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FM CMC WASHINGTON DC(uc)

TO AL MARADMIN(uc)

BT

UNCLASSIFIED

MARADMIN 461/03

MSGID/GENADMIN/CMC WASHINGTON DC MRR//

SUBJ/MARINE CORPS TUITION ASSISTANCE FUNDING POLICY//

REF/A/MSG/CMC MRV 029010Z OCT 02/-//

REF/B/DOC/CMC MR/YMD:19991222//

NARR/REF A IS MARADMIN 529/02, MARINE CORPS TUITION ASSISTANCE (TA)

POLICY. REF B IS MCO 1560.25C, MARINE CORPS LIFELONG LEARNING

PROGRAM (SHORT TITLE: LL PROGRAM)//

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GENTEXT/REMARKS/1. REF A IS CANCELLED. THIS MARADMIN PROVIDES AMPLIFICATION TO

REF B REGARDING MARINE CORPS TUITION ASSISTANCE POLICY. THE POLICIES HEREIN WILL REMAIN IN EFFECT UNTIL RESCINDED, SUBJECT TO THE AVAILABILITY OF FUNDS.

2. ALL ACTIVE DUTY MARINES (TO INCLUDE SELECTED MARINE CORPS RESERVE ENLISTED MARINES ON CONTINUOUS ACTIVE DUTY) ARE ELIGIBLE FOR TA PER POLICIES ESTABLISHED HEREIN. TA IS AUTHORIZED FOR OFFICERS ONLY IF THEY AGREE TO REMAIN ON ACTIVE DUTY FOR TWO (2) YEARS AFTER COMPLETING THE TA FUNDED COURSE. ELIGIBILITY AND FUNDING FOR ACTIVE DUTY MEMBERS OF OTHER MILITARY SERVICES ARE ESTABLISHED IN ACCORDANCE WITH THE OTHER MILITARY SERVICES' TA POLICY.

3. TA FUNDING POLICY

A. TA FUNDS ARE AUTHORIZED UP TO 100% OF TUITION, INSTRUCTIONAL FEES, LABORATORY FEES, COMPUTER FEES AND MANDATORY COURSE ENROLLMENT FEES COMBINED, NOT TO EXCEED \$250 PER SEMESTER HOUR EQUIVALENT AND \$4,500 PER INDIVIDUAL PER FISCAL YEAR. MANDATORY COURSE ENROLLMENT FEES ARE THOSE REFUNDABLE FEES CHARGED BY THE INSTITUTION THAT ARE DIRECTLY RELATED TO THE ENROLLMENT IN A COURSE OFFERED BY THAT INSTITUTION. SERVICEMEMBERS ARE RESPONSIBLE FOR THE PORTION OF TUITION AND OTHER COSTS NOT FUNDED BY TA. FUNDING COMBINATIONS FOR THE VARIOUS VOLUNTARY EDUCATION PROGRAMS WILL NOT EXCEED THE FISCAL YEAR CAP.

B. A SEMESTER HOUR IS THE EQUIVALENT OF 15 CLOCK HOURS. TA WILL FUND A MAXIMUM OF \$16.67 PER CLOCK HOUR. A SEMESTER HOUR IS THE EQUIVALENT OF .66-QUARTER HOURS. TA WILL FUND A MAXIMUM OF \$166.67 PER QUARTER HOUR. TUITION FOR COURSES LESS THAN OR EQUAL TO 18 WEEKS IN LENGTH WILL BE FUNDED UP FRONT. TUITION FOR COURSES LONGER THAN 18 WEEKS, OR SELF-PACED COURSES WILL BE REIMBURSED TO THE STUDENT FOLLOWING SUCCESSFUL COMPLETION OF THE COURSE.

C. TUITION FOR STUDY LEADING TO A VALID HIGH SCHOOL CREDENTIAL OR DIPLOMA WILL BE FULLY FUNDED (100%) UP TO A MAXIMUM OF \$4,500 PER INDIVIDUAL PER YEAR.

D. TA FUNDS ARE AUTHORIZED FOR VOCATIONAL-TECHNICAL, UNDERGRADUATE, GRADUATE, INDEPENDENT STUDY, AND DISTANCE LEARNING PROGRAMS.

