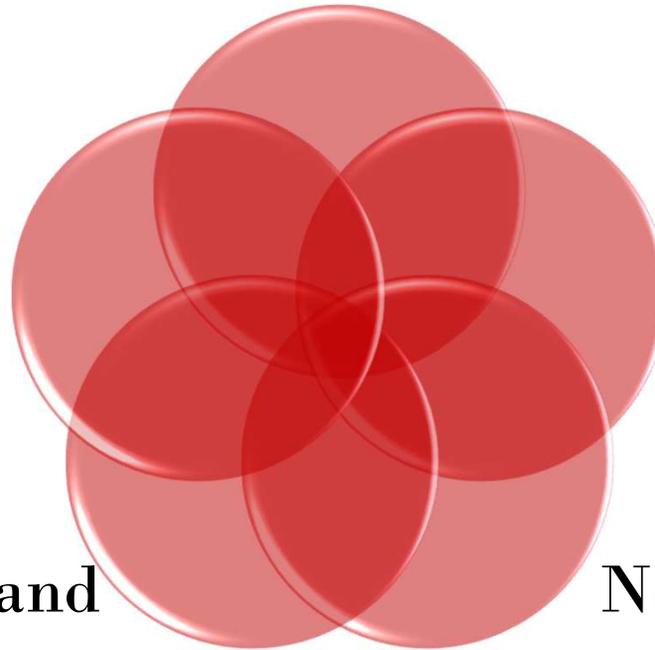
Graduation and
registration fees

Books and
supplies

P.E./
Recreation
courses

Dual degrees and
parking fees

Non-credit courses,
CEU's





Knowledge Check

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

TA RULES & RESPONSIBILITIES

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)

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 your 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

SCHOOL LETTERHEAD

NAME	UID	CAMPUS	CURRENT DEGREE	PROGRAM YEAR	CLASSIFICATION	OVERALL GPA
[REDACTED]	[REDACTED]	Online	BS: Accounting	2022-23	Senior	3.0 <small>(Based from: 185.0)</small>

Course Requirements

Communication & Information Literacy

✓ Composition & Rhetoric	3 Credits	ENGL 101	Composition & Rhetoric	
✓ Communication Elective	3 Credits	BUSI 300	Business Communications	T
✓ Information Literacy Elective I	Shared	BUSI 201	Interned Business Comp Appl	T
✓ Information Literacy Elective II	3 Credits	ENGL 102	Composition and Literature	T

Technological Solutions & Quantitative Reasoning

✓ UNIV104 not required	Requirement Complete			
✓ Math Elective	Shared	MATH 201	Intro. to Probability & Stats	T

Critical Thinking

✓ RIGN104 Waived with Transfer Policy	Requirement Complete			
1 Critical Thinking Elective	3 Credits	Choose 3 credits from: ARTS 205, ARTS 214, EMGE 201, EMGL 201, EMGL 215, ENGL 216, ENGL 221, ENGL 222, ETHC 101, ETHC 205, PHIL 201, PHIL 250 For Transfer Credit Only: Any 100-400 level PHIL courses that meet General Education Subskills		

SAMPLE DEGREE PLAN

✓	Civic & Global Engagement			
✓	Cultural Studies Elective	3 Credits	RLGN 288 - World Religions	
✓	Social & Scientific Inquiry			
✓	Natural Science Elective	3 Credits	Choose 3 credits from BIOL 181, BIOL 192, BIOL 390, ETHE 219, MASC 219, PHSC 121, PHSC 122, PHSC 219, PHSC 211, PHYS 181, PHYS 183, PHYS 293, PHYS201. For Transfer Credit Only: Any 350-499 level course from the following disciplines that meet General Education Guidelines: BIOL, CHEM, ENVR, MASC, PHSC, and PHYS.	
✓	BIOL 242	3 Credits	Human Anatomy & Physiology I	
✓	BIOL 214	1 Credit	Human Anatomy & Phys I lab	
✓	Social Science Elective	Will be satisfied by BUSI 246, shared credit from Major Foundational Courses		

6	Christianity & Contexts			
6	Survey of Old & New Testament	4 Credits	4 credits in BBL 104	
6	BBL 104	4 Credits	Survey of Old & New Testament	
✓	THCO104 waived with Transfer Policy		Requirement Complete	

→	Major Foundational Courses			
Courses may also fulfill General Education requirements as applicable				
✓	Intermediate Business Computer Applications	3 Credits	BUSI 291 - Intermed Business Co	
✓	Introduction to Probability & Statistics	3 Credits	MATH 201 - Intro. to Probability &	
→	Organizational Behavior I	3 Credits	3 credits in BUSI 246	

