UNITED STATES MARINE CORPS
MARINE CORPS BASE
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TE&O

23 JUN 1997

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From: Commanding General
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Subj: CAMP LEJEUNE AREA VOLUNTARY EDUCATION PROGRAM

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(b) MCO 1560.26
(c) MCO 1560.27A
(d) MCO 1560.28B
(e) DOD DIR 1322.8

Encl: (1) LOCATOR SHEET

1. Purpose. To establish policy and promulgate information concerning the Voluntary Education Program in the Camp Lejeune area.

2. Cancellation. BO P1560.11B.

3. Information. This Manual is concerned with the routine administration of the Voluntary Education Program in the Camp Lejeune area. It supplements references (a) through (e).

4. Background. It is the policy of the Commandant of the Marine Corps (CMC) that the opportunity to pursue further education be provided to all personnel throughout their military career. Voluntary education programs help members improve their mission performance, prepare members for greater responsibility, and enhance their professional as well as their personal potential.

5. Concurrence. This Manual has been coordinated with and concurred in by the Commander, U.S. Marine Corps Forces, Atlantic; the Commanding Generals, II Marine Expeditionary Force; 2d Marine Division; 2d Force Service Support Group; and Commanding Officer, Marine Corps Air Station, New River.

6. Summary of Revision. This Manual has been revised in its entirety and should be reviewed thoroughly.

23 JUN 1997

7. Reserve Applicability. This Manual is applicable to the U.S. Marine Corps Reserve on Active Duty.

M. J. SWORDS
Acting Chief of Staff

DISTRIBUTION: A

LOCATOR SHEET

Subj: CAMP LEJEUNE AREA VOLUNTARY EDUCATION PROGRAM

Location: _____
(Indicate location(s) of copy(ies) of this Manual.)

CAMP LEJEUNE AREA VOLUNTARY EDUCATION PROGRAM

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

CAMP LEJEUNE AREA VOLUNTARY EDUCATION PROGRAM

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CAMP LEJEUNE AREA VOLUNTARY EDUCATION PROGRAM

INTRODUCTION

0001. PURPOSE. The purpose of the Voluntary Education Program is to improve the competence of active duty Marines, to assist with their career progression, and generally to strengthen the personnel base of the Marine Corps. The program brings educational programs and services to Marines at or near their places of duty.

0002. EDUCATION SERVICES OBJECTIVES

1. The Voluntary Education Program:

a. supports the primary mission of maintaining an effective force-in-readiness and employing that force if required;

b. facilitates the minimum goals of a baccalaureate degree for all officers and a high school credential for all enlisted Marines;

c. provides comprehensive educational opportunities including tuition assistance, education counseling and testing for active duty service members;

d. allows family members of active duty personnel and DoD employees to participate in educational programs on a student-funded, space-available basis.

0003. POLICY

1. The Voluntary Education Program will rely primarily on programs, courses, and services provided by regionally accredited educational institutions, including high schools, post secondary vocational and technical schools, colleges, and universities.

2. A comprehensive educational program will be established to encompass a broad range of educational experiences based on the needs of the individual Marine. Included will be basic remedial education; high school completion programs; vocational and technical certificate programs; and associate, baccalaureate, and advanced degree programs.

3. All Marines will have the opportunity to pursue a vocational/ occupational/technical or academic goal.

4. High school-level success, based on the results of the General Educational Development (GED) tests, will be recognized only after a state or local civilian agency has awarded the appropriate high school credential or states in writing that the credential will be issued when the individual reaches the required age level. The Marine Corps is not authorized to issue a certificate or any similar document based on results of the GED tests.

CAMP LEJEUNE AREA VOLUNTARY EDUCATION PROGRAM

CHAPTER 1

COMMAND RESPONSIBILITIES

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CHAPTER 1

COMMAND RESPONSIBILITIES

1000. PERSONNEL APPOINTMENTS

1. A Voluntary Education Program will be established by all commanders to encourage and assist Marines in raising their levels of educational achievement.

