

WELCOME TO MCAS YUMA'S TUITION ASSISTANCE (TA) BRIEF



Voluntary Education Program
Education Center, Bldg. 850
Phone: (928)269-5614/3248/3589

References:

DoDI 1322.25

MCO 1560.25

MarAdmins 147/07, 639/11, 687/14, 093/16, 255/18, 150/19, 218/19, & 765/20

Tuition Assistance Guidelines and Regulations for the current FY

Education Staff Contact Information

Education & Career Specialist (928)269-3248

P&PD Advisor (928)269-5614

Education Services Officer (928)269-3589

Email: Yuma_EdCenter@usmc.mil

Course Outline



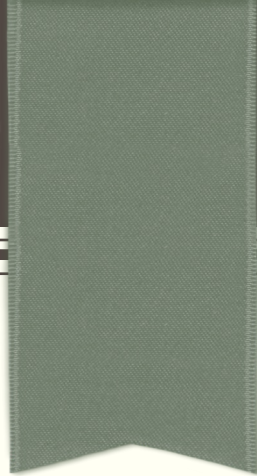
Academic Services



TA Steps



TA Policies



ACADEMIC SERVICES

Academic and Career Counseling

- The Voluntary Education program is staffed with counselors who can provide academic and career counseling to help you achieve your educational goals.
- Services are available to active-duty service members, adult family members, retirees, and civilians on station.
- Counseling is scheduled on an appointment basis.



Military Education Benefits



Marine Corps Tuition Assistance

- The Marine Corps provides tuition assistance benefits for active-duty service members. Up to \$4500 per fiscal year can be funded towards a certificate program, or an associate's, bachelor's, or master's degree.

GI Bills

- **MGIB**-The Montgomery GI Bill can be activated (if eligible) after two years of active-duty service to pay for education expenses.
- **Post 9/11-GI Bill** can be activated (if eligible) after 90-days of active-duty service on a pro-rated basis to pay for education expenses. An eligible service member who is on active-duty for 36 months will reach 100% eligibility.
- Contact us to sign-up for one of our monthly GI Bill briefs to learn more.

Federal Financial Aid & Scholarships

Apply for Federal Financial Aid



Federal Financial Aid

- We encourage you to apply for Federal Financial Aid to see if you can qualify for free Pell Grant money. Just go online to studentaid.gov to start your application. If you don't qualify for Pell Grant money, you may qualify for loans. However, we recommend you do not take out loans if you don't need to as you have to pay them back with interest.


Scholarships

- The Voluntary Education program has a list of scholarships for service members and their families. Please contact the Education Office for a copy.

Basic Academic Skills Course

- Achieve your long-term career goals—inside and outside of the military—by building your academic skills.
- The **Online Academic Skills Course (OASC)** will help you improve basic math, science, reading comprehension and vocabulary skills.

START TODAY AT
DANTES.PETERSONS.COM



ADVANCE YOUR EDUCATION WITH OASC

Build your academic skills with the **Online Academic Skills Course**. Whether you're looking to **increase your AFCT scores** for reclassification or **preparing for college**, OASC provides customized, online learning that's ready whenever and wherever you are.

Personalized Study
Adaptive technology allows you to focus your studies in the greatest areas of need.

Live Tutoring
Connect with a personal tutor in less than 3 min.

Save Money
Did we mention that OASC is free for all active Service members?

Learn your way
Study the way you learn best with videos, flashcards, and more!

App
No Wi-Fi? No problem. Our App comes complete with an offline study pack.

My Academic Predictor
Your diagnostic exam scores are used to predict your AFCT performance.

No nonsense and no excuses. OASC is designed to give you all the learning tools you need.

Service members report using OASC to:

- Increase GT scores
- Study for CLEP or DSST exams
- Become eligible for commissioning programs
- Supplement in-person learning (ISCP)

Plus, it couldn't be easier. Visit dantes.petersons.com or download the app (search for OASC) to register for your account.

PETERSON'S

DANTES
DoD VolEd PROGRAM

Joint Services Transcript

Some of your Marine Corps' trainings have been evaluated for college credit by the American Council of Education (ACE).

To find out how many recommended credits you have, you will need to access your Joint Services Transcript (JST) account at: <https://jst.doded.mil>.

