

Camp Lejeune/MCAS New River
TUITION ASSISTANCE COUNSELING CERTIFICATION
FISCAL YEAR 2010

Education Counselor _____ Date Counseled: _____

Reference: (a) MCO P1560.25C (b) BO P1560.11D
(c) MarAdmin 571/05 (d) NavAdmin 349/02, 268/03, 203/05, 161/07

1. ___ I certify that I have been given information concerning all services provided by the Lifelong Learning Office. Also, information has been provided to me regarding the colleges and universities that are available aboard base. I have been instructed where information can be found concerning schools that are off base and on the Internet.
2. ___ Regular active duty Marines and Sailors, enlisted reserve Marines and Sailors on continuous active duty with current orders, and reserve officer Marines and Sailors ordered to active duty for more than two (2) consecutive years are eligible for Tuition Assistance.
3. ___ Prisoners are not eligible for tuition assistance or any DANTES sponsored examinations. Personnel awarded a punitive discharge, in confinement, on appellate leave, or awaiting administrative separation other than honorable or general discharge under honorable condition shall not be authorized tuition assistance. TA is not authorized for service members pending administrative vice punitive discharge.
4. ___ Tuition Assistance funds are authorized for study toward a diploma/certificates, or degrees at an academic level higher than that currently held by the service member. The hierarchy of academic levels is defined as high school equivalency, Vocational Technical Diploma/Vocational Technical Certificate, Associates, Baccalaureate, Masters/ First Professional, and Doctorate. Once you have completed twelve (12) semester hours at a particular level, you cannot lower the level of the degree you are seeking. Service members using TA can only pursue one education goal at a time. I certify I am taking courses leading to a diploma/certificate, or degree, which is beyond the level that I currently hold.
5. ___ Developmental courses are courses that cover basic academic skills such as English, math, reading, and writing. The Military Academic Skills Program (MASP) is a free program offered to assist students in improving their basic skills. MASP classes should be completed prior to taking developmental courses with an institution. As long as the institution offers these courses for credit (for example SH or QH), TA may be approved. The education center must receive official confirmation from the institution substantiating the requirement for developmental courses.
6. ___ Participants in special education programs including, but not limited to: MECEP, BOOST, College Degree Program, and the SNCO Degree Completion Program are ineligible for tuition assistance.
7. ___ Tuition Assistance is authorized for off-duty studies offered by institutions whose accrediting bodies are recognized by the Department of Education (DoEd) and listed in the American Council on Education (ACE) AIPE Manual or listed online at <http://www.ope.ed.gov/accreditation/Search.asp> .
8. ___ TA is not authorized for noncredit courses, training programs, certification classes or exams, and continuing education units.
9. ___ Personnel currently on or pending a medical board are not eligible for tuition assistance, unless the medical board is due to injuries received in a combat zone. I certify that I am currently not pending a medical board or other administrative separation.
10. ___ TA funds are authorized up to 100% of your TUITION AND MANDATORY COURSE FEES ONLY (i.e. lab fees, computer fees, etc.) Mandatory course enrollments fees are those refundable fees charged by the institution that are directly related to the enrollment in a specific course offered by the institution. It does not cover the cost of books, application fees, registration fees, or graduation fees.
11. ___ The CAP per student, for all programs (undergraduate, graduate, and voc-tech) is \$4500 per fiscal year. The semester hour cap is \$250 per hour; the quarter hour cap is \$166.67 per hour; the clock hour cap is \$16.67 per hour. A semester hour is the equivalent of 15 clock hours.
12. ___ Navy personnel are limited to 16 semester hours per fiscal year. All previously listed CAPS remain the same.
13. ___ Camp Lejeune and MCAS New River allow no more than two (2) classes per term. Each school will determine their own term length (start date and end date). The installation Education Services Officer has the discretion in limiting the number of courses/course load taken per term by the service member.
14. ___ Tuition Assistance is not authorized for courses that end after the service member's EAS.

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15. ___ I am fully aware of the requirement to have the tuition assistance form turned in to this office up to 30 days prior to the term start date but NLT close of business the working day prior to the term start date for processing. No late TA requests will be accepted. The TA request form **MUST** be typed. No handwritten copies will be accepted.
16. ___ TA is processed by term. I will apply separately for each term in which I wish to receive TA. If classes have different start and end dates, they **MUST** be on separate TA request forms.
17. ___ If taking courses with schools not located at Camp Lejeune or MCAS New River (or online), I must provide a statement of fees that shows the course name, course number, start & end date, and the tuition and fees breakdown. This must be provided each time (term) tuition assistance is submitted.
18. ___ I understand that I must return to the TA office 24 to 48 hours **AFTER** dropping off my TA request to pick up my completed TA authorization form. If the form is not picked up within fourteen calendar days of the course start date, it will be cancelled, and I will be responsible to the school for the full tuition amount.
19. ___ If any changes to the information on the TA authorization occurs, I understand that I must return to the education center for their staff to make the appropriate changes. I cannot make changes or adjustments in regard to the information contained on the TA authorization form, to include extending the completion of my course(s). **The only person authorized to extend a course is the Education Services Officer (ESO) of the military Education Center.**
20. ___ I understand that I am required to maintain good academic standing with all colleges and universities. While using TA, **I must maintain at least a GPA of 2.0** while using Tuition Assistance. I must complete each course with a grade of "D" or higher or "P" for passing for undergraduate study. If I am enrolled in a **graduate program**, then I must maintain a minimum **GPA of 3.0**, and courses must be completed with a grade of "C" or higher.
21. ___ An official degree plan or SOCMAR/SOCNAV student agreement is required for all TA users after the completion of no more than twelve (12) semester hours.
22. ___ **TUITION ASSISTANCE WILL NOT BE APPROVED RETROACTIVELY.** Requirement for prior approval supersedes all institution enrollment and payment policies.
23. ___ If I withdraw from a course for any reason, I agree to:
- (a) Pick up a copy of notice of student withdrawal from the appropriate school.
 - (b) Bring the withdrawal form here to the TA office for appropriate changes.
24. ___ I understand that I will be required to reimburse the Marine Corps for tuition assistance paid for the following reasons.
- (a) If I voluntarily withdraw from a course and receive a grade of "W"
 - (b) If I receive a failing grade "F" in any course.
 - (c) If I receive an incomplete "I" in any course and do not complete the course within 120 days (6 months) of the original end date or within one year, whichever comes first.
 - (d) If I receive a grade of "D" in any graduate level course.
25. ___ Directions for requesting a Waiver for repayment of Tuition Assistance:
- (a) Waivers can only be granted if class is dropped due to military commitment.
 - (b) Provide Lifelong Learning with a Waiver letter signed by the Commanding Officer.
(example is available from Lifelong Learning)
 - (c) In order to waive a class, the grade must be a "W". I must provide a copy of the grade report from the school.
26. ___ **FOR COMMISSIONED OFFICERS ONLY:** In accordance with the provisions of 10 U.S.C. Paragraph 10005, I agree to remain on active duty for two (2) years after completing the last course(s) for which tuition assistance was authorized. This agreement does not obligate the military service to retain me on active duty. If I am involuntarily separated due to misconduct or if I am allowed to voluntarily resign from active duty military service, I agree to reimburse the Marine Corps an amount proportionate to the amount of un-served duty.

I HAVE BEEN FULLY COUNSELED ON THE VOLUNTARY EDUCATION PROGRAMS. I FULLY UNDERSTAND ALL OF MY RIGHTS AND OBLIGATIONS WHEN UTILIZING THE TUITION ASSISTANCE PROGRAM.

Student's Printed Name: _____ Signature _____