MARFORRES

Statement of Understanding

PLEASE READ AND INITIAL ALL BLOCKS and return to [mfreducation@usmc.mil](mailto:mfreducation@usmc.mil) or FAX to 504-697-9780

\_\_\_\_ **I understand the TA office closes down the last two weeks of the FY – so all requests must be processed no later than 15 Sept or approved by my CO by 15 Sept if using the WEB TA. If the class starts on the 30th it must be submitted by no later than 14 Sept for processing.**

\_\_\_ I understand TA will **NOT** be processed until the qtr of the class start date, regardless of when it is submitted.

\_\_\_ I will make every attempt to request tuition assistance at least 30 days prior to the start of the class

\_\_\_ I will not start any class until I have received my TA authorization

\_\_\_ If I am a first time TA user I am authorized one class initially – until a GPA can be established. I also must have completed the Personal Finance MCI and have two years in the Marine Corps.

\_\_\_ I can take two classes at one time. No more than two classes can “overlap” at one time.

\_\_\_ Once I print my form from the WEB TA site – I will sign it and send it to my school for payment.

\_\_\_ When the class is over – I will print my grades and send them to [mfreducation@usmc.mil](mailto:mfreducation@usmc.mil) within 30 days.

\_\_\_ If I cancel or change any of my classes I will contact the education office immediately to have them update my form.

Any “pen changes” will void my TA form.

\_\_\_\_ If I have a medical emergency, or family issues and am unable to complete my class – I must contact the registrar at the school to withdraw from class (in writing when possible). I will ask them to post a “W” grade for that class and contact my education office.

\_\_\_\_ I understand that if I need an extension for any class – I am not able to request additional TA until the class is completed and I have turned in my grade (s).

\_\_\_\_ I understand that if I have requested a class that is self-paced that I must complete the class before requesting additional TA for other classes.

\_\_\_\_ I understand any extension to complete my class is limited to 6 months and must be approved by the education office (regardless of how long the school gives me).

\_\_\_\_ I understand if I fail a class – I must repay the class to Pensacola - BEFORE - I can take any other classes.

\_\_\_\_ I understand that failure to turn in a grade within 30 days of class completion WILL result in a pay checkage.

\_\_\_\_ I understand that if I receive a waiver for a class – the money spent for that class will count towards my FY total.

\_\_\_\_ I will contact the education office at [mfreducation@usmc.mil](mailto:mfreducation@usmc.mil) or 1-866-305-9058 for any situation or questions.

\_\_\_\_ Education Officer has final say on all tuition assistance processing.