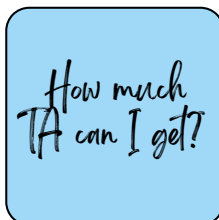


APPLYING FOR TUITION ASSISTANCE

- 1 Choose your school and program
- 2 Get TA qualified
- 3 Submit your TA application in advance



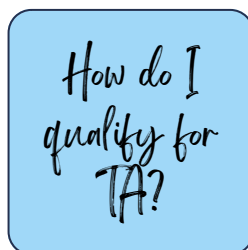
TA funds are authorized each fiscal year (Oct 1 to Sept 30):

Up to \$4500 each FY; paid out by the credit hour for a max of:

\$250/semester credit (most popular credit type)

\$166.67/quarter credit

\$16.67/clock credit



All first time users of TA must:

Attend a TA orientation from the Base Education Center

ENLISTED ONLY:

Have 10 college credits (or more) passed with a C or better; OR

Have a GT score of 100 or higher; OR

Have an AFQT of 50 or higher; OR

Taken the in-person Academic Skills Program; OR

Taken and passed the Online Academic Skills Course: <https://dantes.petersons.com>

If you do not have any of these or cannot complete the OASC, then our ESO will still approve you to use TA! You will be allowed 1 class at a time for the first ten credits. Pass your classes with a C or better!

You're allowed to request only ONE class when it is your first time*. After that, no more than 2 classes at a time may be requested.

*Exception to policy- if you have at least 31 semester credits with a 2.5 GPA, then you can request 2 classes for your first time .

APPLYING FOR TUITION ASSISTANCE

1 Choose your school and program

2 Get TA qualified

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How do I
apply for
TA?

TA Portal Website (where you request/fill out your TA applications):

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

The MyEducation site is your TA portal for all TA requests. You will be required to submit your requests in advance of your course start date (up to 2 months). You will also need:

- Command TA approver email (officer or approved By Direction personnel); make sure it is their work email.
- School and course information (dates of term, course & number, cost per credit, # of credits, etc...).

We need a degree plan after 10 semester credits have been earned (either before or with TA). This document comes from your school (or advisor). It can be uploaded under your Files area of your account.

What is your current EAS date? You must be active duty to use TA.

All Enlisted & WOs (WOs without BA/BS degree)- last TA must end 60 days before EAS.

Officers & WOs (WOs with a BA/BS degree or higher): You incur a 2 year payback obligation.

One last
thing:

Your school and program must be DoD approved (**<https://www.dodmou.com>** lists all approved schools). All other rules must be followed as well (read the Statement of Understanding, & follow MCO 1560.25 as well as HQMC's site:

<https://usmc-mccs.org/taguide>).



PLEASE ENROLL IN A UNIVERSITY OR COLLEGE BEFORE APPLYING FOR TA

Base Education Center Mainside

[BLDG 1331](#)

[Camp Pendleton, CA](#)

Phone: [\(760\) 725-6660](#)

Phone: [\(760\) 725-6414](#)

**Base Education Center
School of Infantry**

[BLDG 520512](#)

[Camp Pendleton, CA](#)

Phone: [\(760\) 725-0606](#)

<https://pendleton.usmc-mccs.org/marine-family-support/education/voluntary-education>



HOW TO SUBMIT YOUR TUITION ASSISTANCE

COPY WEBSITE BELOW:

<https://sas.ncdc.navy.mil/login/sasdeersvalidation.aspx?RedirectUrl=https://myeducation.netc.navy.mil/webta/>

Shared Authentication Service

DEERS Information

Login with:
 DoD EDI SSN

First Name:

Last Name:

Date of Birth: (yyyymmdd)

←

Account Management

[I forgot my CAC PIN](#)

[Download Security Certificate](#)

Support

Navy Tuition Assistance/Counseling

1. Visit NCP Website [Contact](#) page
2. Call the Navy College Virtual Education Center (NCVEC) - 1-833-330-MNCC (6622)

My Education/NCMIS Technical

Visit NCP Website [Contact](#) page

US Coast Guard Tuition Assistance

1. ETQC Customer Service Email: ETQC-SMB-TAG@USCG.MIL
2. ETQC Credentialing Assistance Customer Service Email: ETQC-SMB-CGCOOL@USCG.MIL
3. ETQC Customer Service Phone: 757-343-1660
4. [ETQC SharePoint](#) for additional resources

USMAP Support

1-877-838-1659 Option 4

Please Do Not Bookmark This Page

THIS IS AN OFFICIAL U.S. NAVY WEBSITE

Command:

NAVAL EDUCATION AND TRAINING COMMAND
6490 SAUFLEY FIELD RD
PENSACOLA, FL 32509

Links:

[Please read our Privacy Policy notice](#)
[NETPDTC Website](#)
[U.S. Navy Website](#)
[U.S. Navy Recruiting Website](#)
[Freedom of Information Website](#)
[No Fear Act](#)



USG Warning and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.

