



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
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MCO 1560.33
MCRC/OR
4 May 00

MARINE CORPS ORDER 1560.33

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS TUITION ASSISTANCE PROGRAM (MCTAP)

Ref: (a) Title 10, Section 16401 U.S. Code
(b) Title 37, Section 205 (f) U.S. Code

Encl: (1) Tuition Assistance Initial Application Sheet
(2) MCTAP Expense Certification Sheet
(3) Tuition Assistance Agreement Platoon Leaders Class (2-00)
(4) Tuition Assistance Re-Certification Sheet

1. Purpose. To set forth the requirements and regulations as required in the references for the administration of the Marine Corps Tuition Assistance Program (MCTAP).

2. Effective Date. 1 October 1999.

3. Background. The MCTAP was created in 1999 as a recruiting incentive specifically designed to encourage college students to consider the Platoon Leaders Class (PLC) Program early in their collegiate career. Reference (a) gives the Marine Corps the authority to implement the MCTAP beginning 1 October 1999. The MCTAP will allow up to 1200 once-trained members of the PLC program to receive tuition assistance payments of up to \$5200.00 per academic year. Eligible members may receive reimbursements for verified qualifying expenses for up to three consecutive years. MCTAP funds are available for the purpose of obtaining a baccalaureate degree or juris doctor (or equivalent) degree. The maximum amount that a member may receive is \$15,600.00 over a period of three consecutive years. If a member accepts tuition assistance through the MCTAP, a 60 month active duty service obligation is incurred, see paragraph 5.

4. Eligibility. Applicants for enrollment in the MCTAP under the provisions of this Order must meet the following requirements.

a. General Qualifications

(1) Be a fully enrolled member of the PLC program and have successfully completed at least one increment of officer candidate training.

(2) Be medically qualified for retention in the PLC program, and in all other respects fully qualified for commissioning.

b. Age Requirements

(1) In the case of a member who is pursuing a baccalaureate degree, be under 27 years of age on June 30 of the calendar year in which the member is projected to be eligible for appointment as

commissioned officer (up to 30 years if prior active military service, dependent upon length of prior service);

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(2) In the case of a member who is pursuing a juris doctor (JD) or equivalent degree, be under 31 years of age on June 30 of the calendar year in which the member is projected to be eligible for appointment as a commissioned officer (up to 35 if prior active military service, dependent upon length of prior service).

c. Academic Qualifications

(1) Be a full-time student in an accredited college or university. With respect to undergraduate students, a full-time student is a student who is taking a course load of 12 or more credit hours per semester/quarter.

(2) Be satisfactorily enrolled as a full-time student at an accredited college or university authorized to grant a baccalaureate or juris doctor degree.

(3) Have an overall grade point average of at least a "C" (a 2.0 on a 4.0 scale or equivalent). Students are ineligible to apply if they have attained less than a "C" average in the semester/quarter prior to application. Students on academic, disciplinary, social, or moral probation are also ineligible to apply or receive any additional payments.

5. Longevity Credit. Pursuant to reference (b), PLC members who enroll in the MCTAP will receive a Pay Entry Base Date (PEBD) that corresponds to the date of commissioning, with adjustments for periods of active duty for training, unless the PLC member is also a member of the Selected Marine Corps Reserve (SMCR). Selected Marine Corps Reservists, who are concurrently enrolled in the PLC program, will continue to be entitled to longevity credit. Any PLC member who chooses not to enroll in the MCTAP will retain the service obligation contained in their current service agreement and will receive longevity credit.

6. Covered expenses. The following expenses are covered:

a. Tuition and fees (expenses for room and board are not considered fees).

b. Cost of books.

c. Laboratory fees.

7. Disenrollment from the PLC program. An enlisted member of the PLC-Aviation option or PLC-Ground option (including a Selected Marine Corps Reservist) who receives tuition assistance may be ordered to active duty as an enlisted Marine for not more than four years, if the member:

a. Completes all PLC program requirements but refuses to accept an appointment as a commissioned officer in the Marine Corps Reserve;

b. Fails to complete program requirements; or

c. Is disenrolled from the PLC program for failure to maintain eligibility for appointment under 10 U.S.C. 532.

8. Waiver of enlisted service. The Secretary of the Navy may waive the enlisted service obligation of a member who is not physically qualified (NPQ) for appointment and is also determined to be NPQ for enlisted service due to a

physical or mental condition that was not the result of misconduct or grossly negligent conduct. Refer to enclosure (3) for additional information.

9. Transition period. After the MCTAP is established, current members of the PLC program, who are eligible, will have up to 180 days to request enrollment in the MCTAP.

10. Application Procedures. Members may apply for enrollment in the MCTAP as follows:

a. Members who meet eligibility criteria as outlined in paragraph 4 of this Order may apply for tuition assistance through their respective Officer Selection Officer (OSO), via their Marine Corps District using enclosures (1) through (3). All initial applications and requests for subsequent payments must be received by Commanding General, Marine Corps Recruiting Command, Code OR (CG, MCRC (OR)) by 31 December of the academic year. Those members, who were ineligible to enroll for the first semester/quarter, will have until 31 January to apply for enrollment for the second semester/quarter only, if they subsequently become eligible.

b. The member must provide the OSO with a copy of his/her transcripts from the last semester/quarter completed, and a completed original copy of enclosure (2), the MCTAP certification sheet, along with a copy of all payment receipts for qualifying expenses for the current semester/quarter. The OSO will forward via the district all required documents to MCRC (OR).

c. MCRC (OR) will complete the administrative processing required to ensure payment of tuition assistance funds.

