



YOUR OBLIGATION

- Employees receiving TA are obligated to remain employed with MCCS Miramar for a minimum of 12 months following the course end date.
- Voluntary separation, during the obligation period will require the employee to reimburse MCCS Miramar the TA amounts received, unless the employee separates due to their own or an immediate family member's serious health condition.
- If an employee does not remain employed at MCCS Miramar for the full 12-month obligation period, the employee will repay the TA benefit that was reimbursed, prorated by the nearest number of months that remain outstanding in the obligation period.

Employees may obtain a tuition assistance application from their supervisor.

Submit your digital application today!

kelli.clear@usmc-mccs.org

NAF Human Resources
Bldg. 2273
2273 Elrod Avenue
(858) 307-7848

MCCSMIRAMAR.COM/HUMAN-RESOURCES

OBLIGATION REQUIREMENT EXAMPLE

Course Start / End Date: 3 Jan / 1 May
TA Benefit Reimbursed: \$1,100
Separation Date: 23 Aug

Employee remained employed for four months* following the course end date. Therefore, eight out of 12 months remain in the obligation period resulting in a proration factor of .67.

(8/12 = 0.67). *1 May to 23 Aug is four months if rounded to the nearest number of months.

Repayment Obligation: $\$1,100 \times 0.67 = \737

Tuition Assistance is available to all MCCS Miramar employees regardless of race, color, religion, sex, age, national origin, genetic information, mental or physical disabilities and any other protected classification. TA provides a reimbursement for tuition, registration fees, course related lab fees, and books; however, TA does not reimburse expenses for housing, student parking, sales tax, or health and application fees.

TUITION ASSISTANCE PROGRAM



ELIGIBILITY CRITERIA

MCCS is committed to the professional development of its employees with the support of our new Tuition Assistance Program. To receive TA, the following criteria must be met:

- Full-time, part-time, or flexible employee averaging 25 hours per week.
- Has been employed with MCCS Miramar for at least 12 months.
- TA is applied for no earlier than 30 days and no later than two weeks prior to course start date.
- Employee has not received a Letter of Reprimand or been suspended in the 12 months preceding the course start date, and a performance rating of “exceeds expectations” or above was achieved in the most recent annual evaluation.
- Course(s) is provided by an accredited or nationally recognized institution.
- Courses taken within a degree program (Doctorate, Masters, Bachelors or Associates) are eligible for TA and do not have to pertain to employee’s current position. However, certification or continuing education courses must pertain to employee’s current position as defined by the position description, or be applicable to meet required or preferred qualifications of a future MCCS job opportunity.

#1

93% say that using their employer’s tuition assistance program helped them develop the skills they needed to grow within their company.*



must be employed with MCCS Miramar for 12 months



ask your supervisor for a tuition assistance application today



open to full-time, part-time, or flexible employees averaging 25 hours per week



may receive up to \$3000 per fiscal year

REIMBURSEMENT CRITERIA

- Employees approved for TA may receive up to \$3,000 reimbursement per MCCS fiscal year (1 February through 31 January). **
- Employees must receive a grade of a “C” or higher in all letter grade courses, or a “pass” in pass/fail courses.
- To apply for reimbursement, employee must submit proper documentation of satisfactory course completion. Final grade(s) on official school transcript, certificate of course completion with grade(s), or an official school letter indicating satisfactory completion and grade(s), within 30 days after course end date are acceptable certifications. A printout from the institution’s website is also acceptable provided the employee signs and dates it as an original. Employee must provide original receipts for covered expenses.

#2

85% say the program has made them a more effective employee.*

**Key findings from the EdAssist/ Bright Horizons Family Solutions’ study of tuition assistance programs with over 22,000 participants from 100+ organizations.*

***Tuition Assistance reimbursement depends upon funding availability.*