This site uses a Session Cookie for the purpose of authentication. The Session Cookie is not retained, tracked, or stored by this web site in any fashion. Closure of your browser will erase the Session Cookie from your system.

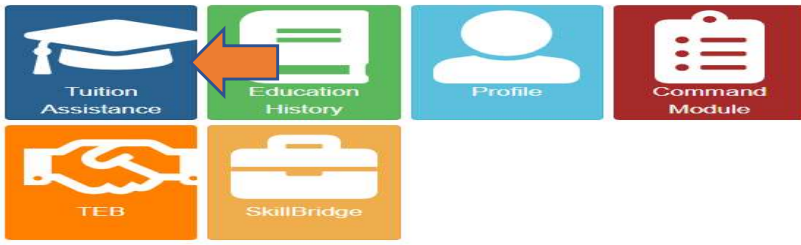


You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

←



Service Notice

Quick Links

- USMC Lifelong Learning
- My Transcript/Degree Shopping(JST)

Essential Resources

- WebTA User Manual

Announcements

- System Downtime Advisory **Emergency Downtime** RESOLVED** 2023-05-03 0858
 SUBJECT*****MyEducation Advisory***** JST Emergency Maintenance
 EVENT: Initial
 DATE/TIME: 03 May 2023 0600-TBD CST
 SITUATION: RESOLVED
-
- Welcome to WebTA** 2022-09-23 1150
-
- Degree Major Selections** 2022-09-23 1150
 NOTE: When adding a Degree Major under the "Education History" icon, choose the option that most closely matches your degree program. All majors and programs are not listed.
-
- One Course per TA Application** 2022-09-23 1150
 ATTENTION
 Effective immediately, TA applications only allow one class per application. Going forward, if you have more than one class in a specific term, regardless of term dates you need to submit your requests on separate applications. This administrative change will help reduce correction turn-around times.
 If you have questions or need assistance contact your Education Office.

[View All Announcements](#)

Veteran Crisis Line **NCIS Report A Crime**

DIAL 988 then PRESS 1

24/7 ANONYMOUS TIP SUBMISSION
 TEXT - WEB - SMARTPHONE APP

Education Plans require approval by an Education Counselor. [Contact an Education Counselor](#) to review your education plan and tuition assistance eligibility.

This Tuition Assistance (TA) page allows you to access a variety of features specific to the TA program. If you would like some information on how to get started, visit [Get Started: VOLED Process](#).

If you are ready to submit a TA application, select the Create New Application button below. Please complete all entries on the TA application as accurately as possible. You need the following information readily available:

- The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority to approve TA applications
- Your Unit Identification Code (UIC)
- A daytime phone number where you can be reached (this may be the same as your command phone number)
- The name of the school you plan to attend
- The course number, name, and cost per credit unit of the courses you plan to take

Visit the Marine Corps Lifelong Learning Center at www.marines.mil to learn more about the Tuition Assistance program.

Available Options



Current Applications([Review All Applications](#))

without your written consent to anyone other than U.S. Government personnel with an official need to know and/or school personnel involved with Tuition Assistance (TA). You are not required to provide this information, however, failure to do so will result in not being considered for TA. All records are maintained in electronic format within the Navy College Management and Information System (NCMIS) indefinitely.

This TA Application is a request to my servicing Education Center for a TA Authorization Voucher providing federal funds for my education.

