

**UNCLASS // FOR OFFICIAL USE ONLY**

**MARINE CORPS TUITION ASSISTANCE PROGRAM CHECKLIST**

District:	
OSO Name:	
Applicant Name:	
Last 4 SSN:	

Purpose: To ensure appropriate documents meet requirements and regulations to administer the Marine Corps Tuition Assistance Program.

- ☐ Endorsement Letter: Provided by the Officer Selection Officer. Ensures that all documents have been reviewed prior to submission of request.
- ☐ Verify Direct Deposit: Validate the applicant's direct deposit information. Include a copy of the verification (i.e. Direct Deposit Form, D937 screen, MyPay) with the submission.
- ☐ Cumulative and Term GPA: Candidate must meet minimum Cumulative and Term GPA requirements of 2.00 per MCO 1560.33
- ☐ Signed Marine Corps Tuition Assistance Program Agreement: Candidate understands that upon the acceptance of tuition assistance, they will incur an eight year service obligation. At least five years of the eight year service obligation will be served in an active component. Should a candidate who received any tuition assistance voluntarily disenroll from the program or be dropped through failure to maintain program eligibility prior to commissioning, such candidate is required to reimburse the U.S. Government for all monies received.
- ☐ Marine Corps Tuition Assistance Program Expense Certification Sheet: A copy of all payment receipts for qualifying expenses for the current semester/quarter will accompany the Expense Certification Sheet.
- ☐ Proof of Previous Semester: Official Transcripts indicating the candidate's Cumulative and Term GPA is a 2.00 or higher.
- ☐ Proof of Semester in Progress/Proof of Full-Time Enrollment: Candidate must be a full-time undergraduate student enrolled in a regionally or nationally accredited college or university where they are pursuing a baccalaureate degree. An Academic Certification Form from the college or university will define what is considered full-time.

OSO Name (Print)

Sign

Date