

Web Tuition Assistance Checklist

MCAS Miramar

- ☐ **Complete Tuition Assistance Pre-requisites**
 - ☐ **PRS Course** - JKO website <https://jkodirect.jten.mil> course number J3OP-US1395 (Personal Readiness Seminar Course) **Upload Certificate as PDF only; see instructions on back.**
 - ☐ **Tuition Assistance Orientation Brief** - Please email the Education Center at sbmiramarmccs.edu@usmc.mil to schedule TA Orientation Brief (College 101).
 - ☐ **TABE test required if GT score is 99 or below** – Please email the Testing Center at sbmiramartesting@usmc.mil for assistance.
 - ☐ **Eligible for Promotion**
 - **Per MARADMIN 150/19 No minimum time in service required.**
- ☐ **Speak with an Education Counselor for assistance choosing a school**

There are many things to consider when choosing a school. Make an informed decision with the help of a counselor at the Education Office.
- ☐ **Apply to school**

After careful research, complete all necessary admission and financial aid paperwork.

 - ☐ Send official JST to school <https://jst.doded.mil/smart/welcome.do>
 - ☐ Apply for FAFSA at www.fafsa.ed.gov with 2018 and 2019 1040's (EZ/A'S) tax forms (Please contact the Education Center for assistance.)
- ☐ **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.

*****The Education Office needs a degree plan uploaded to WebTA after completion of 6 semester credits, otherwise your TA will not be approved*****
- ☐ **Enroll in a class** that ends at least 60 days before EAS.
- ☐ **Complete WebTA at <https://myeducation.netc.navy.mil/>**
BEFORE the start of term (Tuition Assistance > Create New Application)
→ ***You will NOT be allowed to create a WEBTA if you are not eligible. The website will list issues to resolve with Education Office.***
- ☐ **Receive** email notification of command and Education Office approval.
- ☐ **Print SIGN or Electronically SIGN** Tuition Assistance voucher
- ☐ **Submit** Tuition Assistance voucher to school for payment.
→ **YOU MUST** physically give, email, or fax the document to the school.
- ☐ **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.

WebTA MUST be approved by the command and processed by the Education Office BEFORE the start of the class

MCAS Miramar

Education Office 858-307-1801

April 2021

Email: sbmiramarmccs.edu@usmc.mil

http://www.mccsmiramar.com/education_center.html

UPLOADING DOCUMENTS TO WEBTA SITE

- **Uploading Documents**

1. Log on <https://myeducation.netc.navy.mil/>
2. Under *My Education Home* page select **Education**
3. Select **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 6 semester credits.
4. Email Education Office at smbmiramarmccs.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 of 4**
 1. **Manually** input Approval Information (Approver must be listed on Education Office approval list).
 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 (Select **Manual Course** and provide course fields).
*****Course Description IS NOT course CRN. Examples of course description will include: (ENGL101), (MATH 1332), (HIST 109) etc....***
 4. Select **Submit** to forward to Unit Approver (Approver will be notified via e-mail)
 - An email will be sent to the student regarding approval or disapproval by unit approving official, followed by another email of approval or disapproval by the Education Office.
- Print, Sign, and Send TA Voucher to school (<https://myeducation.netc.navy.mil/>
(*My Education Home > Tuition Assistance > Review Applications > View > Print document*)
- Submit grades to the Education Office via email at smbmiramarmccs.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*)