2. Each commanding officer, down to and including battalion, squadron and separate administrative commands, will appoint sufficient, qualified personnel to conduct the Voluntary Education Program in accordance with this Manual and references (a) through (d). Appointments will be made in writing, as follows:

a. Officers appointed as top-echelon education officers at base or station level should possess at least a master's degree in education or a related field and be appointed on a full-time basis.

b. Enlisted Marines assigned to the education offices at top echelons should possess at least a baccalaureate degree.

c. Officers appointed as education officers at lower than base or station level should possess at least a baccalaureate degree, and, insofar as possible, be assigned on a full-time basis.

d. Enlisted Marines assigned as education noncommissioned officers at lower than base or station level should have successfully completed at least two years of college and, insofar as possible, be assigned on a full-time basis. Graduates of the Staff Noncommissioned Officers Degree Completion Program (SNCODCP) should be considered for assignment to education noncommissioned officers billets.

e. The recommended degree levels of educational personnel cited in sections (a) through (d) above are specified in reference (a). It is recognized that these requirements may not always be met, due to personnel shortages and unit commitments. Requests for waiver in regards to these requirements should be submitted to the appropriate headquarters.

1001. RECOGNITION OF ACHIEVEMENT. Each commanding officer will recognize individual educational achievement through ceremonial presentations or appropriate correspondence.

CAMP LEJEUNE AREA VOLUNTARY EDUCATION PROGRAM

CHAPTER 2

ORGANIZATION, DUTIES, AND RESPONSIBILITIES

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CHAPTER 2

ORGANIZATION, DUTIES, AND RESPONSIBILITIES

2000. ORGANIZATION

1. Assistant Chief of Staff, Training, Education and Operations (AC/S, TE&O). The Marine Corps Base (MCB) Camp Lejeune Voluntary Education Program will be administered by the Supervisory Education Services Specialist. The incumbent will operate under the cognizance of the AC/S, TE&O, MCB.

2. Supervisory Education Services Specialist. The education programs of all Camp Lejeune tenant commands will be approved and administered by the Supervisory Education Services Specialist. No education program may be implemented without prior coordination with the Supervisory Education Services Specialist and invitation by the Commanding General, MCB.

3. Education Specialist. The Supervisory Education Services Specialist will make all initial contact with civilian institutions in regards to the implementation of new programs at Camp Lejeune. Education representatives of tenant commands interested in establishing new programs should document their unit's educational requirements in a statement of need. This correspondence should then be forwarded to the Supervisory Education Services Specialist, who will review the request and contact the submitting unit to arrange further analysis. When the need for a new program has been verified by the Supervisory Education Services Specialist, he/she will contact the appropriate civilian institutions. Representatives of the requesting unit will be kept informed of all developments and involved in meetings and negotiations as appropriate. Upon establishment of a new program, the requesting unit will maintain coordination with the civilian institution to ensure program longevity and effectiveness.

4. Test Control Officer. An Education Specialist and Test Control Officer will be appointed to assist the Supervisory Education Services Specialist in administration of the program at Camp Lejeune. Education Officers of tenant commands may also elect to assign personnel to the staff of the Supervisory Education Services Specialist.

5. Education Technician. An Education Technician, appointed and supervised by the Supervisory Education Services Specialist, will administer the program at the Marine Corps Air Station (MCAS), New River Education Center.

2001. DUTIES AND RESPONSIBILITIES

1. Supervisory Education Services Specialist. The Supervisory Education Services Specialist will be guided by references (a) through (e) and this Manual in the performance of his/her duties and such other appropriate responsibilities as may be assigned by the AC/S, TE&O. Specifically, the Supervisory Education Services Specialist is charged with the following responsibilities:

a. Organizing, planning, directing, promoting, and arranging for voluntary education programs for military personnel station at MCB, Camp Lejeune and MCAS, New River.

b. Initiating Education Services Agreements with civilian educational institutions offering programs at MCB, Camp Lejeune and MCAS, New River in coordination with the Support Agreements Manager who is responsible for preparing and negotiating agreements.

c. Providing advisory services on education, training goals and opportunities.

d. Maintaining all records, submitting reports, and budgeting all education funds.

e. Requisitioning and controlling all supplies, educational materials, pamphlets, brochures, etc., necessary in the operation of the Base Education Office; MCAS, New River Education Center; and the Defense Activity for Non-traditonal Educational Support (DANTES) Testing Center.

f. Maintaining liaison with educational institutions and associations.

g. Ensuring that DANTES test control standards are maintained in accordance with reference (e).

h. Ensuring that all course fees and reimbursements are collected and accounted for in accordance with applicable directives.

i. Maintaining liaison with the nearest Veterans Administration (VA) Office or Center as directed by reference (d).

2. Education Specialist. The Education Specialist will carry out those duties described within his/her position description and such other appropriate responsibilities as may be assigned by the Supervisory Education Services Specialist. Additionally, the Education Specialist is charged with the following responsibilities:

a. Submitting publicity material to the Consolidated Public Affairs Officer (CPAO) as required.

b. Providing educational/vocational guidance and counseling services.

c. Controlling, supervising, and training all personnel assigned to the Consolidated Education Center and the DANTES Testing Center.

d. Provide a comprehensive brochure that lists available courses and programs.

e. Provide the administration of the Marine Corps Tuition Assistance Program.