COURSES MUST BE OFFERED BY INSTITUTIONS ACCREDITED BY

AGENCIES RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION.  
E. TA FUNDS ARE AUTHORIZED FOR STUDY TOWARD A CERTIFICATE OR DEGREE AT A HIGHER ACADEMIC LEVEL THAN THAT CURRENTLY HELD BY THE SERVICEMEMBER. IF THE ACADEMIC INSTITUTION REQUIRES PREREQUISITES, TA MAY FUND UP TO NINE (9) SEMESTER HOURS OR EQUIVALENT OF THOSE PREREQUISITES FOR THE NEXT HIGHER ACADEMIC LEVEL OF STUDY. THE SERVICEMEMBER MUST PROVIDE THE EDUCATION OFFICER WITH AN OFFICIAL LETTER FROM THE INSTITUTION LISTING REQUIRED PREREQUISITES. THE EDUCATION OFFICER SHALL DETERMINE IF FUNDING IS WARRANTED AND SHALL RETAIN THE LETTER ON FILE.

F. SERVICEMEMBERS ELIGIBLE FOR THE MONTGOMERY GI BILL (MGIB) MAY USE THEIR MGIB BENEFIT TO OFFSET THAT PORTION OF TUITION AND RELATED FEES NOT COVERED BY TA. MEMBERS ENROLLED IN MGIB MUST CLEARLY PRINT "TA TOP-UP" ACROSS THE TOP OF THE TA AUTHORIZATION AND FORWARD A COPY TO THEIR VETERANS ADMINISTRATION REGIONAL OFFICE. ALL FIRST TIME TOP-UP APPLICANTS MUST ALSO FORWARD A MGIB APPLICATION, VA FORM 22-1990. SERVICEMEMBERS WILL WORK WITH VA DIRECTLY FOR SETTLEMENT. ALTHOUGH MGIB MAY BE USED TO OFFSET TA, TA IS NOT AUTHORIZED TO OFFSET THAT PORTION OF MGIB NOT PAID BY VA. THERE MUST BE A TA DOLLAR CONTRIBUTION IN ORDER FOR TA TOP-UP TO APPLY.

G. TA FUNDS ARE NOT AUTHORIZED FOR CONTINUING EDUCATION UNITS, DEVELOPMENTAL COURSES, OR PREPARATORY COURSES.

H. TA FUNDS ARE NOT AUTHORIZED FOR COURSES THAT END AFTER THE SERVICEMEMBER'S EAS.

I. TA FUNDS ARE NOT AUTHORIZED FOR BOOKS.

J. TA IS NOT AUTHORIZED FOR PERSONNEL AWARDED A PUNITIVE DISCHARGE, IN CONFINEMENT, ON APPELLATE LEAVE, OR AWAITING ADMINISTRATIVE SEPARATION, OTHER THAN HONORABLE OR GENERAL DISCHARGE UNDER HONORABLE CONDITIONS. TA IS NOT AUTHORIZED FOR SERVICEMEMBERS CONVICTED BY FOREIGN OR DOMESTIC COURTS, SERVING SENTENCES IN FOREIGN PRISONS, OR PENDING ADMINISTRATIVE VICE PUNITIVE DISCHARGES.

K. TA FUNDS WILL BE RECOUPED FROM THE SERVICEMEMBER FOR FAILED COURSES, INCOMPLETE COURSES, OR COURSES FROM WHICH THE MEMBER VOLUNTARILY WITHDREW. RECOUPMENT FOR DUTY RELATED WITHDRAWALS MAY BE WAIVED FOR A SERVICEMEMBER. THE SERVICEMEMBER MUST SUBMIT PROOF, SUCH AS TAD OR PCS ORDERS, AND A LETTER ENDORSED BY HIS OR HER COMMANDING OFFICER. THE EDUCATION OFFICER WILL DETERMINE IF A DUTY WAIVER IS WARRANTED.

L. RECOUPMENT FOR UNDERGRADUATE GRADES OF "F" AND GRADUATE GRADES OF "D" AND BELOW WILL NOT BE WAIVED.

#### 4. PROCEDURES

##### A. BASIC FORMS

(1) THE NAVMC 10883 WILL BE USED AS THE TA REQUEST FORM TO OBTAIN SIGNATURE APPROVAL FROM THE SERVICEMEMBER AND HIS OR HER COMMANDING OFFICER. THE REQUEST FORM IS NOT AN AUTHORIZATION AND IS NOT AUTHORIZED FOR USE AS THE FUNDING DOCUMENT. THE FUNDING DOCUMENT IS THE AUTOMATED TA AUTHORIZATION PRODUCED BY THE CENTRALLY MANAGED TA SYSTEM AND SIGNED BY THE INSTALLATION EDUCATION OFFICER OR DESIGNEE.

(A) THE AUTOMATED TA AUTHORIZATION MUST BE APPROVED BY THE DESIGNATED TA APPROVING AUTHORITY PRIOR TO THE START DATE OF THE TERM. THE MEMBER IS RESPONSIBLE FOR FUNDING ANY TA ENROLLMENTS PRIOR TO THE RECEIPT OF A PROPER AUTHORIZATION.

