Tuition Assistance

MCAS Beaufort Education Office: Bldg 596 Rm 211. Phone: 843-228-7484/7421/7474
MCRD Parris Island Education Office: Bldg 923, Rm 42. Phone: 843-228-2086/3889/2152

What is Tuition Assistance (TA)?
-Tuition Assistance MARADMIN 765/1820, MCO 1560.25

- TA offers up to $4,500 per Fiscal Year. However there are funding caps of:
$250/Semester hour, $166.67/Quarter hour, and 16.67/Clock hour, no matter the degree level.

How to Begin:

◊ Contact the Voluntary Education Program Office via in person/phone to learn about TA, your eligibility, available colleges, and their programs.
- MCAS Beaufort: 843-228-7484/7421/7474, ESO at 843-228-7754
- MCRD Parris Island: 843-228-2086/3889/2152, ESO at 843-228-2132

◊ Go to https://myeducation.netc.navy.mil from any computer, and log in (using CAC or EDIPI) to set up your TA account (aka WebTA).

◊ Are you eligible for Tuition Assistance? Answer YES to any **ONE** of the following:
- GT score of at least 100? We will check for you if you are not sure
- Passed the TABE test with a 10.2 or higher? Your TABE report will need to be uploaded to your WebTA account.
- Completed MASP or the OASC? You will need to upload your Certificate to your WebTA account

◊ College 101 Brief and Counseling Requirements for WebTA:
- Complete the VolEd College 101 Higher Education Preparation Brief via MarineNet. Access the Brief by:
  - Log into MarineNet using Microsoft Edge at https://www.marinenet.usmc.mil/
  - Search Catalog using keyword **VOLED**
  - Click **ENROLL** on the College 101 Title
  - Click on the College 101 title, then College 101 File Icon
  - Click OPEN, then select **ENABLE CONTENT FOR THIS SESSION** when it appears
  - Download/Print the Completion Certificate/Final Score at the end of the course. Upload this certificate to your WebTA account files under Education History, Upload Files
- Fill out a Statement of Understanding (SOU) for TA, form will be provided by your Voluntary Education Program Office; Upload the **initialed/signed** SOU to your WebTA account under Education History, Upload files

◊ Upload Degree Plan from School of Choice to WebTA account. You will need to be enrolled in a college, and registered for a class before you can submit for your Tuition Assistance.

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How to Submit a TA Application via WebTA https://myeducation.netc.navy.mil

College Search and Enrollment
- **You will need to be enrolled in a college before you can apply for your Tuition Assistance.**
- Your Education Office's Education Specialists can assist in researching college choices, find degree programs, and get contact information for the school of your choice.
- Enroll in your school of choice
- Contact your Education Office to have your Joint Service Transcript (JST) submitted to your school.
- Begin to work with your Academic Advisor with your school on your Degree Plan, and establish what class you will be enrolling into.
- Enroll in your course leaving enough time to process a TA Application BEFORE THE START OF YOUR TERM! Tuition Assistance cannot be approved once the term begins!

How to Submit a TA Application via WebTA (https://myeducation.netc.navy.mil)
- Upload your **Official Degree Plan** from your school to your WebTA account OR submit it to your Education Office for uploading.
- After logging into WebTA, click "Tuition Assistance". If there is a RED banner in the middle of the page, read what the issue is and contact your Education Office to have it fixed. If there is a GREEN banner in the middle of the page, then click "Create New Application"
- Fill Out TA Application. Information needed to complete a TA:
    - Command TA Approver Information (see your Unit Education Office or Voluntary Education Program Office if unknown)
    - School Name and Term Dates
    - Course Information: Course Code, Course Title, Level (lower/upper), Location (on base, off base, distance), Instruction mode, Credit Unit (semester, quarter, or clock), number of Credit Hours, and Cost per Credit Hour.
- Save and Submit TA Application to your Command's TA Approver.
    - This will need to be done 60 days BEFORE your class starts.
    - Command Approval *MUST* be done **The Day BEFORE** your course begins.

What Happens Next?
- IF your TA Application is Command Approved, your TA Application will be forwarded to your Education Office Electronically. Your Education Office will review your application and your Official Degree Plan.
- **Be aware of the approval status of your application and when your term begins. If your application is not approved before the start of your term, TA will not be approved.**
- Once your Education Office approves your TA, you will be directed via email to log into WebTA again to access your Tuition Assistance Authorization (also known as a Voucher). This PDF document must be submitted to your school. **If you do not submit your voucher to your school, your school will hold YOU liable for tuition costs.**