

# Web Tuition Assistance Checklist

## MCAS Miramar

### 1.) Complete Tuition Assistance Pre-requisites

- Personal Financial Management Course:** (required if this is your first permanent duty station)
  - JKO website <https://jkodirect.jten.mil> course number J3O P-US1395 (or)
  - 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
- Career Path Decide:** [www.careerpathdecide.org](http://www.careerpathdecide.org)
  - Complete the skills & interests surveys
  - Set Career Goal
  - Email downloaded report to [sbmiramarmccs.edu@usmc.mil](mailto:sbmiramarmccs.edu@usmc.mil) (do not email link!)
- Meet one of the following criteria:**
  - AFQT  $\geq 50$
  - GT  $\geq 100$
  - 10 SH of post secondary coursework in traditional classroom setting
  - Complete Academic Skills Course
  - Completes OASC
  - If none of the above are met, contact the Education Center
- Eligible for Promotion or current enlistment will result in an Honorable Discharge**

### 2.) Speak with an Education Counselor for assistance choosing a school

### 3.) Apply to school

- Send official JST to school <https://jst.doded.mil/>
- If applicable, send all previous college (& high school if required) transcripts to school

### 4.) Apply for FAFSA (recommended) at [www.studentaid.gov](http://www.studentaid.gov) with 2021 and 2022 1040 tax forms

- Workshop offered the 1st & 3rd Tuesday at 1130 – walk-in basis only

### 5.) 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.

### 6.) Enroll in a class

- Two classes allowed if Marine has completed 31 semester hours (SH) within a traditional setting (submit unofficial transcripts for review/approval)

### 7.) Complete WebTA

- TA can be submitted up to 60 days prior to the start date of the class
- Classes MUST end 60 days prior to your EAS
- Instructions for completing your TA Application on back under “*Instructions for Submitting WebTA*”

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## INSTRUCTIONS FOR SUBMITTING WEBTA

### **TA MUST BE COMMAND APPROVED PRIOR TO THE TERM START DATE**

- Log on with CAC **or** EDIPI #, First Name, Last Name, Date of Birth (YYYYMMDD) at: <https://myeducation.netc.navy.mil/>
- 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 ENGL 101, MATH 1332, HIST 109, 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 usually 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](http://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](mailto:sbmiramarmccs.edu@usmc.mil)

## 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 **REQUIRED** to upload a degree plan after 2 classes
  4. Email Education Office at [sbmiramarmccs.edu@usmc.mil](mailto:sbmiramarmccs.edu@usmc.mil) to inform us that you have uploaded degree plan to portal.

**Please include your EDIPI with ALL correspondence**