(B) COMMANDING OFFICER SIGNATURE DOES NOT AUTHORIZE TA FUNDS. ONLY THE INSTALLATION EDUCATION OFFICER OR THEIR DESIGNEE CAN AUTHORIZE

TA FUNDS.

(C) THE SERVICEMEMBER IS RESPONSIBLE FOR OBTAINING THE TA AUTHORIZATION FROM THE INSTALLATION EDUCATION CENTER AND SUBMITTING IT TO THE ACADEMIC INSTITUTION WHEN ENROLLING PRIOR TO THE START OF THE COURSE.

(D) TA FORM CHANGES OR CANCELLATIONS WILL BE PROCESSED ACCORDING TO THE INSTRUCTIONS LISTED AT THE BOTTOM OF EACH AUTOMATED TA FORM. THE INSTALLATION EDUCATION OFFICER OR A DESIGNATED REPRESENTATIVE MUST PROCESS ANY CHANGE THAT ALTERS THE MONETARY AMOUNTS OF TA. FAILURE TO NOTIFY THE INSTALLATION EDUCATION OFFICER AND THE NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER (NETPDTTC) OF CHANGES AND CANCELLATIONS MAY RESULT IN NONPAYMENT OF TA AND INITIATION OF RECOUPMENT.

(E) TA FOR INDEPENDENT STUDY/DISTANCE LEARNING COURSES GREATER THAN 18 WEEKS IN LENGTH WILL BE REIMBURSED TO THE INDIVIDUAL BY DANTES, FOLLOWING SUCCESSFUL COMPLETION OF THE COURSE. THE INDIVIDUAL MUST ENROLL USING DANTES FORM 1562/31 AND OBTAIN THE INSTALLATION EDUCATION OFFICER'S AUTHORIZATION PRIOR TO ENROLLING IN THE COURSE.

#### B. REQUIREMENTS

(1) AN INDIVIDUAL MUST HAVE NO MORE THAN TWO OUTSTANDING GRADES AT ANY GIVEN TIME. AN OUTSTANDING GRADE IS DEFINED AS A GRADE NOT RECEIVED WITHIN 30 DAYS AFTER THE COMPLETION DATE OF A COURSE. BEFORE RECEIVING ADDITIONAL TA, THE GRADE(S) MUST BE SUBMITTED TO COMMANDING OFFICER (CODE N8115) MARINE CORPS GROUP, NETPDTTC, 6490 SAUFLEY FIELD ROAD, PENSACOLA, FL 32509-5241. THE SERVICEMEMBER IS RESPONSIBLE FOR ENSURING GRADES ARE RECEIVED BY NETPDTTC.

(2) ALL FIRST TIME STUDENTS MUST COMPLETE A "TA ORIENTATION" CLASS (COLLEGE 101) PRIOR TO USING TA. MARINES ON MAJOR INSTALLATIONS MAY ACCESS THE COURSE AT LOCAL EDUCATION OFFICES. MARINES AT REMOTE SITES (NON-MARINE CORPS INSTALLATIONS) MAY ACCESS THE COURSE VIA [WWW.USMC-MCCS.ORG](http://WWW.USMC-MCCS.ORG), LIFELONG LEARNING, MILITARY TUITION ASSISTANCE OR [WWW.USMC-MCCS.ORG/PERS SVC/PER\\_SERV\\_MAIN.HTML](http://WWW.USMC-MCCS.ORG/PERS SVC/PER_SERV_MAIN.HTML), (LIFELONG LEARNING), MILITARY TUITION ASSISTANCE. REMOTE ON-LINE USERS WILL RECEIVE A CERTIFICATE OF COMPLETION. THIS CERTIFICATE WILL BE FAXED TO THE APPROPRIATE LIFELONG LEARNING (LL) CENTER WITH THE INITIAL TA REQUEST FOR PROCESSING AND AUTHORIZATION.

(3) MARINES WITH A GT OF 99 AND BELOW MUST COMPLETE THE TEST OF ADULT BASIC EDUCATION WITH SCORES OF 10.2 AND HIGHER TO RECEIVE TA. IF THE TEST SCORE IS NOT SATISFACTORY, MARINES MUST COMPLETE MILITARY ACADEMIC SKILLS PROGRAM PRIOR TO RECEIVING TA.

(4) TO CONTINUE USING TA, MARINES MUST HAVE A WRITTEN DEGREE PLAN BEFORE EXCEEDING 12 SEMESTER HOUR EQUIVALENT COURSES.