1. I understand acceptance of TA obligates me to the following:

APPLICATION OBLIGATION:

- To submit this TA Application request to my servicing Education Center PRIOR to the start of the term. My TA Application will not be authorized by the Marine Corps after the term start date. Once my TA Application is approved, I will receive a TA Authorization Voucher to take to the school for partial or full payment.
- To personally deliver, fax or mail my TA Authorization Voucher to the school during registration. If I register for courses PRIOR to receiving a TA Authorization Voucher, I am liable for the full amount of tuition and course fees.
- To pay the remainder of tuition and course fees not covered on the TA Authorization Voucher to the school.
- To notify the Education Center if any changes to the information on this document occur such as term dates or a different course other than the one on this form. I can change a course title on the TA Authorization Voucher only if there is no cost increase. The new course must be reported to the Education Center.
- To notify the Education Center if I do not enroll in any or all course(s) on my TA application or if I cancel before the school's "drop/add" date. If I cancel my course, I will provide my Education Center with the school's verification of the course cancellation.
- To reimburse tuition and fees paid on my behalf with a money order or cashier's check payable to U.S. Treasury and mail to NETPDC if I:
 - Voluntarily withdraw from a course after the "drop/add" date or full tuition refund date and receive a (W) grade.
 - Fail to convert an incomplete (I) grade to a passing grade within 6 months of course completion date.
 - Beginning 1 October 2014, receive grades below a C for undergraduate courses, or grades below a B for graduate courses.
- If I receive a (W) grade due to an involuntary course withdrawal, to provide the Marine Education Office a letter from my commanding officer confirming withdrawal and resulting (W) grade was due to hospitalization, PCS, TAD, documented emergency leave or change in military duties or assignment. Reimbursement may be waived if I officially withdrew based on one of these circumstances and if I submit command verification to ESO at the Education Center that processed the voucher.

COURSE COMPLETION OBLIGATION:

- To provide grades/certificates of completion to NETPDC. While I authorize the school I attend to forward a grade report or Certificate of Completion to NETPDC, if my school fails to do so, I will be notified by NETPDC. It is my responsibility to ensure my grades are forwarded to NETPDC.
- To provide degree completion verification to NETPDC. While I authorize the school I attend to forward degree completion verification to NETPDC, if my school fails to do so, I will be notified by NETPDC. It is my responsibility to ensure my degree completion information is forwarded to NETPDC.
- I understand failure to provide a grade report to NETPDC within 60 days of course completion or my failure to respond as outlined in paragraphs 4 through 7 will lead to formal resolution/collection efforts such as a letter of indebtedness to my commanding officer and possible pay checkage.
- I understand if I am eligible for the Montgomery GI Bill (MGIB) or the Post 9/11 GI Bill educational benefits, I may supplement tuition assistance through the Top-Up program. I understand that I may not receive full educational benefits for the same courses as listed on this TA application as that would constitute a duplication of benefits. If I submit a Top-Up claim to the VA and then cancel the course(s) listed on this document, I will notify the VA that the course(s) are not funded with tuition assistance.
- I am aware of the \$4500 fiscal year limitation in effect for Marine Corps tuition assistance. I certify that my request for TA does not exceed this limit, if an administrative error in the over-authorization of tuition assistance, I will be notified by NETPDC. If I am responsible for reimbursing the Marine Corps if they pay this fee, or the academic institution, even if I do not incur tuition costs.
- I acknowledge that I am aware that I can submit a complaint if I believe my school is inadequately following the Principles of Excellence, (i.e. unfair recruiting practices, credit transfer or change in degree requirements) through the centralized online reporting system at www.militaryonesource.mil/voluntary-education/complaint. When feedback is received, a DoD/military service education representative will advocate on behalf of the student and work toward a resolution.

NETPDC TA Accounting Contacts and Information Pertaining to Reimbursement, Grades, and Involuntary Withdrawal Letters

All correspondence and payments to NETPDC should include:

- Your full name
- Your SSN
- Name of school
- Term dates involved
- Course name/number
- TA Authorization Voucher number

NETPDC
 Commanding Officer
 NETPDC TA Accounting NS1/TA
 6490 Saurley Field Road
 Pensacola, FL 32509-5241
 E-Mail Address: SFLY_TA.Marine@navy.mil
 DSN 459-1001 opt 2
 Telephone: Commercial 860-452-1001 opt 2
 DSN 753-6401
 Fax: Commercial 860-473-6401

Tuition Assistance is available under Federal Law 10 USC 2035. By pressing the I Accept button on this web page, I certify I have read, understand, and will comply with all of the governing voluntary education instructions and the provisions on this form. I understand I will pay all costs over and above the amount of tuition assistance authorized.

