

Web Tuition Assistance Checklist

MCAS Miramar

- ☐ **Complete Tuition Assistance Pre-requisites**
 - ☐ **Personal Readiness Seminar (PRS) Course** required if this is your first permanent duty station.
 - JKO website <https://jkodirect.jten.mil> course number J3O P-US1395
 - In person course provided at Welcome Aboard Brief; see PFM or I&R for more details.
 - ☐ **Tuition Assistance Orientation Brief** – Given every Wednesday at 1130 - walk-in basis only.
 - ☐ **Personal Education Folder** – Request this document from the Education Center prior to scheduling an appointment with a counselor.
 - ☐ **GT score of 100 or above** – in lieu of the TABE, academic counseling is required for those with a GT score of 99 or below.
 - ☐ **Eligible for Promotion**
- ☐ **Speak with an Education Counselor for assistance choosing a school**
- ☐ **Apply to school**
 - ☐ Send official JST to school <https://jst.doded.mil/smart/welcome.do>
 - ☐ If applicable, send all previous college (& high school if required) transcripts to school
 - ☐ Apply for FAFSA at www.fafsa.ed.gov with 2020 and 2021 1040's (EZ/A'S) tax forms (Please contact the Education Center for FAFSA workshop schedule)
- ☐ **Speak with an advisor at the school to get a degree plan and choose classes**

The degree plan will list all the classes needed to complete a degree.

****An Official Degree Plan MUST be uploaded to your WebTA portal after 2 classes completed, otherwise your TA will not be approved****
- ☐ **Enroll in a class**
- ☐ **Complete WebTA at <https://myeducation.netc.navy.mil/>**

BEFORE the start of term (Tuition Assistance > Create New Application)

 - **TA CANNOT BE SUBMITTED MORE THAN 60 DAYS PRIOR TO THE START DATE OF THE CLASS**
 - **CLASS MUST BE COMPLETED 60 DAYS PRIOR TO EAS**
 - **If the TA site shows you are ineligible contact our office.**
- ☐ **Receive** email notification of command and Education Office approval.
- ☐ **Print** and **SIGN or Electronically SIGN** Tuition Assistance voucher
- ☐ **Submit** Tuition Assistance voucher to school for payment; Contact your school on how to do this.
- ☐ **Confirm** grades are posted no later than 30 days after the class end date.

<https://myeducation.netc.navy.mil/> (Education > TA Course History)

If a grade is missing, submit to the Education Office by emailing smbmiramarmccs.edu@usmc.mil; make sure to include your EDIPI and phone number on ALL correspondence.

*Tuition Assistance **MUST** be approved by the Command and processed by the Education Office **BEFORE** the start date of the class*

UPLOADING DOCUMENTS TO WEBTA SITE

- **Uploading Documents**

1. Log on <https://myeducation.netc.navy.mil/>
2. Under *My Education Home* page select **Education History**
3. Select **View/Upload files** to upload documents to profile
 - You are **RESPONSIBLE** for uploading your PRS certificate as a **PDF** to be eligible for TA.
 - You are **REQUIRED** to upload a degree plan after 2 classes
4. Email Education Office at sbmiramarmccs.edu@usmc.mil to inform us that you have uploaded certificate to portal. Please include your EDIPI in your correspondence.

WebTA Guide

- Log on with CAC or EDIPI #, First Name, Last Name, Date of Birth (YYYYMMDD) at:
<https://myeducation.netc.navy.mil/>
****You will NOT be allowed to create a WEBTA if you are not eligible. The website will list issues to resolve with Education Office. ENSURE you notify Education Office of any issues.**
- Under *My Education Home* page select **Tuition Assistance**.
- Select **Create New Application**; accept terms and conditions.
- **New Application Steps 1 – 5**
 1. **Manually** input Approver Email (Approver must be listed with Education Office approval list provided by your CO or EDO).
 2. **Manually** input Academic Information (Ensure Education Office corresponds with CURRENT duty station and that course term start and stop dates are accurate).
 3. **Enter Course Information** in the search area. (**DO NOT** search CRN. You must search Course Description; examples are ENGL101, MATH1332, HIST109, etc.) If course is not found, proceed to step 3a.
3a) Manually input course description (ex: ENGL101- Reading & Composition). You will be required to upload a Cost Verification; follow instructions on WebTA site. -
 4. Select **Submit** - an automatically generated email will be sent to the TA Approver to approve TA.
 5. Once command approved, the Education Center will authorize Tuition Assistance within 48 hours.
 - An automatically generated email will be sent to the student advising Tuition Assistance application has been authorized.
- Print, Sign, and Send TA Voucher to school www.myeducation.netc.navy.mil
(*My Education Home > Tuition Assistance > Review Applications > View > Print document*)
- Submit grades to the Education Office via email at sbmiramarmccs.edu@usmc.mil within 30 days of course completion and ensure grade has posted. Please include your EDIPI in your correspondence. (*My Education Home > Education > TA Course History*)

Tuition Assistance MUST be approved by the command and processed by the Education Office BEFORE the start date of the class