#### 5. ACTION

A. EDUCATION OFFICERS WILL COORDINATE WITH PUBLIC AFFAIRS, CAREER PLANNERS, AND THE LOCAL COMMAND VIA THE MCCS DIRECTOR TO ENSURE ALL ELIGIBLE SERVICEMEMBERS ARE AWARE OF THE VOLUNTARY EDUCATIONAL OPPORTUNITIES AVAILABLE WHILE ON ACTIVE DUTY.

B. LOCAL COMMANDERS WILL ENSURE THE INFORMATION REGARDING AVAILABILITY OF TA IS DISSEMINATED TO ALL SERVICEMEMBERS AND ENSURE IMPLEMENTATION OF THE TA PROGRAM PER THE POLICIES SET FORTH IN THIS MARADMIN AND REF B. COMMANDERS' ATTENTION TO COMMAND SCHEDULE COMMITMENTS THAT PRECLUDE SUCCESSFUL COURSE COMPLETION IS VITAL TO THE SUCCESS OF FUNDING THE TA PROGRAM. TA IS A DISCRETIONARY PROGRAM KEYED TO MILITARY ENHANCEMENT, AND FUNDED DEPENDING ON THE UNIT'S MISSION, THE MARINE'S OBLIGATED SERVICE, AND THE COMMANDING

OFFICER'S CONCURRENCE THAT THE MARINE CAN PARTICIPATE MEANINGFULLY.  
C. THE COMMANDER SHOULD PROVIDE MAXIMUM ASSISTANCE TO SUPPORT  
DEPLOYED-ISOLATED MARINES BY ENSURING DISSEMINATION OF THE FOLLOWING  
INFORMATION:

(1) DEPLOYED/DETACHED MARINES ARE ELIGIBLE FOR TA, TESTING,  
AND APPROVED INDEPENDENT STUDY PROGRAMS THROUGH THE EDUCATION  
OFFICE AT THE BASE FROM WHICH THEY DEPLOYED OR THE BASE AT WHICH  
THEY ARE CURRENTLY LOCATED. INFORMATION REGARDING MATERIALS,  
SERVICES AND PROGRAMS SHALL BE PROVIDED PRIOR TO DEPLOYMENT WITH  
APPROPRIATE LEAD-TIME TO ENABLE THE DEPLOYED MARINES TO TAKE  
ADVANTAGE OF THESE OPPORTUNITIES. TA FOR EAST COAST DEPLOYMENTS IS  
PROVIDED BY MARINE CORPS AIR STATION, (MCAS) CHERRY POINT, NC. TA  
FOR WEST COAST DEPLOYMENTS IS PROVIDED BY MARINE CORPS BASE (MCB),  
CAMP PENDLETON, CA. TA FOR DEPLOYMENTS TO OKINAWA IS PROVIDED BY  
MCB, CAMP BUTLER. HOWEVER, IF A MARINE IS DEPLOYED TO A MARINE  
CORPS INSTALLATION, THE LOCAL LL CENTER WILL PROVIDE TA.

(2) TA FOR RECRUITERS IS PROCESSED BY THE RECRUITING DISTRICT OR  
REGIONAL HEADQUARTERS, ERR PARRIS ISLAND, AND WRR SAN DIEGO  
DEPENDING UPON THE LOCATION OF THE MARINE.

(3) TA FOR MARINES ON INSPECTOR-INSTRUCTOR DUTY IS PROCESSED BY  
COMMANDING OFFICER, MARFORRES, (ATTN: LIFELONG LEARNING SECTION)  
4400 DAUPHINE STREET, NEW ORLEANS, LA 70146-5400. COMM:(504)  
678-6581/8213, OR DSN:678-6581/8213.

(4) TA FOR MARINES STATIONED AT NON-MARINE CORPS INSTALLATIONS  
(EXCEPT NAVY AND COAST GUARD) IS PROCESSED AT TWO LOCATIONS.  
MARINES WEST OF THE MISSISSIPPI SHOULD FAX TA REQUESTS TO THE LL  
CENTER AT MCB CAMP PENDLETON, CA (FAX # (760) 725-6593). MARINES  
EAST OF THE MISSISSIPPI SHOULD FAX TA REQUESTS TO THE LL CENTER AT  
CAMP LEJEUNE, NC (FAX # (910) 451-5512). ONCE THE REQUEST IS  
AUTHORIZED, THE MEMBER WILL RECEIVE A COPY OF THE AUTHORIZATION TO  
BE PRESENTED TO THE SCHOOL WHEN ENROLLING IN COURSES.//