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

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

<table>
<thead>
<tr>
<th>Educational Attainment</th>
<th>Median Usual Weekly Earnings ($)</th>
<th>Unemployment Rate (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral degree</td>
<td>2,083</td>
<td>1.0</td>
</tr>
<tr>
<td>Professional degree</td>
<td>2,080</td>
<td>1.4</td>
</tr>
<tr>
<td>Master's degree</td>
<td>1,661</td>
<td>1.9</td>
</tr>
<tr>
<td>Bachelor's degree</td>
<td>1,432</td>
<td>2.2</td>
</tr>
<tr>
<td>Associate's degree</td>
<td>1,005</td>
<td>2.7</td>
</tr>
<tr>
<td>Some college, no degree</td>
<td>935</td>
<td>3.5</td>
</tr>
<tr>
<td>High school diploma</td>
<td>853</td>
<td>4.0</td>
</tr>
<tr>
<td>Less than a high school diploma</td>
<td>682</td>
<td>5.5</td>
</tr>
</tbody>
</table>

**All workers:** $1,123  
**Total:** 3.0%

Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.  
How do I start?
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.
Complete this **Tuition Assistance Brief** by carefully reviewing all the information as it is very important for you to understand.

Take a career assessment online at [careerpathdecide.org](http://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

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](http://dodmou.com/tadecide) and your school’s website.

Once complete, email it to [Yuma_EdCenter@usmc.mil](mailto:Yuma_EdCenter@usmc.mil)
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 (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 does not pay for books, supplies, materials, room & board, exams, insurance, parking, transportation, admissions, registration, or fines.

TA is capped at:
$250.00 per semester hour;
$166.67 per quarter hour; or
$16.67 per clock hour
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.
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 only submit one course per TA application

Classes must be completed 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

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)

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)

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.

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.

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.

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 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.*
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

<table>
<thead>
<tr>
<th>Bachelor’s Degree</th>
<th>Master’s Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>An average bachelor's degree is 120 credits (approximately 40 classes).</td>
<td>An average master's degree is between 30-45 credits (10-15 classes).</td>
</tr>
<tr>
<td>The number of credits required for the major will depend on the school and the major you choose.</td>
<td>Classes are considered graduate level courses.</td>
</tr>
<tr>
<td>Junior &amp; senior classes are considered upper-level courses.</td>
<td>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.</td>
</tr>
<tr>
<td>General education courses are also required for a bachelor’s degree at the lower and upper level.</td>
<td></td>
</tr>
<tr>
<td>Electives are usually required as well.</td>
<td></td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th><strong>DP</strong> (DROP)</th>
<th><strong>W</strong> (Withdrawal)</th>
<th><strong>Failing Grades</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Course was dropped by the school’s established “Drop date”</td>
<td>• Past the drop date when student withdrew from the class.</td>
<td>• Undergraduate failing grades for TA purposes are D’s &amp; F’s</td>
</tr>
<tr>
<td>• Requires a drop slip with the school</td>
<td>• Requires a withdrawal slip with the school</td>
<td>• Graduate failing grades for TA purposes are C’s, D’s &amp; F’s</td>
</tr>
<tr>
<td>• Will not show up on your transcript so it does not affect your GPA</td>
<td>• Shows up on your transcript as a “W” but does not affect your GPA</td>
<td>• Affects your GPA and grade and will show up on your transcript</td>
</tr>
<tr>
<td>• Must notify the Education Staff to cancel Tuition Assistance Authorization Voucher</td>
<td>• May request a waiver from your Command (if eligible)</td>
<td>• Must pay TA back</td>
</tr>
<tr>
<td></td>
<td>• Must pay TA back if a waiver isn’t granted or eligible</td>
<td>• Will receive an email from the TA office on how to pay TA back</td>
</tr>
</tbody>
</table>
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.

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.
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