

Subject: Military Financial Assistance
Number: 543
Issued by: Director of Military Programs
Date: October 15, 2007

Policy:

The purpose of the Financial Assistance/Tuition Assistance policy is to acquaint not only the recipient of Military Tuition Assistance, but also to inform USCB staff members who typically have little or no contact with military students. The procedure will identify who is qualified to receive military Tuition Assistance, and the conditions required for its continued use.

Procedure for Tuition Assistance (Marine Corps):

Tuition Assistance (TA) is available to all active duty Marines at 100% of the cost of tuition, up to \$250 per semester hour, for an annual cap of \$4500.00 per fiscal year. Students can meet with the USCB representative on MCAS and MCRD to begin the process. The procedures and eligibility guidelines are as follows:

- Have TA authorization prior to the beginning of classes
- Have a minimum GT score of 100 (or 10.2 TABE test or MASP completion)
- Have no outstanding TA debt
- Have no more than two grades outstanding
- Have no disciplinary actions pending

Procedures for Tuition Assistance (Navy):

Tuition assistance is available to all active duty sailors for 12 semester hours per fiscal year, at 100% of the cost of tuition up to \$250 per semester hour. The eligibility guidelines are as follows:

- Pursue credit through CLEP and DSST examinations before receiving command authorization for tuition assistance
- Have TA authorized before the beginning of classes
- Have no outstanding TA debt
- Have no more than two grades outstanding
- Have no disciplinary actions pending

Servicemember's Obligations:

1. To submit the TA application request to my servicing Military Education Center **PRIOR** to the start of the term. Once my TA application is approved, I will receive a TA Authorization Voucher (Appendix 1: Request for TA) (Appendix 2: TA Voucher)
2. To personally deliver my TA authorization Voucher to the University
3. To pay the remainder of tuition and course fees not covered on the TA Authorization Voucher to the University
4. To notify the Education Center if any changes to the information on this document occur
5. To notify the Education Center if I do not enroll in any or all course(s) on this form or if I **cancel before the school's "drop/add" date**
6. To reimburse, via money order or cashier's check payable to U.S. Treasury and mailed to NETPDTC, tuition and fees paid on my behalf if I:
 - Voluntarily withdraw from a course after the "drop/add" date or full tuition refund date and receive a (W) grade
 - Receiving a failing (F) grade
 - Fail to clear an incomplete (I) grade within 6 months of course completion date
7. To provide NETPDTC a letter from my Commanding Officer confirming withdrawal for military or emergency reasons. Reimbursement may be waived if I official withdrew based on these circumstances and if I submit command verification to NETPDTC N8115
8. **To provide grades to NETPDTC.** It is my responsibility to insure my grades are forwarded to NETPDTC within 60 days of course completion (30 days for Marines). Failure to do so could result in a formal resolution/collection effort of my military pay

Contact Numbers:

- USCB Financial Aid Office 521-3104
- USCB Veterans Clerk 521-4105
- Veterans Administration/Beaufort 470-4737
- Veterans Admin./Regional Office 1-888-442-4551
- Marine Corps Air Station Ed. Office 1-843-228-7474
- Marine Corps Recruit Depot Ed. Office 1-843-228-2152
- U.S. Naval Hospital Ed. Office 1-843-228-5513
- USCB Office @MCAS 1-843-228-7499
- USCB Office @ MCRD 1-843-228-2107