3. Test Control Officer. The Test Control Officer will be supervised by the Supervisory Education Services Specialist and guided by references (a), (c), and (e) and this Manual. Additionally the Test Control Officer is charged with the following responsibilities:

a. Ensuring that MCB, Camp Lejeune and MCAS, New River nonmilitary educational testing programs are properly administered and managed.

b. Maintaining, in writing, all procedures used in safeguarding and administering tests in accordance with reference (c) and any procedures unique to the Camp Lejeune testing program.

c. Ensuring that those personnel assigned to the Testing Section are trained and knowledgeable about testing procedures.

d. Providing and forwarding all reports and transcripts required by reference (c).

e. Continuously keeping the Supervisory Education Services Specialist informed about testing programs and immediately advise the Supervisory Education Services Specialist of testing irregularities.

4. Education Technician. The Education Technician is charged with administering the educational programs at MCAS, New River, and Camp Geiger, and will be guided by references (a) through (e) and this Manual to perform assigned duties. Additionally, the Education Technician is charged with the following responsibilities:

a. Reporting to the Supervisory Education Services Specialist at Camp Lejeune. The Education Technician is not in the command chain of any unit located at MCAS, New River and Camp Geiger.

b. Coordinating and supporting all educational programs at MCAS, New River and Camp Geiger.

c. Providing advisory services on education, training goals, and opportunities.

d. Maintaining records and submit required reports.

e. Performing courtesy inspections and provide report assistance to local units upon request.

f. Promoting the educational program services by publicizing information via brochures, briefs and advertising media available.

g. Conducting annual education needs assessment and report the results to the Supervisory Education Services Specialist.

CAMP LEJEUNE AREA VOLUNTARY EDUCATION PROGRAM

CHAPTER 3

BACKGROUND AND DEFINITIONS

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CHAPTER 3

BACKGROUND AND DEFINITIONS

3000. BACKGROUND

1. This Manual provides policy requirements and procedures for establishing and conducting the Voluntary Education Program at each command. It will be used in conjunction with references (a)through (e) in carrying out the Camp Lejeune Area Voluntary Education Program.

2. Reference (a) establishes policies and procedures pertaining to the Marine Corps Voluntary Education Program.

3. Reference (b) provides policy and procedures pertaining to the Marine Corps Tuition Assistance Program for active duty personnel. Annual ALMARS update and include current funding policy for financial support for paying tuition costs charged by educational institutions.

4. Reference (c) provides policy and procedures for participation in the testing and independent study programs offered by the Defense Activity for Non-Traditional Education Support (DANTES).

5. Reference (d) contains information on Veterans Administration (VA) educational assistance programs and provides procedures for enrollment by eligible personnel.

6. Reference (e) incorporates policies pertaining to the operations of all current Voluntary Education Programs in the DoD military services.

3001. DEFINITIONS

1. Accredited Institution. An institution of higher learning which has been granted full accreditation status by one of the six regional accreditation associations is considered an accredited institution.

2. Educational Counseling. The Voluntary Education Program requires that enlisted Marines who do not possess an accredited

high school diploma and officers who do not possess a baccalaureate degree be identified and counseled concerning opportunities to meet their educational deficiencies. Guidance and counseling begin with the Marine's entry into the Marine Corps and continue throughout the active duty career. All Marines will be provided educational counseling by qualified personnel upon completion of initial training and at other suitable intervals during their military career.

3. Eligible Military Personnel. Personnel of the Regular Marine Corps, Marine Corps Reserve on extended active duty, and other military services on active duty and attached to the Marine Corps, are eligible to receive tuition assistance funds. Tuition assistance may not be authorized to military personnel who are convicted of certain crimes that prevent officials or students at an institution of higher learning from engaging in their duties or pursuing their studies.

4. Fund-Controlling Authority. An individual who is authorized by the Commandant of the Marine Corps (Code MHE) to obligate and expend funds for the tuition assistance program is referred to as the fund-controlling authority. At this command the fund-controlling authority is the Supervisory Education Services Specialist.

5. Non-Traditional Education. This refers to learning which takes place outside the traditional classroom setting of a civilian educational institution. Included in this category are correspondence courses (independent study), examination programs, military training and military formal schools, and other work or life experiences.