Once you are signed-in to your JST account, click on the **“Download my JST”** link to review your transcript.

You will need to submit your transcript to the school you want to attend so they may evaluate it to see if they can apply any of your credits to your certificate/degree program.

The screenshot displays the JST website interface. At the top, there is a navigation bar with links for 'Student Training', 'My Transcripts', 'My Inquiries', 'My Degree Agreements', 'Degree Pathways', and 'Quick Links'. The main heading reads 'Welcome to JST!'. Below this, there are three main content areas: 'My Transcript' (green header), 'Inquiries' (red header), and 'My Degree Agreements' (purple header). The 'My Transcript' section includes the text 'Download your JST, or send an official copy to a school or organization.' and two buttons: 'DOWNLOAD MY JST...' and 'REQUEST OFFICIAL TRANSCRIPT'. The 'Inquiries' section includes the text 'Do you need assistance, or need corrections made to your records? Open an Inquiry for our staff.' and a 'MY INQUIRIES' button. The 'My Degree Agreements' section includes the text 'View any Degree agreements you have with our partner schools.' and a 'MY DEGREE AGREEMENTS' button. Two yellow arrows point to the 'DOWNLOAD MY JST...' and 'REQUEST OFFICIAL TRANSCRIPT' buttons. At the bottom left, there is a 'Home page.html' link, and at the bottom right, there is a 'Show all' button.

Joint Services Transcript

Once you download your JST, look for the summary page, which will show you a screen shot of your eligible **trainings** and the amount of recommended college **credit**.




The **level** column states what area the recommended college credit should be applied towards.

(V)=Vocational (Certificate programs)

(L)=Lower level (Freshman/Sophomore level)

(U)=Upper level (Junior/Senior level)

