

LIFELONG LEARNING

TUITION ASSISTANCE STATEMENT OF UNDERSTANDING - FY18

Tuition Assistance (TA) Applicants shall initial the following statements indicating they understand the current policies and procedures governing TA usage at MCAS Beaufort and MCRD Parris Island. This SOU, based on undergrad, may be superseded by any updated regulations; therefore, is subject to change.

I, _____, have been counseled on the following requirements for using Tuition Assistance.

1. () Personnel receiving Tuition Assistance through the Education Services Office at MCAS Beaufort/MCRD-ERR Parris Island must be on active duty or a reservist on extended active duty attached to a command located at MCAS Beaufort/MCRD-ERR Parris Island or a command whose RUC is assigned to MCAS Beaufort/MCRD-ERR Parris Island for administrative support.
2. () TA can cover up to 100% of tuition. This does not include books. There is an annual cap of \$4500, a cap of \$250 per semester hour, and a limit of 2 courses at a time. TA is subject to the availability of funds.
3. () Enlisted personnel must have a minimum of 60 days remaining on active duty after completion of the course for which TA is approved.
4. To qualify, a course must be offered:
 - a. () at an academic level above the Degree/Diploma currently held.
 - b. () by an accredited institution for academic credit in semester, quarter, or clock hours.
5. () The TA request must be **submitted** in the WebTA portal and approved by the command prior to the class beginning. However, the TA request cannot be submitted to WebTA more than 60 days prior to the start date of the course. TA can only be **processed** in the quarter the courses start.
6. () Marines are to have a degree plan OR SOC agreement uploaded in the WebTA portal. Only courses required for the degree will be approved.
7. () If you make any changes such as add/drop or withdraw, you **MUST** inform the Education Office.
8. You are limited to one course in a term if:
 - a. () this is your first time using TA.
 - b. () your GPA falls between 2.5-2.0.
 - c. () you receive a grade of D, F, or W in your previous term.
9. () After 15 semester hours, TA **cannot be approved** if your GPA falls below 2.0. Alternative funding must be used until your GPA reaches 2.0 or above. Graduate level GPA cut off is 3.0
10. () If you earn a grade of D, F, I*, or W, you **must** take immediate action to reimburse the government. You will not be eligible for TA until reimbursement for the course is made. *Or complete "I" class.
11. () No payment will be made for any part of tuition or expenses for off-duty education for commissioned officers who do not agree to remain on active duty for two years after completion of such courses.

Signature _____ Date _____