→	Major Courses			
A grade of C or higher is required in all upper-level courses				
✓	Financial Accounting	4 Credits	ACCT 211 - Financial Accounting	
✓	Managerial Accounting	3 Credits	ACCT 212 - Managerial Account	

✓	Five Electives			
✓	ACCT 3XX	3 Credits	Accounting Elective Upper Lev	T
✓	BUSI 310	2 Credits	Principles of Management	T
✓	BUSI 40X	1 Credit	Business Elective Upper Level	T
✓	BUSI 40X	3 Credits	Business Elective Upper Level	T
✓	BUSI 40X	3 Credits	Business Elective Upper Level	T
✓	HLTH 336	3 Credits	Human Nutrition	T

This Degree Completion Plan Audit has been reviewed and verified as an accurate representation of the degree progress and remaining coursework for [REDACTED]


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?

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

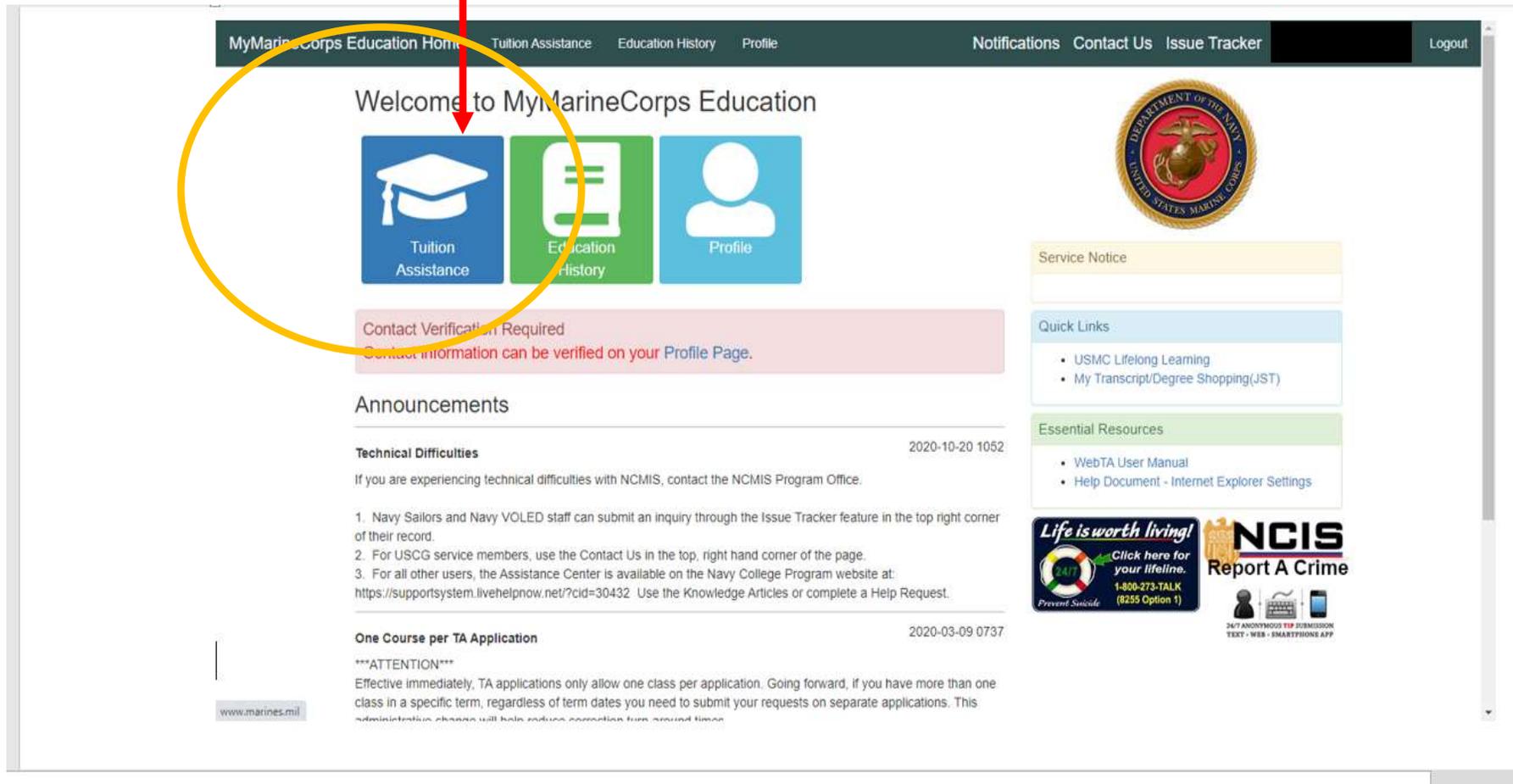
Enter your information

Please Do Not Bookmark This Page

THIS IS AN OFFICIAL U.S. NAVY WEBSITE

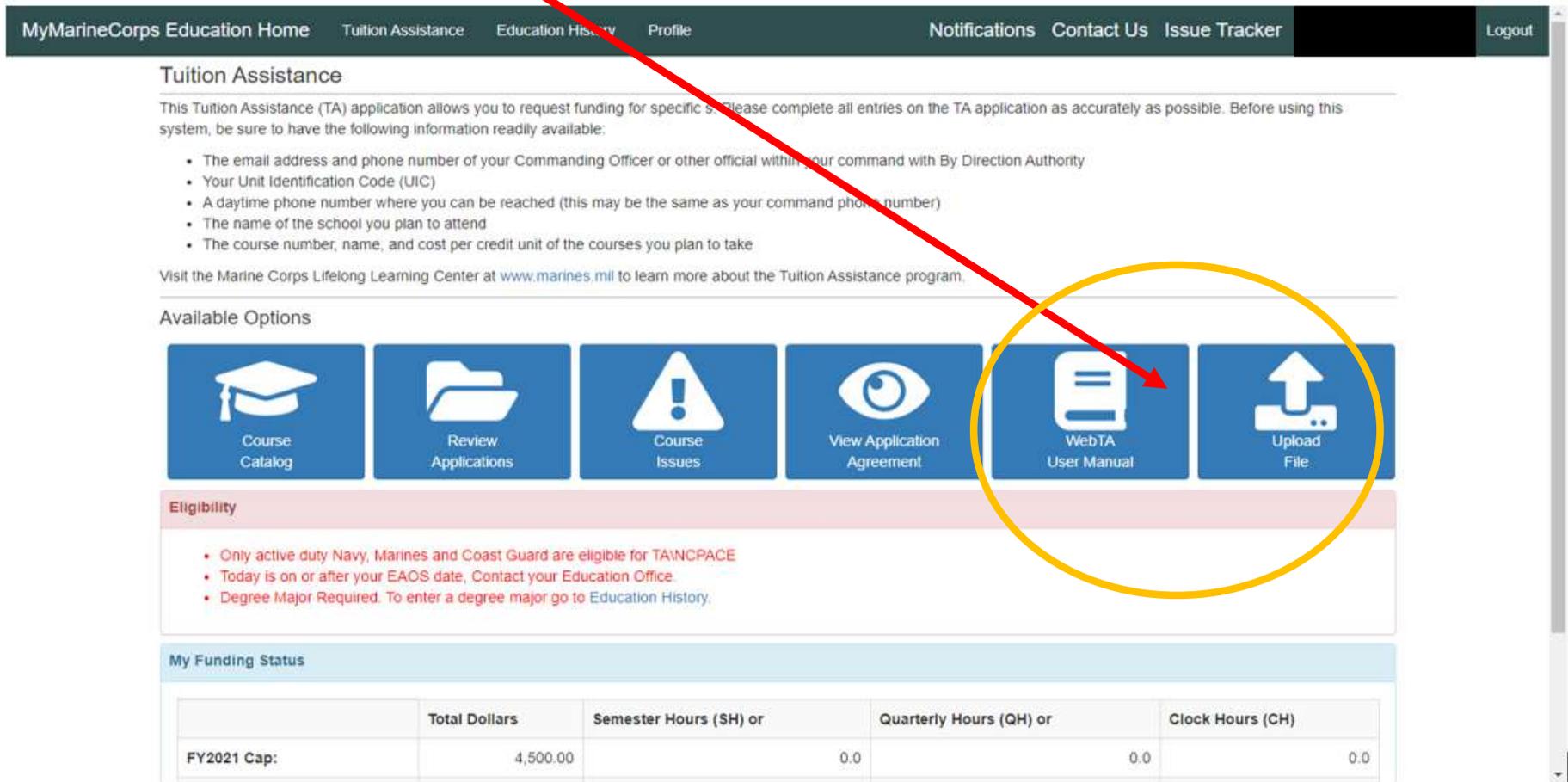
- To apply for Tuition Assistance electronically from any computer, go to <https://www.navycollege.navy.mil>, and click on the My Education portal.
- You may log-in via CAC or with DoD EDI.