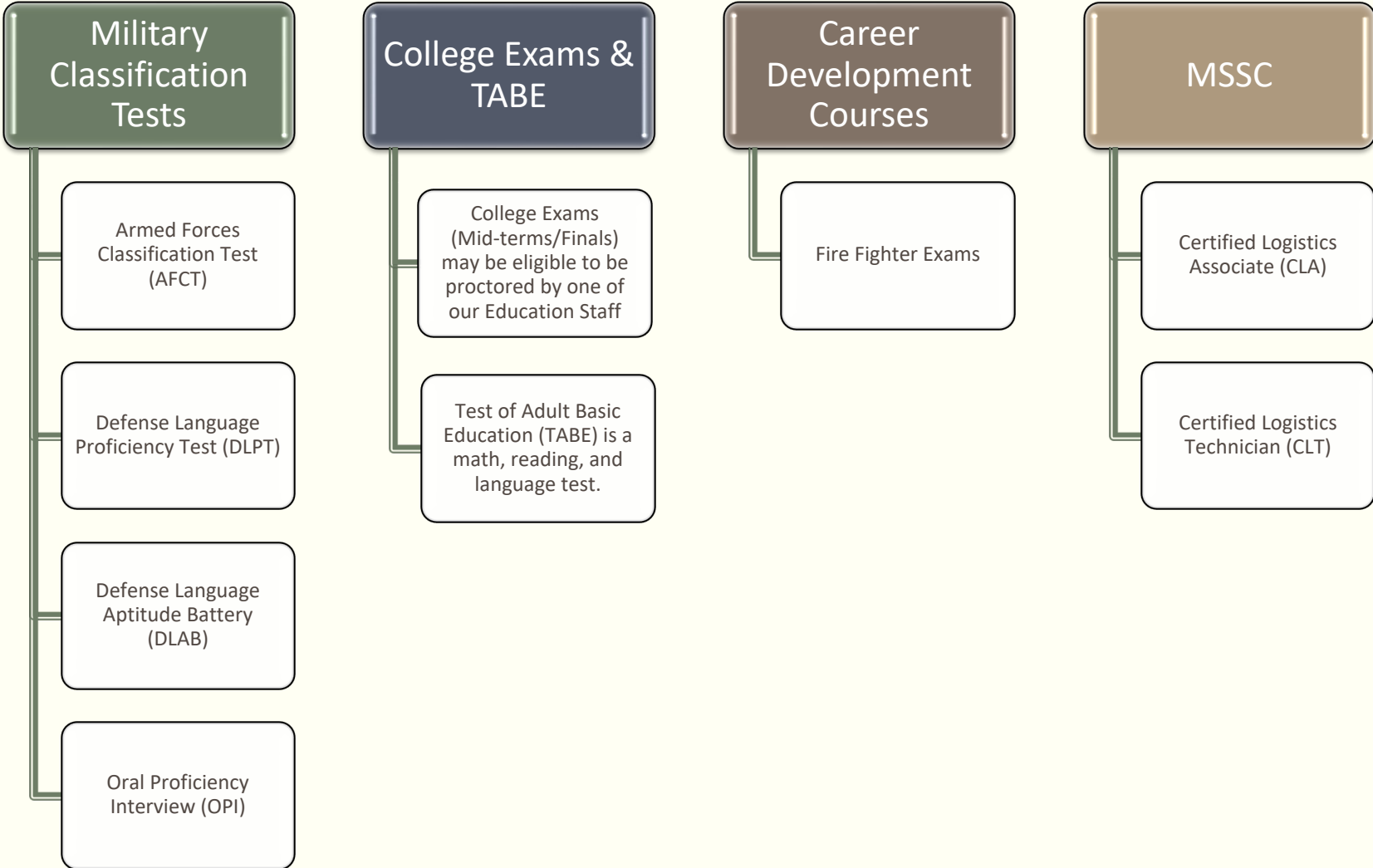
(G)=Graduate level

ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level
MC-2204-0088	808	Recruit Training (Basic Training)	06-APR-2007		
		Basic Martial Arts (Pe)		2	L
		Basic Military Science		2	L
		Land Navigation/Tactical Operations		3	L
		Orienteering/Adventure	1	L	
MC-2204-0105	M92	Marine Combat Training	08-MAY-2007		
		Practicum In Basic Military Skills/Military Science		3	L
MC-1606-0010	0210C	Terrorism Awareness by Correspondence	06-JUL-2007		
		Credit Is Not Recommended		0	L
MC-1406-0023	0033	Fundamentals of Marine Corps Leadership by Correspondence	19-JUL-2007		
		Supervisory Management		1	L
MC-1107-0001	1334H	Mathematics for Marines by Correspondence	12-SEP-2007		
		Fundamentals Of Mathematics		3	V
MC-1715-0136	2515H	Antenna Construction and Propagation of Radio Waves by Correspondence	25-SEP-2007		
		Introduction To Antenna Theory And Construction or Electronic Communications		1	L
NV-1402-0199	A-260-0030	Cryptologic Technician Communications, Class A	10-OCT-2007		
		Computer Networking And Troubleshooting		3	L

Testing Services

The Voluntary Education proctors a variety of exams. If you are interested in taking any of these exams, please contact us.



College on Station

Arizona Western College (AWC) has an office at the Education Center, Bldg. 850.

AWC offers classes towards an Associate's of Arts degree at the Education Center. Additional classes are available at their Main Campus, online and throughout Yuma County.

AWC's office hours at MCAS Yuma are:

