

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>

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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.