

# **TUITION ASSISTANCE PROCEDURES**

**Your servicing Navy College Office (NCO) or Marine Education Center must process your TA Application.** (If you are unsure who your NCO is, go to: <https://www.navycollege.navy.mil>, then click on “Academic Advice” (left side) and this will take you to a screen to search for your nearest Navy College Office).

**For Marine Corps go to:** <http://www.usmc-mccs.org/education/mta.cfm>

## **① TA Application to nearest Navy/Marine Education Center**

Tuition Assistance (TA) Applications must be faxed or dropped off at your nearest Navy College Office (NCO) or Marine Education Office before the last day of the school’s published registration. Navy College Offices or Marine Education Offices cannot accept nor process late Tuition Assistance Applications. A late Tuition Assistance Application is defined as one submitted after the published late registration date for your school.

## **② Receive TA Authorization Voucher and present to College**

Once you send the Tuition Assistance Application to your NCO or Marine Education Office you will then receive a Tuition Assistance Authorization Voucher. Review the information on this voucher for accuracy. You, the student, are responsible for submitting the signed TA to your school. If the school does not receive this document, they are within their rights to invoice **you** for the **full** tuition amount.

## **③ Notify military education center of any changes**

You must notify your Navy College Office or Marine Education Office of any changes to the original TA Authorization Voucher by faxing or hand carry to the NCO or Marine Education Office the TA Voucher form with the change clearly marked.

## **④ Grades**

You are required to submit the grade to TA Accounting in Pensacola NLT 60 days after completion of the course. **For Marines** - Grades must be submitted NLT 30 days after completion of the course. Many schools automatically submit grades on the student’s behalf. However, students are ultimately responsible for submission of grades.

### **FAX GRADES to any of the following FAX Numbers:**

DSN 922-1149 / COMM 850-452-1149

DSN 922-1032 / COMM 850-452-1032

DSN 922-1079 / COMM 850-452-1079

## **⑤ Funding Levels**

Tuition Assistance is currently funded at 100 percent for high school courses leading to a high school degree and 100 percent for college courses up to \$250 per semester hour and \$166.67 per quarter hour. Clock hours are capped at \$16.67 per credit hour. There is a limit of 16 semester hours or equivalent per fiscal year (1 Oct – 30 Sept) for Navy Military Members not to exceed the \$4500 per fiscal year. Marines have a \$4500 per fiscal year cap and not the 16 semester credits per year. CAP per credit is the same for both.

## **⑥ SOC Agreement or degree Plan**

**Sailors** are responsible for supplying the Navy College Office with a school evaluation, SOCNAV agreement or program/degree plan outline NLT completion of the fifth course funded through Tuition Assistance.

**Marines** must provide to their Marine Education Center a written SOCMAR Agreement or Degree Plan signed off by an official of the academic institution before exceeding 12 semester hours or equivalent.

## **⑦ Educational Counseling for TA**

Remember to contact your NCO or Marine Education Office for educational counseling, a requirement for TA eligibility.

For general information on TA processing and procedures go to web site: <https://www.navycollege.navy.mil>  
-- *Click on* Left side says “Tuition Assistance”

***Good Luck with your educational endeavors!***

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