

USMC TUITION ASSISTANCE BRIEF

A	What's your reason for earning a college education?	
B	Factors to Consider	
	What are your long-term career goals and how will college align with them?	☐ Personal Readiness Seminar (PRS) - completed either in-person at first duty station or online. If you do not have your certificate from the in-person training, complete the online training on JKO: https://jkodirect.jten.mil/ . The course is J3OP- US1395-Personal Readiness Seminar (PRS) Survival Skills (2 hrs).
	What degree or academic program matches your career or personal goals?	☐ USMC TA Brief
	What school will you go to?	☐ Career Path Decide Surveys Complete the Skills and Interests Surveys at https://www.careerpathdecide.org/ and upload screenshot.
C	Career Exploration Tools	
	Assessments - Career Path Decide (required): https://careerpathdecide.org/ - O*NET Online: https://www.onetonline.org/ - Kuder Journey: http://www.dantes.kuder.com/ Research - Occupational Outlook Handbook (OOH): https://www.bls.gov/ooh/	
D	School Research Tools	
	- College Navigator: https://nces.ed.gov/collegenavigator/ - TA Decide: https://www.dodmou.com/TADECIDE/ - College Scorecard: https://collegescorecard.ed.gov/ Local College info on the back of this page	
☐	Enroll in a School & Select First Class ☐ send transcripts (if you have been to college) ☐ send JST through https://jst.doded.mil/	
☐	Find out who your TA Command Approver is <i>Get their name and email</i>	
☐	Submit your TA application online <i>See step-by-step on page 6</i>	
☐	Get Command Approval <i>Follow Up with your approver after submitting TA</i>	
☐	Education Center Authorization <i>Follow up with until you get your Voucher</i>	
☐	Send Voucher to School <i>You are responsible for submitting it to school</i>	

MCCS Okinawa Education Centers

Camp Foster	Bldg. 5679	645-7160	MCAS Futenma	Bldg. 407	636-3036	Camp Courtney	Bldg. 4425	622-9694
Camp Kinser	Bldg. 1220	637-1821	Camp Hansen	Bldg. 2339	623-4376	Camp Schwab	Bldg. 3000	625-2046

Open: Monday – Friday, 0730 - 1630

Email: education@okinawa.usmc-mccs.org

Please visit our website at: <https://www.okinawa.usmc-mccs.org/education>



Local College Information



Contact Information:

Foster 645-3054/3488
Kadena 634-2206/1287
Kinser 637-2406
Futenma 636-3940
Courtney 622-9250
Hansen 623-7312
Schwab 625-2538
Torii 644-4957
Yokota 225-3680

<https://asia.umgc.edu/>

UMGC Associate of Arts in General Studies

UMGC Bachelor's Programs (available in Asia)

- Accounting
- Applied Technology
- Business Administration
- Communication Studies
- Computer Science
- Criminal Justice
- Cybersecurity Management and Policy
- Cybersecurity Technology
- Data Science
- East Asian Studies
- English
- Environmental Management
- Finance
- General Studies
- Graphic Communication
- Health Services Management
- History
- Homeland Security

UMGC Bachelor's Programs Cont.

- Humanities
- Human Resource Management
- Legal Studies
- Management Information Systems
- Management Studies
- Marketing
- Political Science
- Psychology
- Public Safety Administration
- Social Science
- Software Development and Security
- Web and Digital Design

UMGC Master's Programs (available in Asia)

- Master's in Business Administration (MBA)
- Master of Science in Transformational Leadership (MSTL)

Sessions	2025-26 Term Dates
Fall I	13 August – 07 October
Fall II	15 October – 09 December
Intercession	10 December – 06 January
Spring I	07 January – 03 March
Spring II	11 March - 5 May
Summer I	07 May – 24 June
Summer II	25 June - 12 August



Contact Information:

Futenma (primary) 636-6692
Kadena 634-5083

<http://worldwide.erau.edu/>

ERAU Associate of Science Programs:

- Aeronautics
- Aviation Business Administration
- Aviation Maintenance
- Engineering Fundamentals
- Technical Management

Certificate Programs:

- Aviation Maintenance Technology Part 65
- Engineering Fundamentals
- Uncrewed Systems Technology
- Human Factors (graduate level)

ERAU Bachelor's Programs:

- Aeronautics
- Aviation Business Administration
- Aviation Maintenance
- Engineering
- Engineering Technology
- Uncrewed Systems
- Engineering
- Engineering Technology
- Safety Management
- Technical Management
- Uncrewed and Autonomous Systems

ERAU Master's Programs:

- Aeronautics
- Aviation Maintenance
- Business Administration in
- Aviation
- Human Factors
- Space Operations
- Uncrewed and Autonomous Systems

Sessions	2025-26 Term Dates
Term I	11 August – 12 October
Term II	20 October – 21 December
Term III	12 January – 15 March
Term IV	23 March -- 24 May
Term V	31 May – 01 August

TUITION ASSISTANCE GUIDELINES AND REGULATIONS

A Tuition Assistance		
TA funding limits: \$4,500 per fiscal year (FY) • \$250 per credit / semester hour • \$166.67 per quarter hour • \$16.67 per clock hour Semester hour (SH) limits: 138 SHs – Undergraduate 45 SHs – Graduate	Pays for tuition and fees at DoD-approved schools. Find DoD-approved schools: https://www.dodmou.com/ Pays for classes leading to: • a certificate* <i>*certain conditions apply – see below</i> • an associate degree • a bachelor’s degree • a master’s degree • <i>a degree higher than your current level of education</i> Cannot pay for courses that do not earn college credit.	
B Maintain Eligibility		
• Marines must be eligible for promotion or must qualify for an Honorable Discharge if in their last tour of duty to maintain TA eligibility. • TA is not authorized while Marines are assigned to MOS School, residential PME (i.e., Corporals Course, Sergeants Course, Career Course, etc.), SkillBridge, or any other special professional education program.	• Marines last TA-funded course must end: 60 Days before your EAS for • Enlisted Marines • LDOs, CWOs, and WOs without a bachelor’s degree 24 Months before your EAS for • Commissioned Officers and Reserve Component Officers on active duty • LDOs, CWOs, and WOs with a bachelor’s degree	
C Additional Guidelines for Certificates		References
Certificate programs must be accredited by the DoE, approved by the VA, and have a DoD MOU.		• DoDI 1322.25 • DoDI 1322.19 • MCO 1560.25 • NAVMC 1560.25
TA can be used for academic certificates at any level regardless of Marine’s current level of education.		
Marines may pursue multiple certificates if they have not earned an associate or bachelor’s degree.		
TA for certification programs is limited to two classes or modules at a time.		
TA does not cover fees for certifications, license exams, or credentials.		
TA cannot be used for academic certificates that require a Master's degree as a prerequisite.		
For help finding certificate programs covered by TA, use the TA Decide research tool.		