Commissioned Officers Only: By pressing the I Accept button on this web page, I agree, in accordance with 10 USC 2007, to remain on active duty for two (2) continuous years after completing the course of service time. This agreement does not obligate the military service to retain me on active duty, if allowed to voluntarily resign before my two year obligation is served, I will repay the government a portion of TA expended on my behalf during my last two years of active duty in accordance with 10 USC 2005. Reimbursement of TA does not negate the obligation.



Notifications Contact Us Issue Tracker

Service Member

Name	Work Phone	DSN Phone	Personal Phone
[Redacted]	(760) 763-6730 x000	(DSN) 228-3651	(631) 948-0291 x0000
EDI/DOD ID	Work Email	Personal Email	Immediate Education Goal
[Redacted]	[Redacted]	[Redacted]	Bachelors

Approver Information

An Approver is required.

Academic Information

Information has been loaded from your last Authorized application. Please ensure that the information is correct.
 Liberty University has been selected for your school. MCB CAMP PENDLETON, CA has been selected for your Education Office.

Education Office	School	Term Start Date	Term End Date
MCB CAMP PENDLETON, CA	Liberty University		

Courses

A Course is required.

Approver Search

SEND YOUR REQUEST TO ANY OFFICER

Last, First:

Name ↑	Command	Rank	Branch	
Abad, Pablo A	HQTRS CO 1ST MAR REGT 1ST MARDIV	GYSGT	Marines	<input type="button" value="Select"/>
Abad, Rolando C	NAVAL BASE SAN DIEGO	CW05	Navy	<input type="button" value="Select"/>
Abadam, Santiago A	NAVMEDEFORSUPCMD FT SAM	LCDR	Navy	<input type="button" value="Select"/>

« 1 » 1 - 3 of 3

Service Member

Name (GYSGT) Abad, Pablo A	Work Phone (760) 763-6730 x000	DSN Phone (DSN) 228-3651	Personal Phone (631) 948-0291 x0000
EDI\ODD ID 1293149816	Work Email pablo.abad@usmc.mil	Personal Email pabloabad2019@gmail.com	Immediate Education Goal Bachelors

Approver Information

Name Abad, Pablo A	Work Email pablo.abad@usmc.mil	Work Phone (760) 763-6730 x000	DSN Phone (DSN) 228-3651
------------------------------	--	--	------------------------------------

THE NAME WOULD BE AUTOMATICALLY ADDED

Academic Information

Information has been loaded from your last Authorized application. Please ensure that the information is correct.
Liberty University has been selected for your school. MCB CAMP PENDLETON, CA has been selected for your Education Office.

Education Office MCB CAMP PENDLETON, CA	School Liberty University	Term Start Date	Term End Date
---	-------------------------------------	------------------------	----------------------

Courses

without your written consent to anyone other than U.S. Government personnel with an official need to know and/or school personnel involved with

Course Edit

All course fields are required. Primary Instruction Mode requires a location to be selected.

Additional Course Catalog Information

- This course is designed to train students in the soft skills necessary for success in the work place, such as emotional intelligence, self-awareness, interpersonal communication, conflict resolution, teamwork, flexibility, and critical thinking.
- Prerequisites: None
- Required Materials: www.mbsdirect.net/liberty

Course: ASCS301 Title: SOFT SKILLS TRAINING FOR EMPLOYMENT SUCCESS Level: Upper Level(300-499)

Location: [Dropdown] Primary Instruction Mode: [Dropdown] Credit Unit: [Dropdown] Credit Hours: 1 Cost Per Hour: \$ 0.0000

Tuition Rate(Adjust Cost and Credit Unit): [Dropdown]

[Back](#) [Close](#) [Confirm](#)



Courses [Add Course](#)

A Course is required. Search Course Catalog

Save Submit

Service Member

Name (GYSGT) Abad, Pablo A	Work Phone (760) 763-6730 x000	DSN Phone (DSN) 228-3651	Personal Phone (631) 948-0291 x0000
ED/DOD ID 1293149816	Work Email pablo.abad@usmc.mil	Personal Email pabloabad2019@gmail.com	Immediate Education Goal Bachelors

Approver Information [Clear](#) [Edit](#)

Name Abad, Pablo A	Work Email pablo.abad@usmc.mil	Work Phone (760) 763-6730 x000	DSN Phone (DSN) 228-3651
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Academic Information