6. Off-Duty. The term "off-duty" as used in this Manual refers to other-than-normal duty hours and not to a particular time of day.

7. Resident Course. A resident course is one that is offered by a regionally accredited institution for academic credit in terms of semester hours or quarter hours. A correspondence course (independent study) is not included in this definition.

8. The Servicemembers Opportunity College (SOC). SOC is a network of two- and four-year colleges that have cooperated to assist mobile servicemembers in achieving their educational goals. These civilian colleges have joined together to form networks in which each college accepts credits from all the others. This guarantees the service member can continue work on a degree without loss of

credits, even when transferred. The SOC system solves the problem of starting a program of study at one place and finishing at another. All educational institutions aboard DOD installations are required to be members of the SOC Program.

9. Servicemembers Opportunity College - Marine Corps (SOCMAR). SOCMAR is the Servicemembers Opportunity College degree program for the Marine Corps. The two-year program, SOCMAR-2, consists of accredited colleges that offer associate degree programs on or accessible to Marine Corps installations world-wide. The bachelor's degree equivalent is SOCMAR-4.

10. Tuition Assistance. The term applied to a method of funding voluntary education programs whereby eligible military personnel may obtain a maximum of 75 percent of the tuition costs for participating in authorized academic courses offered during off-duty hours.

11. VA Educational Assistance

a. The term "G.I. Bill" refers to VA educational benefits based on active military service. G.I. Bill eligibility is limited to personnel who commenced active duty or enlisted in the Delayed Entry Program prior to 1 January 1977. Eligible personnel may commence in-service use of benefits upon completion of 181 days of continuous active duty.

b. The term "Veterans Educational Assistance Program (VEAP)" refers to a contributory program created by the Post-Vietnam Era Veterans' Educational Assistance Act of 1977. Personnel whose initial enlistment occurred on or after 1 January 1977 may participate in the VEAP by making contributions to an educational assistance fund. The participant's contributions are matched two for one by the VA.

c. The "Montgomery GI Bill Program," also known as the MGIB, is a program of educational benefits for individuals who entered active duty for the first time after June 30, 1985 and received an honorable discharge.

12. Voluntary or Off-Duty Education Programs. The terms are used interchangeably in reference to education programs sponsored by the Marine Corps during off-duty hours.

CAMP LEJEUNE AREA VOLUNTARY EDUCATION PROGRAM

CHAPTER 4

EDUCATION SERVICES AND RESIDENT PROGRAMS

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CHAPTER 4

EDUCATION SERVICES AND RESIDENT PROGRAMS

4000. EDUCATIONAL SERVICES

1. Apprenticeship Program. Under the USMC Apprenticeship Program, personnel in selected Military Occupational Specialties (MOS's) may acquire apprenticeship certification through the U.S. Department of Labor. This program offers achievement of a clearly defined personal goal. Information on those MOS's covered under the program and registration procedures may be obtained in Building 202 at Camp Lejeune.

2. Coastal Carolina Community College Adult High School Program. Marines and their dependents who desire a traditional high school diploma may take required courses at Coastal Carolina Community College at night. Individual Marines and their dependents should receive counseling by Coastal Carolina Community College counselors on the main campus or in Building 202, the Consolidated Education Center at Camp Lejeune, before enrolling.

3. Military Academic Skills Program (MASP). Marines who are considered by their commanders to be deficient in MOS skills due to weakness in the areas of English, Mathematics, or Reading are eligible for MASP classes. Marines enrolled in all three subject areas will be involved in a full work day of student activities consisting of individualized instruction and supervised self-study. Students enrolled attend classes seven hours daily, Monday through Friday, 0730-1530. Classes are four weeks in length.

4. Off-Duty GED Test Preparation Classes. As many as four off-duty GED classes may be simultaneously conducted in the evenings by Coastal Carolina Community College at various locations. The classes normally meet three or four evenings each week and require twelve weeks to complete. Individual Marines or their dependents should receive counseling by Coastal Carolina Community College counselors on the main campus or in Building 202 at Camp Lejeune before enrolling.

4001. RESIDENT PROGRAMS

1. All educational institutions offering courses at this Command and MCAS, New River do so at the invitation of the Commanding General. As long as high quality, professional, and desired services are provided, the invitation will continue to stand. Should service not be maintained to the standards expected, the invitation may be rescinded on the recommendation of the Supervisory Education Services Specialist.