TUITION ASSISTANCE GUIDELINES AND REGULATIONS

A TA Applications:			B First TA Application Guidelines							
Can be submitted up to 60 days before the course starts	Must be command approved 24 hours before the course starts	Must be authorized by the Education Center before the course starts	One class - All Marines qualify for one course per term until 10 SHs have been completed with a C or higher. Two classes - You can start with 2 classes if you have at least 31 SHs with a GPA of 2.5. Contracted School - If you are taking your first college class or starting a new program with TA, you are required to take your first class with a contracted school per DoDI 1322.19.							
C Two Classes at a Time										
After passing your first class, you may qualify for two classes if:			AND							
- You meet ONE* of the following: ☐ Complete 10 SH with a C or higher ☐ Have a AFQT score of 50 or above ☐ Have a GT score of 100 or above ☐ Completed the Academic Skills Program in the classroom ☐ Completed the Online Academic Skills Course (OASC) ☐ Score an 11 or above on the Test of Adult Basic Education (TABE)			Upload a Degree Plan Maintain Your GPA ☐ 2.5 or above (undergrad) ☐ 3.0 or above (grad) Avoid Unsuccessful Grades ☐ D, F, I, W (undergrad) ☐ C, D, F, I, W (grad)							
<i>*evidence must be uploaded to your TA portal</i>			The maximum is two TA-funded classes at a time.							
D Academic Standing			E Account Maintenance							
<table><tr><th>Success</th></tr><tr><td> - C or higher for undergraduate - B or higher for graduate - pass for pass/fail courses </td></tr></table>	Success	- C or higher for undergraduate - B or higher for graduate - pass for pass/fail courses	<table><tr><th>Repayment Required</th></tr><tr><td> - D, F, incomplete (I), and withdrawals (W) for undergraduate - C, D, F, I, W for graduate </td></tr></table>	Repayment Required	- D, F, incomplete (I), and withdrawals (W) for undergraduate - C, D, F, I, W for graduate	<table><tr><th>Waivers</th></tr><tr><td>Available for withdrawals (W) related to: - Unforeseen Duty/TAD - Medical - Emergency Circumstances </td></tr></table>	Waivers	Available for withdrawals (W) related to: - Unforeseen Duty/TAD - Medical - Emergency Circumstances	Application On Hold Before future TA requests are authorized, all account issues must be resolved, including: - missing grades - missing degree plans - reimbursement issues - waivers - unresolved incompletes Application Changes Immediately contact the Education Center if there are any changes regarding your TA application, including: - never enrolling in the course - dropping the course before it starts - withdrawing from the course - correcting information on the voucher - date changes	
Success										
- C or higher for undergraduate - B or higher for graduate - pass for pass/fail courses										
Repayment Required										
- D, F, incomplete (I), and withdrawals (W) for undergraduate - C, D, F, I, W for graduate										
Waivers										
Available for withdrawals (W) related to: - Unforeseen Duty/TAD - Medical - Emergency Circumstances										
- Failure to successfully complete a TA-funded course requires repayment. - TA funds for approved waivers will count toward the \$4,500 per FY maximum. - Contact the Education Center to initiate the waiver process.										

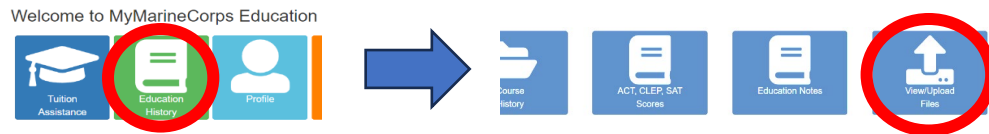
A Funding	B Additional Resources
Free Application for Federal Student Aid (FAFSA): https://studentaid.gov/h/apply-for-aid/fafsa GI Bill: https://www.va.gov/education Scholarships: https://www.scholarships.com https://www.collegescholarships.org http://www.fastweb.com	Tutor.com https://military.tutor.com/ Joint Services Transcript (JST) https://jst.doded.mil/ United Services Military Apprenticeship Program (USMAP) https://usmap.osd.mil Marine Corps COOL (Credentialing Opportunities On-line) https://www.cool.osd.mil/usmc DoD SkillBridge https://www.okinawa.usmc-mccs.org/skillbridge Use this link to send your official JST to your school and get college credit for your military training!
Testing	
C Camp Foster Testing Office Email: fostertesting@okinawa.usmc-mccs.org Location: Camp Foster Education Center, Bldg. 5679, Room 30 Phone: 645-3944 The Testing Office calendar is available online at: https://www.okinawa.usmc-mccs.org/marine-family-support/education/testing-services <i>Tests are administered by appointment only.</i> Available Tests Military Testing - AFCT – Armed Forces Classification Test (ASVAB Retest for Marines and Sailors) - DLAB – Defense Language Aptitude Battery - DLPT – Defense Language Proficiency Test - OPI – Oral Proficiency Interview - ASTB – Aviation Selection Test Battery - TABE – Test of Adult Basic Education Academic Exams - College Proctoring (on a space available basis) Certification Exams* - PearsonVUE Authorized Test Center - Various Financial Management Exams – CDFM, AFCPE - Various Medical Certifications – CCRN, CEN - Personal Training Certifications – ACE, NASM <i>*Other exams may be available. Please contact the Testing Office for additional information.</i>	D National Test Centers (NTCs) <i>provided by the University of Maryland Global Campus</i> https://asia.umgc.edu/transfers-and-credits/national-test-centers Locations: Camp Foster, Camp Hansen, Kadena Air Base Available Tests - Automotive Service Excellence - CLEP – College Level Examination Program - DSST - Excelsior College Examinations - GED - Pearson VUE - ETS Exams - TOEFL, GRE, and Praxis - College Proctoring E Study Materials Free study materials, including practice tests and downloadable e-books, are available from EBSCO Learning Express (DoD MWR Library) and can be accessed via: https://www.militaryonesource.mil https://www.navymwrdigitalibrary.org Additional Exam Materials and Resources GED – https://ged.com/ CLEP – Email the Foster Testing Office or visit https://clep.collegeboard.org DSST – Email the Foster Testing Office or visit http://www.getcollegecredit.com/ ACT – http://www.act.org SAT – https://satsuite.collegeboard.org/sat