Monday-Thursday 0800-1600

Friday 0800-1200

Phone: 928.317.7605

Email: military.services@azwestern.edu

Website: azwestern.edu



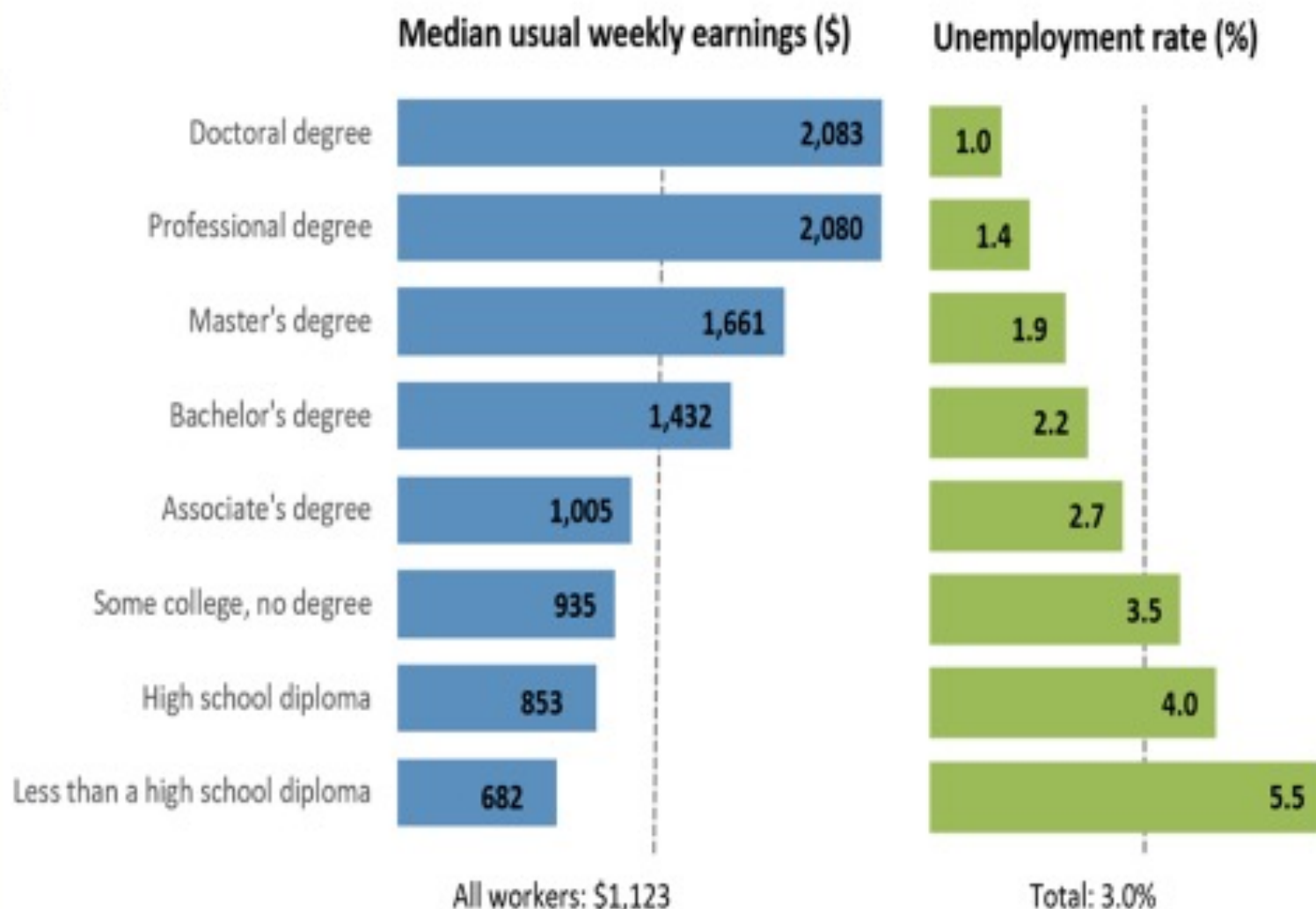


TUITION ASSISTANCE STEPS

Why pursue higher education?

- Higher Income
- Less likely to be unemployed
- Better health benefits

Earnings and unemployment rates by educational attainment, 2022



Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.

Source: U.S. Bureau of Labor Statistics, Current Population Survey.





**HOW DO
I START?**

Personal Financial Management Training

Before you are eligible to use Tuition Assistance, you must first complete:

1. The Personal Financial Management training through the Personal Readiness Seminar (PRS), which should be completed within 90-days of arrival at your first permanent duty station, or
2. The PRS Survival Skills Training J30P-US1395 on Joint Knowledge Online

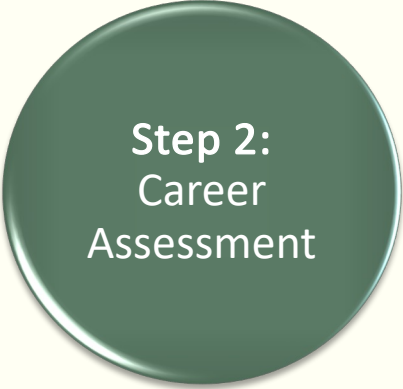
Completion of the PFM training needs to be submitted to your Unit Education Officer.

Tuition Assistance Steps



Step 1:
TA Brief

Complete this **Tuition Assistance Brief** by carefully reviewing all the information as it is very important for you to understand.



Step 2:
Career
Assessment

Take a career assessment online at **careerpathdecide.org**.

The career assessment will help you find careers that match your skills, interests, values and support your lifestyle.

