

Tuition Assistance Checklist

MCRD San Diego/WRR

☐ Complete Tuition Assistance Pre-requisites

- ☐ **PRS Course** required if this is your first permanent duty station.
 - JKO website <https://jkodirect.jten.mil> course number J3O P-US1395 (Personal Readiness Seminar Course) **Upload Certificate as PDF only; see instructions on back.**
 - In person course provided at Welcome Aboard; see PFM or I&R for more details.
- ☐ **Tuition Assistance Orientation Brief** – Given twice a month (one virtual and one in-person) on selected Wednesdays at 0800, please call Education Center for upcoming dates.
- ☐ **GT score of 100 or above** – in lieu of the TABE, the Online Academic Skills Course (OASC) is required for those with a GT score of 99 or below.
- ☐ **Eligible for Promotion**

☐ Speak with an Education Counselor for assistance choosing a school

☐ Apply to school

- ☐ Send official JST to school <https://jst.doded.mil/smart/welcome.do>
- ☐ If applicable, send **all** previous college (& high school if required) transcripts to school
- ☐ Apply for FAFSA at www.fafsa.ed.gov with 2020 1040 tax forms – these are the documents you filed with the IRS; **NOT your W2's!**

☐ Speak with an advisor at the school to get a degree plan and choose classes

The degree plan will list all the classes needed to complete a degree.

****An Official Degree Plan MUST be uploaded to your WebTA portal after 2 classes are completed, otherwise your TA will not be approved****

☐ Enroll in a class up to 60 days prior to the start date of the class; class must end 60 days prior to EAS

☐ Complete WebTA at <https://myeducation.netc.navy.mil/>

BEFORE the start of term (Tuition Assistance > Create New Application)

→ **You will NOT be allowed to create a WEBTA if you are not eligible. The website will list issues to resolve with Education Office.**

☐ Receive email notification of command and Education Office approval.

☐ Print and **SIGN or Electronically SIGN** Tuition Assistance voucher

☐ Submit Tuition Assistance voucher to school for payment.

→ **YOU MUST** physically give, email, or fax the document to the school.

☐ Confirm grades are posted no later than 30 days after the class end date.

<https://myeducation.netc.navy.mil/> (Education > TA Course History)

If a grade is missing, submit to the Education Office by emailing john.goodson@usmc.mil; make sure to include your EDIPI on ALL correspondence.

Tuition Assistance MUST be approved by the command and processed by the Education Office BEFORE the start date of the class

UPLOADING DOCUMENTS TO WEBTA SITE

- **Uploading Documents**

1. Log on <https://myeducation.netc.navy.mil/>
2. Under *My Education Home* page select **Education History**
3. Select **View/Upload files** to upload documents to profile
 - You are **RESPONSIBLE** for uploading your PRS certificate as a **PDF** to be eligible for TA.
 - You are **REQUIRED** to upload a degree plan after 2 classes
4. Email Education Office at john.goodson@usmc.mil to inform us that you have uploaded certificate to portal. Please include your EDIPI in your correspondence.

WebTA Guide

- Log on with CAC or EDIPI #, First Name, Last Name, Date of Birth (YYYYMMDD) at:
<https://myeducation.netc.navy.mil/>
****You will NOT be allowed to create a WEBTA if you are not eligible. The website will list issues to resolve with Education Office. ENSURE you notify Education Office of any issues.**
- Under *My Education Home* page select **Tuition Assistance**.
- Select **Create New Application**; accept terms and conditions.
- **New Application Steps 1 – 5**
 1. **Manually** input Approver Email (Approver must be listed with Education Office approval list provided by your CO or EDO).
 2. **Manually** input Academic Information (Ensure Education Office corresponds with CURRENT duty station and that course term start and stop dates are accurate).
 3. **Enter Course Information** in the search area. (*DO NOT search CRN. You must search Course Description; examples are ENGL101, MATH1332, HIST109, etc.*) If course is not found, proceed to step 3a.
3a) Manually input course description (ex: ENGL101- Reading & Composition). You will be required to upload a Cost Verification; follow instructions on WebTA site.
 4. Select **Submit** - an automatically generated email will be sent to the TA Approver to approve TA.
 5. Once command approved, the Education Center will authorize Tuition Assistance within 48 hours.
 - An automatically generated email will be sent to the student advising Tuition Assistance application has been authorized.
- Print, Sign, and Send TA Voucher to school www.myeducation.netc.navy.mil
(*My Education Home > Tuition Assistance > Review Applications > View > Print document*)
- Submit grades to the Education Office via email at john.goodson@usmc.mil within 30 days of course completion and ensure grade has posted. Please include your EDIPI in your correspondence. (*My Education Home > Education > TA Course History*)

*Tuition Assistance **MUST** be approved by the command and processed by the Education Office **BEFORE** the start date of the class*