

MARFORRES TUITION ASSISTANCE STATEMENT OF UNDERSTANDING

Tuition Assistance (TA) Applicants shall initial the following statements indicating they understand the procedures and regulations governing TA and return to MARFORRES. The Education Office, MARFORRES, must have this TA Statement of Understanding, initialed and signed by the applicant, before TA is authorized.

- ___ 1. The Marine Corps will pay 100% of the tuition cost for approved off-duty courses not to exceed \$250.00 per semester hour, \$166.67 per quarter hour, or \$16.67 per clock hour up to a total of **\$4,500.00** per fiscal year (1 October - 30 September). The amount for graduate courses is \$250.00 per semester hour.

- ___ 2. TA requests should be faxed to MARFORRES at (504) 697-9780 or emailed to mfeducation@usmc.mil no later than 10 working days (2 weeks) prior to the start of class. Marine is responsible to call MFR Education Office if authorization form is not received within 24 hours. If processed via WEB TA – you can print off existing applications.
 - ___ a. No TA's will be processed between 16 Sep – 30 Sep. If class starts 26 Sep request must be submitted and processed by 15 Sep.

 - ___ b. Due to fiscal year funding, TA requests submitted before 1 October for courses starting 1 October or later will be approved on 1 October or later.

 - ___ c. **Late TA requests will be considered on a case by case basis and those crossing fiscal years will not be approved**, i.e. classes started 21 September, but the request was submitted 1 October or later. All classes starting prior to 1 Oct must be processed by 15 Sept.

- ___ 3. If the classes you are requesting have different start and end dates (regardless of the semester they are in) – they must be requested on separate forms.

- ___ 4. It is incumbent upon the student to ensure that the TA Authorization Voucher is correct. If not, the student must notify the MARFORRES Education Office immediately to receive a corrected copy. The TA Authorization Voucher is considered a Source Document and IS NOT AUTHORIZED to be amended by hand.

- ___ 5. If the student or the school makes ANY CHANGES, for ANY REASONS, to the TA Authorization voucher, the student must notify the MARFORRES Education Office immediately to receive a corrected copy. This includes cancelling classes. All classes are tied to the student until either cancelled or a grade is received.

- ___ 6. It is the responsibility of the Marine to supply the school with the TA Authorization for payment – not MARFORRES.

- ___ 7. Students must send their grade(s) to the MARFORRES Education Office either by FAX at (504) 697-9780 or email to mfeducation@usmc.mil within 30 days of

course completion. Failure to do so may result in future TA requests being denied until grades are received. DO NOT SEND GRADES TO NETPDTC.

- ___8. If the student is unable to complete a class for any reason – they must notify the school and request a withdraw. The student will ask that a “W” grade be posted by the school. After the school has been notified – please inform the MFREducation@usmc.mil email that you withdrew from the class. If the reason you withdrew was due to duty, family or medical – you may request to not have to repay the money TA has paid to the school.

- ___9. A request for a Waiver of Repayment will be considered on a case-by-case basis. Situations which may qualify for a waiver include withdraw from a course due to PCS Orders, TAD, medical reasons, or mission requirements. the student will provide a copy of the grade report with the waiver request The request for a Waiver of Repayment will be signed by the student’s Commanding Officer and forwarded to the Education Services Officer (ESO) MCCS MARFORRES.

- ___10. If the applicant receives a grade of F, or withdraws for personal reasons they must repay the U.S. Treasury the amount of tuition paid by the U.S. government. If repayment is not made within 30 days of written notification, the applicant consents to a pay checkage in the amount of monies owed to the U.S. government. Contact the Education Office at MARFORRES for assistance.

- ___11. Commissioned Officers incur a two (2) year Active Duty service obligation beginning on the completion date of all TA funded courses and running concurrently with any other service obligation incurred.

- ___12. For any marine on medical hold – additional paperwork must be filled out. Please let us know at the time you request TA.

- ___ 13. For anyone wishing to use the new WEB TA system – please request instructions by sending an email to MFREducation@usmc.mil. Eventually all requests will be done using WEB TA.

APPLICANT SIGNATURE

DATE

**Note: If you would like a password for tutor.com, please email mfreducation@usmc.mil with your first name, last name and preferred email address.