

This agreement applies to all tuition assistance for which the Marine Corps approves payment of tuition, laboratory and other instructional fees prior to the course start date. Nothing contained in this agreement shall be construed as limiting the authority of the training approval authority to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Marine Corps.

1. I am not receiving any other federal or state tuition subsidies such as Veterans Administration education benefits, scholarships or grants, etc., in whole or in part, where the payment would constitute a duplication of benefits for the course(s) described in the attached request.

2. I agree that no changes will be made in the course(s) or dollar amount(s) described in the attached request without the approval of servicing HRDSA or CTM's approval; otherwise, I will pay the difference to the Marine Corps and/or the academic institution.

3. I understand that, funds permitting, the Marine Corps will provide up to 100% tuition, laboratory and/or other instructional fees required as a condition of enrollment. I agree to pay the remaining amount and any other costs and fees.

4. I understand that I must successfully complete the course(s) for which tuition assistance is approved. Successful completion requires a grade of "C" or better for undergraduate courses, a grade of "B" or better for graduate courses, and "satisfactory" for courses, which have no letter grade. I hereby authorize the release of academic information (course grades, completion status) by the academic institution to the Marine Corps. I agree to provide a copy of the grade report within 30 days of completing each course.

5. I understand that there are two ways approved tuition assistance may be paid.

a. Payment directly to the academic institution if a billing procedure is established. I agree to reimburse the Marine Corps for all costs (excluding salary) associated with each course, and hereby voluntarily authorize the amount to be withdrawn from my pay, if I fail to successfully complete the course. The training approval authority may waive this requirement in whole or in part based on acceptable justification.

b. I will pay the academic institution and upon successful completion of the course(s) submit a claim for reimbursement to the respective HRDSA or CTM for prior approved course(s) approved tuition.

6. I understand a CSA is required for each course license, or credential for which tuition assistance is provided, civilian employees must submit the signed CSA (see appendix E).