2. Click on “Tuition Assistance”



The screenshot shows the MyMarineCorps Education website interface. The navigation bar at the top includes 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 primary navigation buttons: Tuition Assistance (blue), Education History (green), and Profile (light blue). A yellow circle highlights the Tuition Assistance button, and a red arrow points to it from the text above. Below the buttons is a pink notification box stating "Contact Verification Required" and "Contact information can be verified on your Profile Page." The Announcements section contains two entries: "Technical Difficulties" dated 2020-10-20 1052 and "One Course per TA Application" dated 2020-03-09 0737. The right sidebar contains a Service Notice, Quick Links (USMC Lifelong Learning, My Transcript/Degree Shopping(JST)), and Essential Resources (WebTA User Manual, 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”



MyMarineCorps Education Home Tuition Assistance Education History Profile Notifications Contact Us Issue Tracker Logout

Tuition Assistance

This Tuition Assistance (TA) application allows you to request funding for specific s. 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
- Review Applications
- Course Issues
- View Application Agreement
- WebTA User Manual
- Upload File**

Eligibility

- 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.
- Degree Major Required. To enter a degree major go to Education History.

My Funding Status

	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 shows the 'MyMarineCorps Education Home' interface. A modal window titled 'Add/Edit Attachment' is open, centered on the screen. The modal contains the following elements:

- A green bar at the top with the text 'Uploaded File: Sample Degree Plan(1).pdf' and a red 'Remove File' button to its right.
- A 'Type *' dropdown menu.
- A 'File Name' text input field.
- A 'Description' text input field.
- 'Close' and 'Save' buttons at the bottom right of the modal.

The background interface is dimmed and includes sections for 'Tuition Assistance', 'Available Options' (with buttons for Course Catalog, Applications, Issues, Agreement, User Manual, and Upload File), 'Eligibility', and 'My Funding Status'.

	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

- 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 RULES & RESPONSIBILITIES

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

TA RULES & RESPONSIBILITIES

- 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 RULES & RESPONSIBILITIES

- 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

TA RULES & RESPONSIBILITIES

- 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

TA RULES & RESPONSIBILITIES

- 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



Knowledge Check

- What are the TA GPA requirements?

OTHER IMPORTANT MATTERS

- Submit your Free Application for Federal Student Aid (FAFSA) for the academic year you will be attending <https://studentaid.gov/>
- 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

OTHER IMPORTANT MATTERS

- 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

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

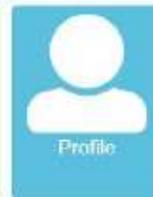
NAVIGATING THE WEB TUITION ASSISTANCE (TA) PLATFORM

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

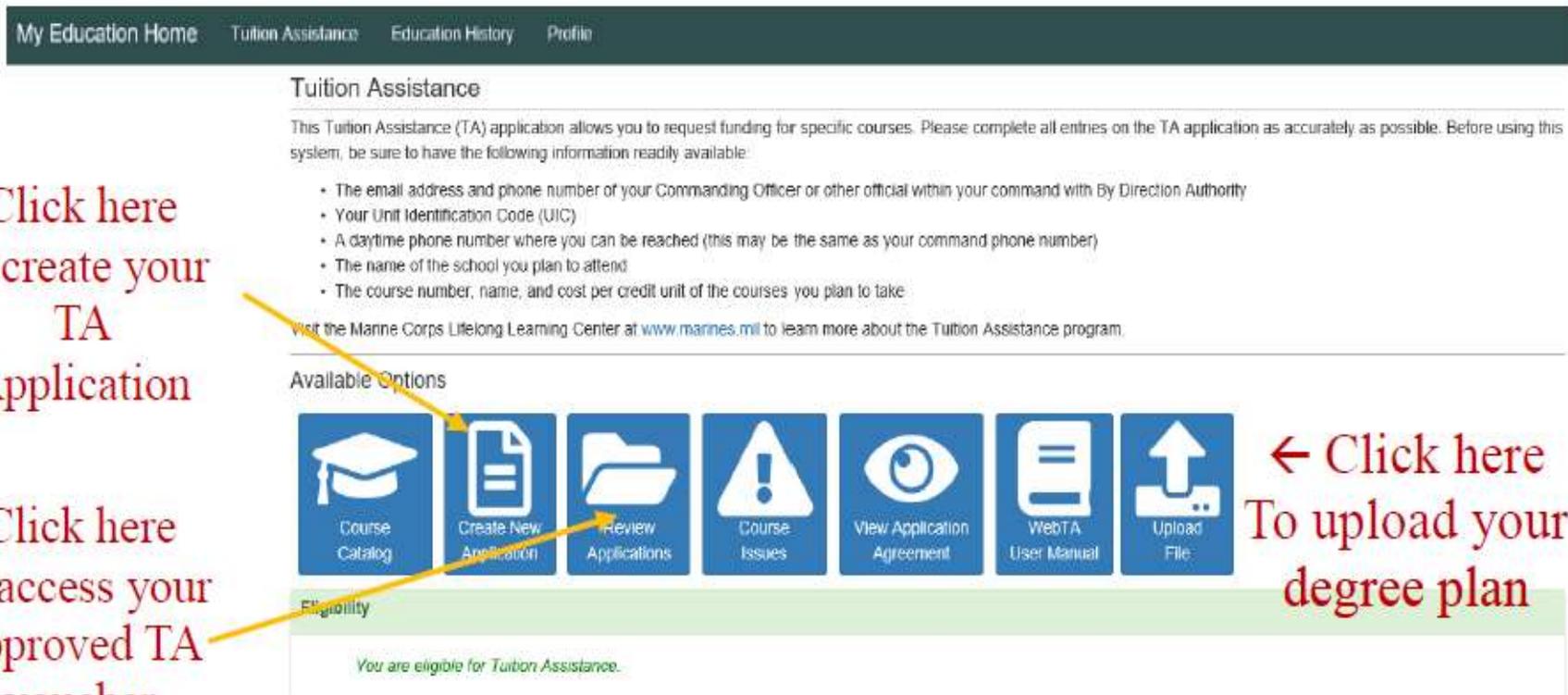
- USMC Lifelong Learning
- My Transcript/Degree Shopping(JST)