11. Tuition Assistance Agreement. Each member will be thoroughly counseled on the obligations incurred through acceptance of tuition assistance. Use the tuition assistance agreement contained (local reproduction authorized) in enclosure (3) for this purpose, emphasizing that upon acceptance of tuition assistance, members will incur an eight year service obligation. At least five years of the eight year service obligation will be served in an active component, regardless of the amount of tuition assistance received.

12. Program Administration

a. General Information

(1) CG, MCRC (OR) is responsible for administration of the MCTAP.

(2) District Commanding Officers are responsible for the verification of program criteria eligibility for all applications submitted by their OSOs.

(3) Initial applications will be submitted using enclosures (1) through (3); all enclosures may be locally reproduced. The original along with three copies must be submitted.

(4) A direct deposit sign-up form (SF 1199A) must be submitted with all initial applications if the member does not already have an active direct deposit

remarks entry in the Marine Corps Total Force System (MCTFS). Each time the member changes financial institutions a new SF1199A will be required.

(5) Subsequent applications will be made using enclosures (2) and (4), which may be locally reproduced. The original along with three copies must be submitted.

(6) Current transcripts must be submitted with all initial and subsequent applications.

b. Commanding Officers, Marine Corps Districts

(1) Screen all applications in accordance with eligibility criteria established by this Order.

(2) Return all ineligible applications to the respective OSO.

(3) Forward all eligible applications to the Commanding General, MCRC (OR) for final approval and processing.

(4) Immediately notify the CG, MCRC (OR) of any erroneous or misrouted payments, so that corrective action can be taken.

(5) Ensure that all applications arrive at MCRC (OR) no later than the 31 December/31 January deadlines (refer to paragraph 10(a)).

c. Commanding General, Marine Corps Recruiting Command (OR)

(1) Verify all applications for program criteria eligibility.

(2) Return all ineligible applications to their respective districts with a disapproval letter.

(3) Approve all eligible applications for payment, up to the annual maximum of 1200 applications.

(4) Prepare unit diary entries that will effect payment to member's bank account via electronic funds transfer (EFT).

(5) Track all unit diary entries to ensure proper posting.

(6) Resolve all cases of erroneous and misrouted payments upon notification by the districts.

(7) Take the appropriate action required upon a candidate's disenrollment from the PLC program to initiate enlisted service or waiver of such service.

d. Director, Defense Finance and Accounting Service (DFAS), Kansas City, Missouri

(1) Make all unit diary entries required to adjust or correct the member's MCTAP remarks screen, when such entries are not authorized to be made by the CG, MCRC (OR).

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(2) Provide assistance as may be needed to the CG, MCRC (OR) to resolve any problem cases.

13. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



TERRENCE R. DAKE
Assistant Commandant
of the Marine Corps

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TUITION ASSISTANCE INITIAL APPLICATION SHEET

OSO OFFICE: _____

1. _____
LAST NAME, FIRST NAME, MIDDLE NAME (TYPE OR PRINT)

2. _____
(SOCIAL SECURITY NUMBER) (DATE OF BIRTH) (AGE AT COMMISSIONING)

3. For academic year beginning on: _____
(Exact YYYY/MM/DD)

4. I am attending _____ as a:
(COLLEGE OR UNIVERSITY)
SOPHOMORE _____ JUNIOR _____ SENIOR _____

5. My projected graduation date is: _____
YYYY/MM/DD

6. My anticipated date of commissioning is: _____
YYYY/MM/DD

7. My cumulative grade point average (GPA) is: _____

8. My GPA for my last semester/quarter was a _____ completed
on _____.
YYYY/MM/DD

9. I am taking a course load of _____ credit hours for this
current semester/quarter.

10. I am/am not currently on academic, disciplinary, moral
or social probation.

11. I am requesting a reimbursement of _____ for expenses
incurred, attached are paid receipts.

12. I have successfully completed the PLC Junior or Combined
Course on _____.
YYYY/MM/DD

TYPE FULL NAME OF MEMBER

MEMBER'S SIGNATURE

DATE

TYPE FULL NAME OF CERTIFYING OFFICER

CERTIFYING OFFICER SIGNATURE

ENCLOSURE (1)

MCTAP EXPENSE CERTIFICATION SHEET

1. _____
LAST NAME, FIRST NAME, MIDDLE NAME, SSN (TYPE OR PRINT)

2. This form will be used to certify the amount of reimbursable expenses, for the purpose of reimbursement through the MCTAP, incurred by the above named student or his/her family. For the purposes of the MCTAP, reimbursable expenses are defined as actual out of pocket expenses for:

- Tuition and fees (expenses for room and board are not considered fees);
- Books; and/or
- Laboratory fees (applicable to undergraduate students only).