Information from this career assessment will need to be entered on the **Personal Education Folder** in **Step 3**.

Tuition Assistance Steps

Step 3:
Complete
& Email
PEF

Complete the Personal Education Folder (PEF). Click here to download.

On the PEF, you will answer questions about your career choices, personal factors, academic readiness, and funding and compare two schools using the website dodmou.com/tadecide and your school's website.

Once complete, email it to Yuma_EdCenter@usmc.mil

Personal Education Folder

Name: _____

Career Goals:

Take the Career Path Decide career assessment at careerpathdecide.org and answer the section below.

I plan to pursue a career in _____

My educational plan will include a degree or certification in _____

What job(s) can you obtain with your degree?	
What is the average salary of the job you want?	
Is the job growth level high, moderate, low or declining?	

Personal Factor Activity: Rank the following 1 to 6 with 1 being the most important.

Factors	Rank	Why this ranking?
Service Members Attending the School		
Family Life		
Location of School		
Balancing School and Work		
Time to Completion		
Financing School Expenses		

Academic Readiness:

Please list the highest level of academics you have achieved: High School Diploma/GED, Certificate, Associate's Degree, Bachelor's Degree or Master's Degree.	
What year were you last in high school?	
Did you take any Advanced Placement (AP) courses or dual credit classes in high school?	
Would you be willing to use resources to prepare for college classes?	
If you have taken college classes, what year were you last in college?	
Do you have any apprehensions or concerns regarding your academic readiness? If yes, please list your concerns.	

Institution Factors:

Use the following website dodmou.com/tadecide to answer the following questions. *You may also need to contact the school to answer some of the questions.

	School #1	School #2
List two schools you are thinking about attending and their website:	School Name: Website:	School Name: Website:
List the type of school (university, college, community college or vocational training).		
Does the school offer your degree program?		
What type of learning method(s) does the school provide: classroom, distance (online) or combination of both?		
What type of accreditation does this school have (Regional or National)?		
Is a placement exam or college entrance exam (ACT, SAT, GRE, or GMAT) required?		
Is there an application fee? If yes, can it be waived for an active-duty service member?		
Does the school accept CLEP or DSST credits?		
Does the school accept credits from the Joint Services Transcript (JST)?		
What is the tuition cost per credit hour?		
Is the school based on semester, quarter or clock hour?		
What is the schools graduation rate? Visit: https://collegescorecard.ed.gov		
My Take Away: The school that best fits my needs is: _____		

Funding:

Will you need funding for books and fees?	
How do you plan to fund additional expenses that TA doesn't cover?	
Have you created your FSA ID? fafsa.ed.gov	
Have you completed your FAFSA?	

Step 4:

Counseling Appointment

Once you have emailed us your Personal Education Folder (PEF), we will review it to make sure it is complete. If complete, a staff member will contact you to schedule your **Academic & Career Counseling** appointment.

During your counseling appointment, the staff member will :

- Review your **PEF** with you and discuss your educational goals
- Provide information to help prepare you for college or vocational school
- Tell you the next steps you need to complete to start using TA
- Provide information on how to apply for TA





TUITION ASSISTANCE POLICIES

Tuition Assistance (TA)

Marine Corps TA is authorized for up to 100% of tuition and fees including lab, technology and distance learning fees not to exceed \$4500 per individual per fiscal year.

TA is capped at:
\$250.00 per semester hour;
\$166.67 per quarter hour; or
\$16.67 per clock hour

TA does not pay for books, supplies, materials, room & board, exams, insurance, parking, transportation, admissions, registration, or fines.

Clock, Quarter and Semester Hours

Semester Hours

Semester hours are computed on a semester academic system, with two academic terms per year; generally, a fall and spring term that are 15 weeks each. The summer term is not usually considered a standard part of the academic year. When classes are scheduled in the summer, the term is much shorter than the standard semester. An average class is worth 3 semester hours, which means for a 15-week class, you would be in class almost 3 hours per week.