USMC Web TA Step-By-Step

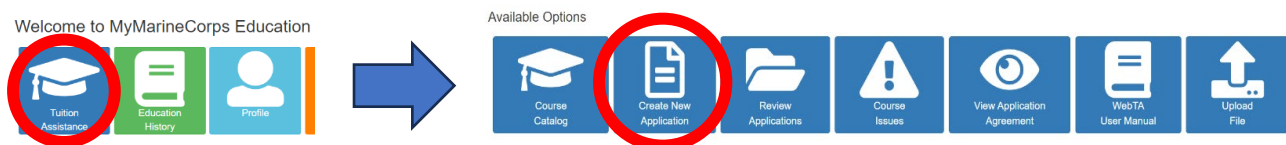
STEP 1: Log-in to your Tuition Assistance (TA) Portal at: <https://myeducation.netc.navy.mil/webta/>.
Update your profile with your contact information.

STEP 2: Upload all required documents including: Career Path Decide screenshot, degree plan, and evidence to qualify for 2 classes at a time if applicable.

Click on **“Education History”** and **“View/Upload File”**



STEP 3: Return **“Home”** and select **“Tuition Assistance.”** Then, click on **“Create New Application.”**



STEP 4: Enter your command approver (CO or By-Dir) information.

Select **“+Add Approver”** and search for your command approver. If they are not listed, Select **“+Manual Entry.”**
If entering manually you will need their DSN phone number and military email address.

The image shows the 'Approver Search' form. At the top right is a green button labeled '+Add Approver' (circled in red). The form has fields for Last, First, Command, Rate/Rank, and Branch. Below these fields are 'Search' and 'Clear' buttons. At the bottom right is a green button labeled '+Manual Entry' (circled in red).

STEP 5: Enter your Education Office, School, and Term Dates.

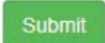
The image shows the 'Academic Information' form. It has a message box stating: 'Information has been loaded from your last Authorized application. Please ensure that the information is correct. American Public University System has been selected for your school. MCB CAMP HANSEN OKINAWA has been selected for your Education Office.' Below this are four fields: Education Office, School, Term Start Date, and Term End Date, all of which are circled in red.

STEP 6: Enter your course information.

Select **“+ Add Course”** for manual entry or **“Search Course Catalog”** to choose your course from the list.

The image shows the 'Course Catalog' form. It has a table with columns: Subject, Number, Title, and Level. Below the table are 'Search' and 'Clear' buttons. At the bottom right is a green button labeled '+ Add Course' (circled in red).

STEP 7: Review all the information on your application and make corrections if needed.

Click on **“Save”**  and then click on **“Submit”** 

TA Application Process

