

TUITION ASSISTANCE GUIDELINES UPDATE

Date Signed: 4/4/2019

MARADMIN 218/19

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MSGID/GENADMIN/CMC WASHINGTON DC MRA MF//

SUBJ/TUITION ASSISTANCE GUIDELINES UPDATE//

REF/A/MSGID: DOC/CMC MR/YMD: 20100901//

REF/B/MSGID: DOC/CMC MM/YMD: 20120614//

REF/C/MSGID: DOD/CMC MM/YMD: 20060809//

REF/D/MSGID: DOC/DODI 1322.25/YMD: 20140707//

NARR/REF A IS MCO 1560.25 MARINE CORPS LIFELONG LEARNING PROGRAM (SHORT TITLE: LL PROGRAM).

REF B IS MCO P1400.32D CH2 MARINE CORPS PROMOTION MANUAL, VOLUME 2, ENLISTED PROMOTIONS

(SHORT TITLE: MARCORPROMMAN, VOL2, ENLPROM). REF C IS MCO P1400.31C CH1 MARINE CORPS

PROMOTION MANUAL, VOLUME 1, OFFICER PROMOTIONS (SHORT TITLE: MARCORPROMMAN, VOL 1,

OFFPROM). REF D IS DODI 1322.25, VOLUNTARY EDUCATION PROGRAMS.//

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GENTEXT/REMARKS/

1. Purpose. In conjunction with reference (a), this MARADMIN provides Tuition Assistance (TA) utilization requirements and procedures.
2. Additional TA eligibility criteria is listed in reference (a). Command approval of TA is contingent upon the command's anticipated mission requirements. TA is authorized only for Marines who meet the standards and eligibility criteria contained herein and in references (a) and (b). Initial usage of TA and continued usage of TA is at the Commanders discretion. Commanders shall ensure Marines meet all eligibility criteria:
 - (a) Marines shall be **eligible for promotion** per references (b) and (c).
 - (b) Prior to TA approval, first-time applicants shall complete the Marine Corps Institute **Personal Financial Management Course** (Course IDMCIZ3420GZ).
 - (c) TA shall be authorized for first-time TA applicants for only **one course**, unless documentation is provided that the Marine has at least an associate's degree or at least sixty (60) academic credits and a minimum grade point average (GPA) of 2.5.
 - (d) Marines may not be actively participating in more than **two TA-funded classes** simultaneously.
 - (e) TA funds for approved **involuntary withdrawal waivers and failed courses** will count toward individual fiscal year ceilings.
 - (f) TA shall be authorized for only **one course** in the next academic term in the event that (1) overall undergraduate or graduate GPA falls between 2.0 and 2.5, (2) a grade of "D" or "F" is received in any course during the previous term, or (3) a voluntary withdrawal occurred from any course during the previous term.
 - (g) Marines using TA must maintain a cumulative **GPA of 2.0** or higher after completing 15 semester hours, or equivalent, in undergraduate studies, or a **GPA of 3.0** or higher after completing six semester hours, or equivalent, in graduate studies, on a 4.0 grading scale. If the GPA for TA-funded courses falls below these minimum GPA limits, TA will not be authorized.

- (h) TA is **authorized only for tuition** charges per reference (d). Marines are responsible for non-tuition fees including but not limited to costs associated with room, board, distance learning, equipment, supplies, books/materials, exams, insurance, parking, transportation, admissions, registration, or fines.
- (i) **Career and technical education certificate programs** must be accredited by an accrediting body recognized by the Department of Education, be approved by the Department of Veterans Affairs, and have a signed Department of Defense (DoD) Memorandum of Understanding in order to receive tuition assistance. Per reference (a), all Marines are eligible to obtain one TA funded certificate during their career.
- (j) Marines who fail to successfully complete a course will be required to **reimburse received TA funds**. For the purpose of reimbursement, successful course completion is defined as a grade of "C" or higher for undergraduate courses, a "B" or higher for graduate courses, and a "pass" for "pass/fail" grades for courses using that criteria. TA funds will be recouped from Marines for "D" and "F" grades, unresolved incomplete "I", or courses from which the Marine voluntarily withdrew, resulting in a "W" grade per reference (k). Recoupment for withdrawals related to duty, medical, or emergency circumstances may be waived. Waiver requirements and processes are contained in reference (a). Recoupment for undergraduate grades of "D" or below and graduate grades of "C" and below will not be waived.
- (l) **Open issues** in Marines' TA accounts, including incomplete courses, reimbursement issues, and waivers, must be resolved and posted to the student record prior to approval of future TA requests.
- (m) TA is not authorized for **fees** related to certifications, license exams, or credentials.
- (n) In addition to the requirements for **officers** in reference (a), Reserve Component officers on active duty orders/mobilization must have an End of Active Service (EAS) date of two years beyond the completion date of the requested class in order to be approved for TA.
- (o) Enlisted Marines must have an **EAS of 60 days beyond the completion date of the course** in order to be approved for TA.
- (p) TA is not authorized for **non-credit** courses, training programs, or programs under continuing education or workforce development.
- (q) Marines assigned to Military Occupational Specialty (MOS) school or residential Professional Military Education (PME) (i.e., Command and Staff college, Corporals Course, Sergeants Course, Career Course, etc.) are not authorized recipients of TA until they return to their regular or permanent duty.
- (r) Marines attending **vocational/technical certification programs** with more than one class or module will only be approved TA for a maximum of two classes or modules at a time.
- (s) TA is not authorized for graduate studies beyond the master's degree level.

3. TA requests can only be submitted within 60 days of the start date of the class.

4. The contents of this MARADMIN will be incorporated into the upcoming revision of reference (a).

5. Release authorized by LtGen M. A. Rocco, Deputy Commandant, Manpower and Reserve Affairs.//