Quarter Hours

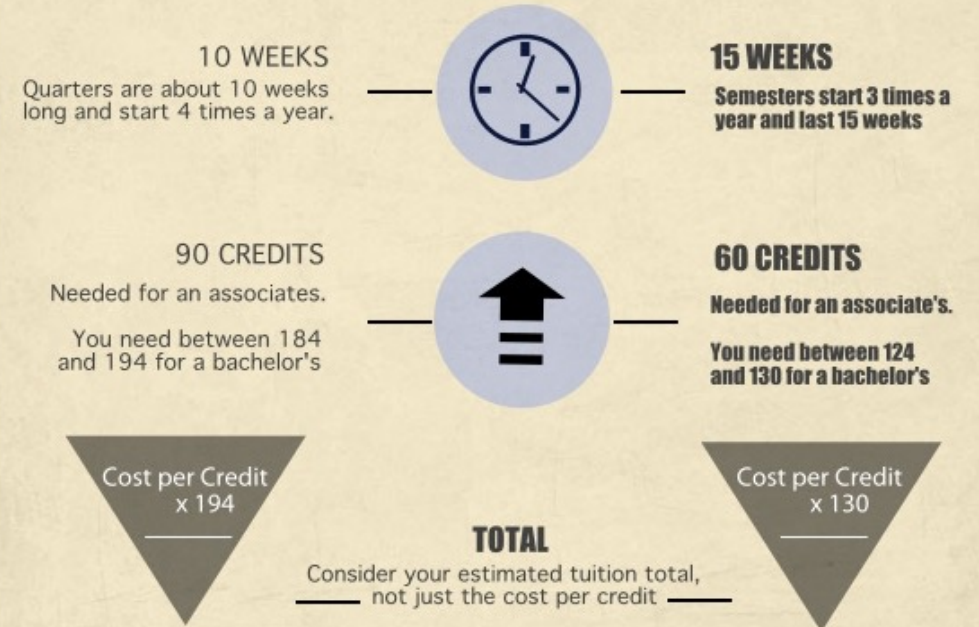
Quarter hours are computed on a quarter academic system, which is divided into three quarters: fall, winter, and spring, generally 10 weeks each. The summer term is not usually considered a standard part of the academic year. An average class is worth 4.5 quarter hours, which means for a 10-week class, you would be in class around 4.5 hours per week.

Clock Hours

Clock hours are computed by the number of hours it takes to complete a course. Clock hours may be used for certificate programs. Fifteen clock hours = approximately 1 semester hour.

Quarter vs Semester

The difference between a school on quarter credits and a school on semester credits, and what you should consider.



How to convert your credits:

quarter credits x 0.67 = semester credits

semester credits x 1.34 = quarter credits

General Tuition Assistance Requirements



Submit TA application within 60-days **before** the course start date



TA will be authorized for only one course on 1st application (unless you completed 31 semester college credits with a GPA of 2.5 or higher)



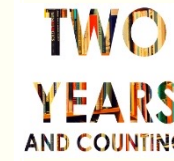
May not take more than 2 TA funded classes at a time after first TA funded class ends (GPA must be 2.5 or higher)



May only submit one course per TA application



Classes must be completed 60 days prior to EAS



All commissioned officers are subject to a 2-year obligation after TA funded course end date (except for WO's, CWO's, and LDO's pursuing a bachelor's degree courses must end 60 days prior to EAS)



Must be eligible for promotion (MCO 1400.31C & 1400.32D)



TA application must be approved by your Command and the Education Office **before** the class start date



If your GPA falls between 2.0 & 2.5, you will only be eligible for 1 class at a time until your GPA returns to a 2.5 or higher.

General Tuition Assistance Requirements



Courses that start between 15-30 SEP must be command approved by 12 SEP and approved by the Education office by 14 SEP



Incomplete courses, missing grades, reimbursement issues and waivers must be resolved before further TA will be granted. Contact our Education Office for assistance if you have any of these issues



Marines assigned to MOS school or residential PME (Staff College, Cpl's Course, SkillBridge, etc.) are not authorized TA until they return to their regular or permanent duty



Failed courses must be paid back to the TA office. For undergraduate programs, D's and F's are considered failing grades. For graduate programs, C's, D's, and F's are considered failing grades.

If you fail a course, contact the Education Office for the process of paying the TA back



If a grade of D or F is received or if you voluntary withdrawal from a course, you will only be eligible for one class next time you apply for TA.

***For additional TA Policies, please review the References listed on the first slide.**

GPA and Grade Requirements

- If you are pursuing a Certificate, Associate's or Bachelor's degree, you must maintain a minimum GPA of 2.0 to be eligible for tuition assistance. In addition, the lowest grade you can receive, for it to be considered a passing grade for tuition assistance, is a "C".

