**Per MCO 1560.25 CH 6 SEC 6: e, an approved degree plan or SOCMAR student agreement is required. (Your Academic Institution may refer to this document as a degree audit, academic agreement or academic plan)**

Click here to access your TA information

↩️ Click here to update your contact information on file

Click here to create your TA Application

Click here to access your approved TA voucher

↩️ Click here To upload your degree plan
INFORMATION REQUIRED FOR TA APPLICATION

1. Command TA Authorizing Official Information
   ▪ Approver’s Name (Appointed Command TA Authorizer)
   ▪ Approver’s Work email
   ▪ Approver’s Work phone

2. Academic Information
   ▪ Name of student’s Military Installation
   ▪ School’s Name
   ▪ Start and end date of the term

3. Courses/Class Information
   ▪ Course number
   ▪ Course name
   ▪ Course Level (upper, lower, graduate or vocational)
   ▪ Location
   ▪ Credit Unit
   ▪ Credit Hours
   ▪ Tuition Rate

Please remember
✓ You can submit your TA application 60 days prior to your course start date
✓ TA MUST be approved prior to course start date, TA is not retroactive
✓ To sign and submit your approved TA voucher to your school
✓ To submit your final course grades within 30 days of your course end date
✓ To submit a request to cancel any unused TA voucher with proof of course drop and
   confirmation of zero balance to MCCSQuanticoEdCenter@usmc.mil

IMPORTANT TA REMINDERS
Per TA MARADMIN 218/19,
(c) TA shall be authorized for first-time TA applicants for only one course, unless
documentation is provided that the Marine has at least an associates degree or at least sixty (60)
academic credits and a minimum grade point average (GPA) of 2.5.

(d) Marines may not be actively participating in more than two TA-funded classes
   simultaneously.

(l) Open issues in Marines TA accounts, including incomplete courses, reimbursement issues, and
   waivers, must be resolved and posted to the student record prior to approval of future TA requests.

(j) Marines who fail to successfully complete a course will be required to reimburse received
   TA funds. For the purpose of reimbursement, successful course completion is defined as a grade
   of “C” or higher for undergraduate courses, a “B” or higher for graduate courses, and a “pass” for
   “pass/fail” grades for courses using that criteria. TA funds will be recouped from Marines for “D”
   and “F” grades, unresolved incomplete “I”, or courses from which the Marine voluntarily
   withdrew, resulting in a “W” grade per reference