An individual will not be reimbursed for an expense item if that item was (or will be) paid via scholarship, grant, or any other method of educational assistance from sources other than family members. Such an expense item does not qualify as an out of pocket expense and reimbursement in that case, for the purposes of the MCTAP, will result in an impermissible duplication of educational assistance payments.

3. Amount of qualifying expenses for:

- Tuition and fees _____
- Books _____
- Laboratory fees _____

Total expenses _____

Attach all receipts for qualifying expenses.

4. There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim.

5. CERTIFYING OFFICIAL

SIGNATURE

PLEASE
AFFIX
SEAL

TITLE

DATE

ENCLOSURE (2)

4 May 00

TUITION ASSISTANCE AGREEMENT PLATOON LEADERS CLASS PROGRAM (2-00)

1. In connection with my current status as a member of the Platoon Leaders Class (PLC) Program of the U. S. Marine Corps Reserve and in conjunction with my current service agreement or any other service agreement subsequently entered, I hereby acknowledge:

a. That this constitutes my request to be considered competitively for receipt of tuition assistance in the form of two payments per academic year or one payment for the entire academic year from the Marine Corps, as authorized by Title 10, Section 16401 U. S. Code.

b. That such tuition assistance if or when approved by the Commanding General, Marine Corps Recruiting Command (OR), will be paid upon confirmation of incurred reimbursable expenses. Payments may be made for a maximum of three consecutive years while I am in a college or university authorized to grant a baccalaureate, juris doctor, or a bachelor of law degree.

c. That approval of my request to receive tuition assistance and my continuance therein will be subject to the following provisions:

(1) My continued satisfactory performance and progress in the Platoon Leaders Class Program in which I am now enrolled and strict adherence with the provisions thereof.

(2) Initial application for tuition assistance and re-certification for each additional semester/quarter. Continued participation is subject to review and approval by the Commanding General, Marine Corps Recruiting Command (OR).

d. That in consideration of and by reason of accepting tuition assistance I will incur the following extended active duty obligation to which I consent:

(1) If commissioned, that my first assignment to active duty will be to The Basic School (TBS).

(2) If commissioned, to serve on extended active duty for the minimum period stated in the service agreement in effect at the time of my commissioning or 60 months, whichever is longer.

e. The obligation described in paragraph 1d(2) above, is in addition to any other obligation that may be incurred while I am on active duty and will not serve to decrease any other legal obligations.

2. Disenrollment from the Platoon Leaders Class Program. I understand that upon receipt of any funds through the tuition assistance program I incur an extended active duty obligation. I further understand that upon subsequent disenrollment from the Platoon Leaders Class Program for any reason, I may be ordered to active duty as an enlisted Marine (excluding PLC lawyers) for not more than four years.

ENCLOSURE (3)

PLC lawyers agree to serve on extended active duty, as commissioned officers, for a period of 60 months.

3. Waiver of enlisted service.

a. The Secretary of the Navy may waive the enlisted service of any member who is not physically qualified (NPQ) for appointment and is also determined to be NPQ for enlisted service due to a physical or mental condition that was not the result of misconduct or grossly negligent conduct.

b. I understand and agree that if I fail to complete my active duty obligation under this contract, as a result of action not initiated by the government, I shall reimburse the government for part or all tuition assistance that I received from the government through this program.

c. I understand that this requirement for reimbursement, set forth above, may be waived by the Secretary of the Navy, when it is determined that such waiver is in the best interest of the government.

4. I have read and completely understand the meaning and content of the above. No promises, either written or oral, have been made to me in connection with my application for tuition assistance except as specified above. I acknowledge receipt of a copy of this document.

TYPE FULL NAME OF MEMBER	MEMBER'S SIGNATURE	DATE
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TYPE FULL NAME OF CERTIFYING OFFICER	CERTIFYING OFFICER SIGNATURE
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ENCLOSURE (3)

TUITION ASSISTANCE RE-CERTIFICATION SHEET

OSO OFFICE: _____

1. _____
LAST NAME, FIRST NAME, MIDDLE NAME (TYPE OR PRINT)
2. _____
(SOCIAL SECURITY NUMBER) (DATE OF BIRTH) (AGE AT COMMISSIONING)
3. I am attending _____
(COLLEGE OR UNIVERSITY)
4. My projected graduation date is: _____
YYYY/MM/DD
5. My date of commissioning is: _____
YYYY/MM/DD
6. My cumulative grade poing average (GPA) is: _____
7. My GPA for my last semester/quarter was a ____ completed on

YYYY/MM/DD
8. I am taking a course load of ____ credit hours for this current semester. quarter.
9. I am/am not currently on academic, disciplinary, moral or social probation.
10. I am requesting continued enrollment in the MCCTAP, and reimbursement of _____ for expenses incurred, attached are paid receipts.

TYPE FULL NAME OF MEMBER

MEMBER'S SIGNATURE

DATE

TYPE FULL NAME OF CERTIFYING OFFICER

CERTIFYING OFFICER SIGNATURE

ENCLOSURE (4)