- If you are pursuing Master's degree, you must maintain a minimum GPA of 3.0 to be eligible for tuition assistance. In addition, the lowest grade you can receive, for it to be considered a passing grade for tuition assistance, is a "B".

Hierarchy of Degrees TA Pay Towards



Master's Degree
(30-45 credits)

*Maximum TA pays is 45 credits

Bachelor's Degree
(120-132 credits)

*Maximum TA pays is 138 credits

Associate's Degree
(60-64 credits)

Certificate Program
(18-24 credits)

*You may only pursue one educational goal at a time, and it must be at a higher academic level than you currently hold. Except all service members are eligible for one certificate program or "Stackable Certificates" if they don't have a degree conferred.

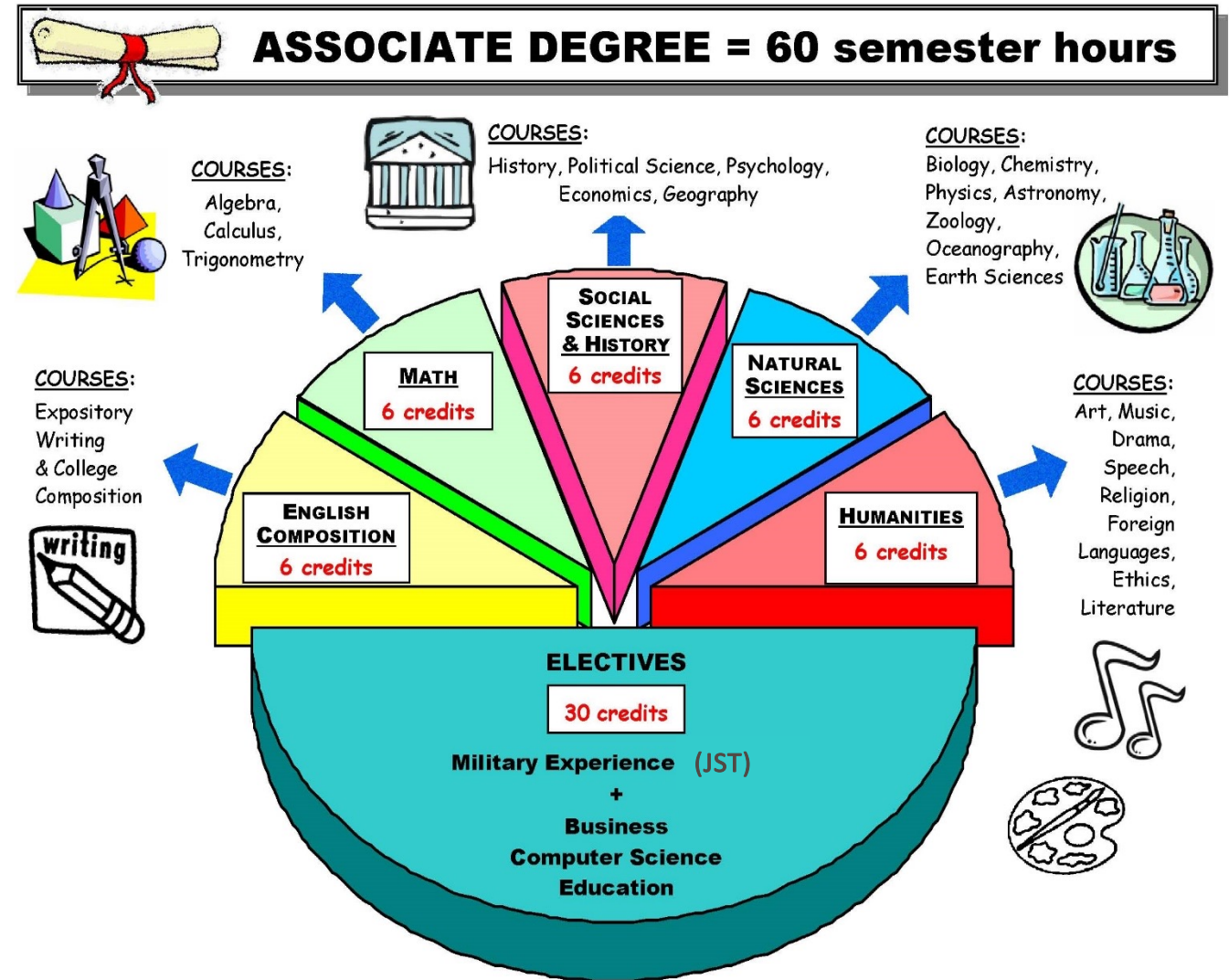
Associate Degree Chart

An average associate's degree is 60 credits (about 20 classes). Associate degree classes are considered lower-level courses (freshman/sophomore).

