

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

Subject: Admission of Active Duty Military Students/Family Members  
Number: 544  
Issued by: Director of Military Programs  
Date: October 15, 2007

**Policy:**

The purpose of this Admissions procedure is to identify specific requirements inherent with students who are either active duty military or family members of active duty military. Additionally, this procedure will clearly identify the differences between Non-Degree and Degree Seeking applications.

**Procedure for Military Admissions:**

There are two categories under which active-duty military persons can attend. Initially, under the category of "Military Special," active-duty personnel are admitted quickly without the need to submit a high school transcript, college transcript (s), or SAT / ACT scores. This allows students time to request transcripts and/or take College Board exams before applying to the university as a "Degree Seeking" student. The Military Special status requires no application fee and allows students to take courses for transfer to other institutions as well as completing the general education requirements for USCB baccalaureate degrees.

The second category is undergraduate "Degree Seeking." An undergraduate is considered either a freshman or a transfer student. When a student applies to become degree-seeking, the appropriate documentation, which may include transcripts and SAT / ACT scores, must be submitted along with a degree-seeking application and the current application fee. Once accepted as a degree-seeking student, transfer work will be accepted, and military experience can be evaluated to become a permanent part of the student's academic record with the University of South Carolina.

**The following admissions sequence applies to "Non-Degree Seeking" Active Duty Military:**

- Complete the Non-Degree seeking application on base with a counselor
- Provide a copy of PCS orders for in-state residency consideration and for tuition & fee purposes
- Take the appropriate English and mathematics placement exams if required
- Register and enroll in classes

**The following admissions sequence applies to "Degree-Seeking" Active Duty Military:**

- At base locations or main campus offices, fill out the “Degree-Seeking” application
- Pay the application fee that has been established at the time of admission
- Have official High School transcripts sent directly to the University
- If you have attended a previous college or university, have official transcripts sent from all institutions attended directly to the university
- Meet with a faculty / program advisor to determine admissions status and course selections
- Enroll in classes

**The following admissions sequence applies to Non-Degree-Seeking Family members:**

- The Non-Degree-Seeking admissions sequence for family members of Active Duty Service members is the same as for Active-Duty. The **exception** is that family members must pay the current application fee established at the time of admissions.
- Once students apply for degree-seeking status, they will fill out the degree-seeking application and have official transcripts sent from high schools and/or colleges and universities.