Information has been loaded from your last Authorized application. Please ensure that the information is correct.
 Liberty University has been selected for your school. MCB CAMP PENDLETON, CA has been selected for your Education Office. [OK](#)

Education Office MCB CAMP PENDLETON, CA	School Liberty University	Term Start Date [Calendar]	Term End Date [Calendar]
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Courses

ASC301 - SOFT SKILLS TRAINING FOR EMPLOYMENT SUCCESS Edit Remove			
Location: Required	Level: Upper(UG)	Instruction Mode: Required	Credit Units: Required
Total Cost: \$0.00 for 1 credit hours at \$0.0000 per hour.			



Submit

MCB Camp Pendleton Marine & Family Programs

2023 Transition, Career, Education, Library, and Readiness Services

BASE EDUCATION CENTER

The Base Education Center (BEC) provides personal and professional learning opportunities through education counseling, military and civilian testing, education workshops and briefs, on-base college classes, tuition assistance, administrative support, and world-class customer service. There are five higher education institutions aboard the base that provide academic programs from associate to master's degrees. In addition, students have options to seek programs with visiting schools.

Services include:

1. Tuition Assistance
2. Academic Counseling
3. Education and Interest Assessment
4. Military Classification and Civilian Testing including AFCT, CLEP, DLAB, DLPT, and TABE.
5. GI Bill Application Assistance and Financial Aid Application Assistance
6. Leadership Scholar Program
7. Academic Skills Program
8. Marine Corps Credentialing Opportunities On-Line (MCCOOL)
9. U.S. Military Apprenticeship Program (USMAP)
10. MyCAA

Two Locations:

1. Mainside Base Education Office, building 1331, (760) 725-6660 or (760) 725-6414
2. School of Infantry Base Education Center, building 520512, (760) 725-0606

Academic Advising

The Base Education Center (BEC) has Education Specialists who offer academic guidance to you and your family members who want assistance in preparing for college. Counseling appointments are one hour in length and are available at both locations. To schedule an individual appointment with an Education Specialist, please email CPEC@usmc.mil or call (760) 725-6660 or (760) 725-0606.

Academic Skills Program

The Camp Pendleton Base Education Center (BEC) and Palomar College have teamed up to provide a 30-day PTAD Academic Skills Program. This valuable program focuses on helping you improve both English and Math skills; two skills that are extremely necessary to increase your competitiveness in today's military and civilian job markets! Program is open to military spouses and dependents too. Classes are limited to 20 students per session and are held at the BEC, building 1331, Monday thru Friday, from 7:30 am until 4:00 pm for four weeks. The Academic Skills Program is HIGHLY RECOMMENDED for all active-duty military students who want to use tuition assistance for the first time but have a GT of 99 or below and failed to achieve a grade 10.2 on the Test of Adult Basic Education (TABE). This non-credit class is open to the public, but priority and guaranteed admission are given to active-duty service members with those holding a GT score of 99 or less. For more information, please email CPEC@usmc.mil or call (760) 725-6660.

The 2023 sessions are as follows:

<u>Session 1</u>	<u>Session 2</u>	<u>Session 3</u>	<u>Session 4</u>	<u>Session 5</u>	<u>Session 6</u>	<u>Session 7</u>	<u>Session 8</u>
1/9 – 2/3	2/21 – 3/17	4/3 – 4/28	6/5 – 6/30	7/3 – 7/28	8/7 – 9/1	9/11 – 10/6	10/23 – 11/17

For more information, visit the Base Education Office website at www.mccscp.com/bec.

MCB Camp Pendleton Marine & Family Programs

2023 Transition, Career, Education, Library, and Readiness Services

BASE EDUCATION CENTER (continued)

Educational Events

The Base Education Center hosts several events per year. For more information, please email CPEC@usmc.mil, call (760) 725-6660, or visit our Facebook page <https://www.facebook.com/mccseducationcenter>.