General education courses for most degrees include English, Math, Humanities, Science, and Social Science courses, which equal about 30 college credits. The chart lists the type of classes that fall under each category.

The other 30 credits are courses towards your major and/or electives.

Electives are usually courses you can choose yourself and where your Joint Services Transcript credits are often applied.



Bachelor's and Master's Degree Requirements

Bachelor's Degree

- An average bachelor's degree is 120 credits (approximately 40 classes).
- The number of credits required for the major will depend on the school and the major you choose.
- Junior & senior classes are considered upper-level courses.
- General education courses are also required for a bachelor's degree at the lower and upper level.
- Electives are usually required as well.

Master's Degree

- An average master's degree is between 30-45 credits (10-15 classes).
- Classes are considered graduate level courses.
- Master's degree courses focus on the major but often have electives as part of the degree plan. The electives are specific towards the major and the school provides a list of courses you can choose.

Do you have prior college credits?



If you have attended college before and are planning on changing schools, you will need to contact your prior college to request copy of your Transcripts be sent to your new school.

Ask your school for an Official Degree Plan



An official degree plan, from your school, is recommended to be submitted to the Education Office prior to your first class. However, it is required once you have reached 10 semester credits hours.

The degree plan will list:

- ✓ Your school's name
- ✓ Your name
- ✓ Provide a list all of the courses you need to complete for your degree program
- ✓ Show how your Joint Services Transcript credits and any prior college credits apply to your degree program

Differences between “Drop”, “Withdrawal”, and Failing Grades

DP (DROP)

- Course was dropped by the school’s established “Drop date”
- Requires a drop slip with the school
- Will not show up on your transcript so it does not affect your GPA
- Must notify the Education Staff to cancel Tuition Assistance Authorization Voucher

W (Withdrawal)

- Past the drop date when student withdrew from the class.
- Requires a withdrawal slip with the school
- Shows up on your transcript as a “W” but does not affect your GPA
- May request a waiver from your Command (if eligible)
- Must pay TA back if a waiver isn’t granted or eligible

Failing Grades

- Undergraduate failing grades for TA purposes are D’s & F’s
- Graduate failing grades for TA purposes are C’s, D’s & F’s
- Affects your GPA and grade and will show up on your transcript
- Must pay TA back
- Will receive an email from the TA office on how to pay TA back

Grades & Paying TA Back for Failed Classes

30 days	Grades need to be posted to your My Education account within 30 days of the course end date.
Not posted?	Most schools will post the grades for you, but if they don't, you may print off your grade report and give it to the Education Office to post your grade.
Check	You can check to see if your grade has been posted on your My Education account at https://myeducation.netc.navy.mil .

- If you do not successfully pass a class, you will receive two emails.
- The first email will be from the TA office stating that you need to pay for your class and will let you know you may use the **pay.gov** website to pay for it.
- The second email will give you access to **pay.gov** to pay for your class using a debit card, bank account or PayPal account that is linked to a checking account or debit card. If you do not receive the second email, please contact the Education Office to assist you.

Successful TA Applicant Traits



- **Submit TA application early** (*within the 60-day window*)
- **Follow the instructions to properly submit TA application**
- **Follow-up with any delays in application approval**
- **Work with school to get an official degree plan**
- **Communicate with the education office and their education officer**

Congratulations!

You have now completed the Tuition Assistance brief.

- Now download the Marine Corps Tuition Assistance Statement of Understanding, read it, sign it, and email it to Yuma_EdCenter@usmc.mil
- Next complete **Step 2: Career Assessment at *careerpathdecide.org*** and complete **Step 3: Personal Education Folder.**

If you have any questions, please call:

(928) 269-3248 or 269-5614