

## 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.
- For Enlisted Marines: You must have:
  - a. a GT of 100 or higher; OR
  - b. Pass the TABE test; OR
  - c. Pass the OASC (Online Academic Skills Course) with a 70% or higher in the Post-Assessments of Verbal and Math: <https://dantes.petersons.com/>
- Email us to confirm: [cpec@usmc.mil](mailto:cpec@usmc.mil)
- Have a school picked out! If you need help, then make an appointment with a BEC counselor.

#### **Additional qualifications (for all Marines):**

- You must be active duty.
- 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 Warrant Officers who do not have a Bachelor's degree). Warrant Officers who hold a Bachelor's degree and regularly commissioned officers have a 2 year obligation beyond the end date of their course.

#### **Timeline to process:**

- TA applications must be command approved before your term begins.
- You have up to **60 days** to submit TA, so plan ahead!
- We do not follow school deadlines, only HQMC policies.
- TA is authorized only during the fiscal year (October 1- September 30). No processing is allowed for the last two weeks of September. If you are late, no TA. No exceptions!

#### **Tuition Assistance website to go to:**

<https://myeducation.netc.navy.mil>

#### **TA course request limitations:**

- You are authorized only one class for your first time.
- You are authorized only one class if you do not pass (fail a course, withdraw voluntarily, etc). If your GPA falls between a 2.0 and 2.49, you are only allowed one course as well.
- First time users can gain an exception- have an AA degree (or 60 credits) or higher with a GPA of at least a 2.5, and you can take no more than 2 courses. For all others, you are authorized no more than 2 classes with a GPA of 2.5 or above and no issues from the last TA authorized term.
- At no given time may you be allowed more than 2 classes with Tuition Assistance.

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**Your obligations to TA:**

- **Turn in your grades! You have 30 days to submit before you are delinquent.**
  - You must pass undergrad (AA or BA) classes with a C or higher. Grad classes must be passed with a B or higher.
  - If you don't pass, then you pay back the TA. If you don't complete an incomplete ("I" grade) then you pay back the TA. If you voluntarily withdraw from your course, then you 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 ***might be*** a waiver you can submit. This will require a command letter with explanation, possible proof of situation, and "W" grade from school.
- **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 changes if they happen!
  - Changes cannot be made once the school bills for the TA.
- **No TA can be processed if you have any outstanding issues.** You are disqualified from TA until your issues are resolved.
- **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, one associate's, one bachelor's, and one master's degree. TA will not be authorized for the same level of degree that you already have.**
  - *Marines who have completed the Military Studies Master's degree through Command and Staff, Marine Corps University will be allowed to use TA towards a second Master's degree.*
- **Make sure your program is TA authorized. TA does not cover NON-CREDIT courses. Plan ahead!**

Please initial and sign:

1. \_\_\_\_\_ I understand how to qualify for Tuition Assistance and I also confirm I have received a TA orientation brief from the Base 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 as the current MARADMIN 765/20.
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'm denied by the Base Education Center, I will be responsible for my tuition charges.

Print clearly: Rank and Full Name

EDIPI

Your Signature

Date

Your contact phone: \_\_\_\_\_

Unit Name: \_\_\_\_\_