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)****



The screenshot shows a web application interface for Tuition Assistance. At the top is a dark navigation bar with links: My Education Home, Tuition Assistance, Education History, and Profile. Below this is the 'Tuition Assistance' section, which includes a brief description of the application process and a list of required information: email and phone of Commanding Officer, Unit Identification Code (UIC), daytime phone number, school name, and course details. A link points to the Marine Corps Lifelong Learning Center website. Below the text is an 'Available Options' section with seven blue icons: Course Catalog, Create New Application, Review Applications, Course Issues, View Application Agreement, WebTA User Manual, and Upload File. A green 'Eligibility' box at the bottom states 'You are eligible for Tuition Assistance.' Red text annotations with arrows point to the 'Create New Application' icon, the 'Upload File' icon, and the 'Eligibility' box.

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:

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- 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

Click here to create your TA Application

Click here to access your approved TA voucher

← Click here To upload your degree plan

Eligibility

You are eligible for Tuition Assistance.



NAVEDTRA 1560/5 TUITION ASSISTANCE AUTHORIZATION NWA20100003
28-OCT-2009

SSN: 0 12 NAME: _____ RATE CTRSN
SCHOOL CODE: 4588A INSTITUTION: Commonwealth Inst of Funeral Service

ENROLLMENT INFORMATION

TERM DATES START: 20-OCT-2009 END: 26-NOV-2009

COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
FGHJ	DRAIN EM	3.0	\$750.00	\$775.00
DSFHG	STICK EM	3.0	\$750.00	\$775.00
DGH	PLANT EM	3.0	\$750.00	\$775.00
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

NWA201000003

AUTHORIZATION NUMBER

28-OCT-2009

DATE AUTHORIZED

850-7774826
Phone

//SIGNED
E-Signed By: JOHN COLLIS 0
a4438498dd1235f9a2eb4fb61d47c3bf16fb7101

SIGNATURE OF AUTHORIZED
GOVERNMENT PERSONNEL

A copy of this form must be returned to my Navy College Office if it is canceled or amended in any way. I will indicate action taken on the returned form. Failure to notify my Navy College Office of course cancellation or amendment may result in a collection against me, via my Commanding Officer. Student info can be found at: <http://www.navycollege.navy.mil/pdfs/TASStudentNewsLetter.pdf>

Schools should send invoices electronically via Wide Area Work Flow (WAWF). For invoicing and grade submission information, schools should refer to the Tuition Assistance WAWF Invoice and Grade Submission Guide at: <https://www.navycollege.navy.mil/nta.cfm#wawf>

Correspondence may be sent to:

COMMANDING OFFICER
NETPDTN N8132
6490 SAUFLEY FIELD ROAD
PENSACOLA, FL 32509-5241

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**SAMPLE TA
VOUCHER**
Marine must
deliver TA
voucher to the
school

Questions?





CONTACT INFORMATION

TA and General Inquiries:

MCCSQuanticoEdCenter@usmc.mil

Testing Inquiries and Registration:

MCCSQuanticoVECTesting@usmc.mil

Counseling Assistance:

MCCCSQuanticoVECAAdvise@usmc.mil

Office: 703.784.2375

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