Tuition Assistance Checklist

MCRD San Diego/WRR

Qualify for TA and decide on school/program	→	Enroll in your class and submit your TA application	→	Once authorized-send TA voucher to school	→	Pass your classes! Maintain a 2.5 GPA
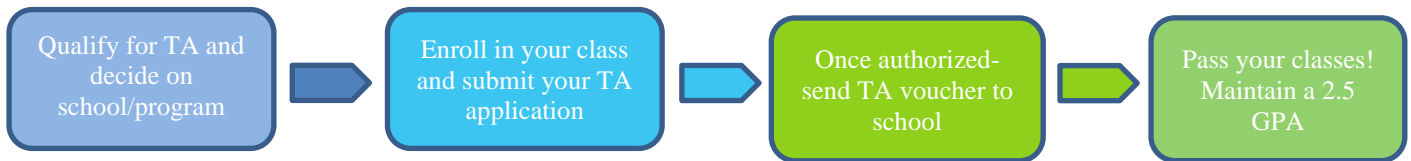
☐ **Complete Tuition Assistance Pre-requisites**
  - ☐ **PRS Course** is required prior to first time use of TA.
    - ▪ JKO website https://jkodirect.jten.mil course number J3O P-US1395 (Personal Readiness Seminar Course) **Upload Certificate as PDF only; see instructions on back.**
    - ▪ In person 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.
  - ☐ **Meet one of the following criteria-**Completed 10 SHs with no grade lower than a C; AFQT score of 50; GT score of 100; Complete Online Academic Skills Course (required if GT is below 100)
  - ☐ **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/jst/
  - ☐ If applicable, send **all** previous college (& high school if required) transcripts to school
  - ☐ Apply for FAFSA at https://studentaid.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 or
  rong.zhang@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*

MCDR San Diego/WRR Education Office 619-524-8158 / 1275
Email: john.goodson@usmc.mil or rong.zhang@usmc.mil
https://sandiego.usmc-mccs.org/marine-family-support/education

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 or rong.zhang@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 or rong.zhang@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)*

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