

Camp Lejeune-New River Education Centers Instructions for Military TA Approval

WE ARE HERE TO HELP YOU START YOUR JOURNEY TO FURTHER YOUR PERSONAL AND PROFESSIONAL GOALS.

① Complete the Personal Readiness Seminar on JKO:

Go to <https://JKOdirect.jten.mil> and select J3O P-US1395 from the course catalog.

Prefix	Course Number	Name
J3O	P-US1395	Personal Readiness Seminar (PRS) Survival Skills (2 hrs) Link

② Make an Appointment with the Education Center:

Send an email to Lejeune-NewRiverEducation@usmc-mccs.org with the following information:

- Name and Rank
- EDIPI Number
- Email Address
- Preferred Appointment Location (Lejeune/New River)
- Phone Numbers
- Time/Day Preference for the Appointment

You will be contacted by our office to schedule an appointment for our next available opening.

③ Research Colleges and Universities:

Our staff members will provide you with the necessary information to conduct your research. Here are a few recommended websites to start your search.

<https://nces.ed.gov/collegenavigator/> ♦ <https://www.dodmou.com/TADECIDE/>
www.collegescorecard.ed.gov ♦ <https://www.collegeboard.org/>

④ Upload Required Documentation and email your education counselor:

Go to the military TA webTA portal <https://myeducation.netc.navy.mil> and select the Tuition Assistance button; on the next screen, select the Upload File button.

Degree Plan (DP). This is a list of all the classes required for your degree.

Cost Verification Sheet (CVS) / Statement of Fees (SOF). This is something in writing from your school showing the **term dates**, course **number and title**, and all **costs** associated with the class.

THIS MUST BE UPLOADED EACH TIME A MILITARY TUITION ASSISTANCE REQUEST IS SUBMITTED.

Send an email to the Education Counselor with whom you had an appointment. They will update the necessary codes in your webTA portal to allow you to input a funding request.



⑤ Input a request for tuition assistance funding:

You will not be able to input a request until you have confirmation from your Education Counselor that your webTA portal has been updated with the necessary counseling codes.




- Submit one course on each request.
- If you are eligible to take two courses, you will need to submit two requests.
- TA must be submitted PRIOR TO the course start date – no exceptions!!

SUBMISSION STEPS

- Log into the portal and click on the blue Tuition Assistance Icon
- Click on Create New Application

This is how our office will communicate with you about your pending tuition assistance request, so please list the most often accessed email accounts as well as your preferred phone numbers.

Who in your command can authorize your funding? You will need their name, rank, phone number, and email. Make sure this person is available!

Use the  icon to search each section. Please select Camp Lejeune or MCAS New River as your Education Office. Select your School name. Your SOF will give you the term start and end dates.

Use your CVS/SOF to complete the COURSES section of the request. Ensure you are putting the correct course number (i.e. MATH111) and then the title (Math Essentials). The type of hours selected determines the cap on the cost (\$250 semester; \$166.67 quarter)

- The system will prompt you to **SAVE** your request **first**.
- You **MUST click SUBMIT to send it to your Command Approver**.

REMINDERS

- TA is processed in the order it is Command Approved. There is no 'fast track' for TA.
- You will receive an automated email once your application is authorized.
- Your final step is to send your TA Authorization Form to your college or university.

IF YOU HAVE FURTHER QUESTIONS, DO NOT HESITATE TO FOLLOW UP WITH YOUR EDUCATION COUNSELOR.