- Mar 17** **Warrior to Campus**
Apr 28 The Warrior to Campus Program is an extraordinary opportunity for you to tour a local university and meet with school representatives. This in-person event allows you to see the campus and learn about the admissions process, student services, and veteran benefits. Point Loma Nazarene University will offer a tour on March 17, and California State California University San Marcos will offer a tour on April 28. Please contact the BEC for more information on how to participate in this innovative program, email CPEC@usmc.mil or call (760) 725-6660.
- Jun 15** **Juneteenth Education Fair**
This event is a fun educational and resource fair. It will bring awareness to Juneteenth, a Federal holiday, while highlighting our on-base schools, visiting schools, and support agencies who we have trusted partnerships with to support you and your family members. Event will be held at the Mainside Marine Corps Exchange (MCX) from 11 am until 1 pm. No registration needed.
- Sep 8** **MCB Commencement Ceremony**
The MCB Commencement Ceremony recognizes the accomplishment of students who have successfully completed the graduation requirements for an associate's, bachelor's, or master's degree. This program will be held at the Mainside Theater.
- Oct 13** **MCB Camp Pendleton College Fair**
Two and four-year higher education institutions from across the country come to this event to connect with you and your family members! If you are considering higher education or if you are continuing your education, this is a great opportunity to meet with many school representatives to learn about their veteran-friendly programs and services. Event will be held at the Mainside Marine Corps Exchange (MCX) from 11 am until 3 pm. No registration necessary; come join us!
- Oct 13** **Leadership Scholar Program Forum**
The Leadership Scholar Program (LSP) Forum connects qualified Marines with 50 four-year, not-for-profit colleges and universities across the nation. This program provides assistance in the admissions process for Marines who qualify. Come learn what it takes to attend one of these schools! Event will be held at Mainside Marine Corps Exchange (MCX) from 9:00 am until 10:30 am. No registration necessary, come join us!

On-Base Institutions

There are five on-base colleges and universities that offer associate, bachelor, and master's degrees.

2-year schools (General Education, AA/AS degrees):

Central Texas Community College
Palomar College

4-year schools (BA/BS and Master's degrees)

Embry-Riddle University
National University
Park University

For more information, visit the Base Education Office website at www.mccscp.com/bec.

Camp Pendleton Base Education Center
Active-Duty Marine Corps Tuition Assistance SOU



Qualifying for Tuition Assistance (for First Time Users):

- Complete a TA orientation from the Base Education Center;
- Have completed the Personal Readiness Seminar (PRS) or the Personal Financial Management course on MarineNet (verified by the command);
- Enlisted Marines:
 - a. Have completed at least 10 academic semester credits at the post-secondary level, with no grade lower than a C; **OR**
 - b. Have earned a score of at least 50 on the Armed Forces Qualification Test (AFQT); **OR**
 - c. Have earned a score of at least 100 on the General Technical portion of the Armed Services Vocational Aptitude Battery; **OR**
 - d. Have completed the Academic Skills Program in the classroom; **OR**
 - e. Have completed the Online Academic Skills Program (OASC).

If none of these criteria are met, the installation Education Services Officer (ESO) reserves the right authorize TA for one course per academic term until ten semester credits (or fifteen quarter credits) have been completed. If all academic credits are completed with no grade lower than a C, the Marine may continue to use TA at the maximum allowable.

- Officers are only required to complete the TA orientation, be active-duty, and have enough time for their pay-back obligation.
- Have a school picked out! If you need help, then make an appointment with a BEC counselor.
- **Make sure your program is TA authorized. TA does not cover NON-CREDIT courses. Go to <https://dodmou.com> to ensure your school is listed. Make an appointment with the BEC to help you with research.**

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 for creating and submitting your requests:

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

Camp Pendleton Base Education Center
Active-Duty Marine Corps Tuition Assistance SOU



TA course request limitations:

- You are authorized only one class for your first time.
- First time users can gain an exception- have 31 semester credits or more with a GPA of at least a 2.5, and you can take up to 2 courses.
- No one is allowed to receive TA for more than 2 classes occurring at the same time (maintain the 2.5 GPA and have no outstanding issues in the previous TA term).
- 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 for your next TA term.

TA limitations:

- **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.*
 - **Degree pre-requisites or developmental courses can be funded by TA but must be included on your education plan and will count towards the TA funding cap at the level of the degree pursued.**
- Maximum number of **semester credits** allowed for TA is capped at **138 for an undergraduate degree** (bachelors and below) and **45 for a graduate degree** (masters). **It pays to do some research when choosing your school and program!** It can matter if you plan to transfer!

Degree plan requirements:

- **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.
- **You must submit an education plan by the time ten semester credits have been successfully completed, regardless of whether TA funded these earned academic semester credits.**

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.