

## Marine Corps Tuition Assistance Statement of Understanding

Please read this Statement of Understanding in its entirety and fill in the appropriate areas below:

### Qualifying for Tuition Assistance (for First Time Users):

- Complete a TA orientation from the Base Education Center.
- Complete the Career Path Decide Career Assessment online at [careerpathdecide.org](http://careerpathdecide.org).
- Complete an Academic and Career Counseling Appointment at the Education Center.
- Meet at least one of the following criteria:
  - (a) completed at least 10 academic semester credit hours at the post-secondary level, with no grade lower than a C;
  - (b) earned an AFQT score of at least 50 on the ASVAB/AFCT;
  - (c) earned a GT score of at least 100 on the ASVAB/AFCT;
  - (d) completed the Academic Skills Program in the classroom;
  - (e) completed the Online Academic Skills Course (OASC).

### Additional qualifications (for all Marines):

- You must be active duty.
- Must have completed the Personal Readiness Seminar (PRS) within 90-days of arrival at your first permanent duty station, or any PRS on any Marine Corps installation; or the PRS Survival Skills Course on JKO #J30P-US1395 (for those who are not at their first permanent duty station).
- Your command must ensure you are eligible for promotion.
- Your command also ensures you are not attending PME or MOS training.
- You must have an EAS date 60 days beyond your course end date (this is for enlisted Marines, as well as WO's, CWO's and LDO's who do not have a bachelor's degree). All Officers who hold a bachelor's degree have a 2-year obligation beyond the end date of their course.

### Timeline to process:

- TA applications must be Command approved and Education Office approved **before** class begins.
- You have up to 60 days to submit TA before you class begins, so plan ahead!
- TA is authorized only during the fiscal year (October 1- September 14). No processing is allowed for the last two weeks of September. If you are late, no TA. No exceptions!

Tuition Assistance website: <https://myeducation.netc.navy.mil>

### TA course request limitations:

- First-time TA applicants will receive authorized TA funding for only one course unless documentation is provided that the Marine has completed at least 31 semester hour college credits with a minimum GPA of 2.5 upon which they can take up to 2 courses at a time.
- Once a 2.5, or higher, GPA has been established after using TA, Marines are authorized up to 2 classes at a time if you have no issues from the last TA authorized term.
- You are authorized only one class your next time if you do not pass your course (fail, withdraw voluntarily, etc) or if your GPA falls between a 2.0 and 2.49.
- At no given time may you be allowed more than 2 classes with Tuition Assistance.

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### Your obligations to TA:

- **Grades:** Make sure your grades are submitted by your school to your TA account! You have 30 days to have them submitted before you are delinquent.
  - You must pass undergrad (AA or BA) classes with a C or higher. Graduate classes must be passed with a B or higher.
  - If you don't pass, you must pay back the TA. If you don't complete an incomplete ("I" grade), you must pay back the TA. If you voluntarily withdraw from your course, then you must pay back TA. If you drop your course, be careful- your school might charge and you might owe.
  - If you have an emergency or military operational commitments that come up, there may be a waiver you can submit. This will require a command letter with explanation, possible proof of situation, and "W" grade from school. See the Education Center for more information.
- You are obligated to ensure the information on your TA application is correct. Double check with your school on dates, course information, credit amounts, and costs.
  - You must let us know of any changes if they happen!
  - Changes cannot be made once the school bills for the TA.
- TA cannot be authorized while you have outstanding issues (i.e., owe for a class you didn't pass, missing grades, etc.).
- What classes are you taking for your degree? Make sure we have a degree plan from your school. This is not a word document or email from you stating what you're doing, but an official form or plan from your academic counselor from your school. Please consult with our office to make sure you turn in the right one. TA only pays for what's on your degree plan!
- TA is only allowed for one certificate or stackable certificates (must be earned before a degree), one associate's, one bachelor's, and one master's degree. TA will not be authorized for the same level of degree you already hold.
  - Marines who have completed an initial Master's degree through any Military Studies program at Marine Corps University (MCU) will be eligible for TA funding towards a second Master's degree.
- Make sure your program is TA authorized. TA does not cover NON-CREDIT courses.

Please initial:

1. \_\_\_\_\_ I understand how to qualify for Tuition Assistance, and I also confirm I have completed the TA orientation brief from MCAS Yuma's Education Center.
2. \_\_\_\_\_ I understand the timeline to process a Tuition Assistance application. I acknowledge that if I am late in submitting an application, I will be responsible for my tuition charges to my school.
3. \_\_\_\_\_ I understand the limitations on how many courses I can have Tuition Assistance cover. I acknowledge there could be other additional sources to assist me such as FAFSA or scholarships.
4. \_\_\_\_\_ I acknowledge my obligations to Tuition Assistance and will adhere to MCO 1560.25, as well current TA policies, regulations, and guidelines.
5. \_\_\_\_\_ I understand that Tuition Assistance is authorized at the discretion of the command and the Education Services Officer. I acknowledge that if my command does not approve of my Tuition Assistance request or if I am denied by the Education Center, I will be responsible for my tuition charges.

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Rank and Full Name

EDIPI

Unit

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Contact Phone Number

Date

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