2. There are currently seven educational institutions offering courses at this command and MCAS, New River.

a. Averett College Distance Learning. Averett College Distance Learning is a Distance Learning Program offered in partnership with the United States Marine Corps at major Marine Corps installations. Where traditional restraints require that 18-20 students be in one location to form a class, the distance learning approach allows students in remote locations to complete graduate degrees without traveling from their hometowns or businesses. Currently a Master's Degree in Business Administration is offered at Camp Lejeune in Building 202.

b. Boston University. Boston University's Metropolitan College offers Master's Degree programs in both Business Administration and Computer Information Systems. All classes are held on weekends, and both programs are designed to be completed in as little as 20 months. Classes are held in Building 202.

c. Campbell University. Campbell University is a four-year, liberal arts institution accredited by the Southern Association of Colleges and Schools to award Associate, Bachelor's and Master's Degrees. Degree opportunities are available in the following areas: Associate and Bachelor Degree in Accounting, Business, Applied Science, Social Science and Master of Business Administration. The Academic Terms cover nine weeks, and five terms are scheduled each year.

d. Coastal Carolina Community College. Coastal Carolina Community College offers a wide variety of programs of study. Courses are offered on a quarterly basis. The College Transfer Division offers an Associate of Arts Degree, Associate in Science Degree, and an Associate in Fine Arts Degree in many subject areas through the Diploma Program. There are also several certificate programs under the Continuing Education Division. For more detailed information, consult a current Coastal Carolina Community College catalog or the Coastal Carolina Community College representative located in Building 202.

e. Southern Illinois University. Southern Illinois University offers upper division courses at the Naval Hospital and MCAS, New River, leading to a Bachelor of Science degree in Technical Careers with majors in Health Care Services and Aviation Management, respectively. Details about these programs can be obtained by contacting the Southern Illinois University representatives: Health Care Services Representative - Building 202, Camp Lejeune; Aviation Management Representative - Building 215, MCAS, New River.

f. University of North Carolina at Wilmington (UNCW). University of North Carolina at Wilmington offers course work in elementary education which will enable individuals to complete their undergraduate degree program in elementary education. The program was developed jointly with Camp Lejeune and Coastal Carolina Community College and in collaboration with the Onslow County and Camp Lejeune Dependent School Systems. The program in elementary education is the same as the program currently offered on the campus of UNCW: a 124-hour undergraduate degree program in elementary education which, upon successful completion, leads to North Carolina teacher license in elementary education (K-6). Courses are also available for teacher certification for those who have a Baccalaureate Degree. The office is located in Building 202.

g. Webster University. Webster University offers the following graduate degree programs at the Camp Lejeune Naval Hospital: Health Services Management and Public Administration, with electives in Human Resources Development, Management and Marketing. Classes meet Monday - Saturday; nine-week sessions, five times per year. Program is from 16 to 26 months in length to complete degree requirements. Office is located in the Naval Hospital, Building 100, Room 407. Classes are held on the first floor of the same facility.

CAMP LEJEUNE AREA VOLUNTARY EDUCATION PROGRAM

CHAPTER 5

TUITION ASSISTANCE

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CHAPTER 5

TUITION ASSISTANCE

5000. BACKGROUND. Tuition assistance is designed to encourage personnel to attend off-duty courses offered by regionally accredited colleges and universities. Under the provisions of the Tuition Assistance Program, active duty Marines and personnel of other military services attached to Marine Corps units may be authorized to enroll in classes presented by regionally accredited civilian educational institutions on campus, at resident centers, or on military installations.

5001. RESTRICTIONS AND POLICY

1. The authority to expend funds for the Tuition Assistance Program is derived from the recurring provisions of the annual Department of Defense (DoD) Appropriations Acts. The restrictions and provisions are as follows:

a. Appropriated funds may be used for the payment of no more than 75 percent of college-level tuition charges. One hundred percent is paid for high school-level courses. The applicant will bear all other costs including:

(1) tuition in excess of the amount specified above;

(2) registration, matriculation, laboratory, and graduation fees;

(3) service charges for deferred payments;

(4) costs of materials, including books and supplies;

(5) fees for institutional examinations to qualify for advanced courses or advanced standing;

(6) costs for courses where no academic credit is given due to "F" grades or courses dropped willfully by the individual.

b. Service tuition assistance may not be authorized to military personnel who are convicted of any crime which prevents officials or students at an institution of higher learning from engaging in their studies.

2. To qualify for tuition assistance, a course must be offered for academic credit by a regionally accredited institution and contribute to the individual's improved performance of duty or be a requirement in an approved course of study leading to a college degree. Tuition assistance may be utilized for remedial courses depending on individual circumstances.

3. The period of obligated service for enlisted personnel will be of sufficient length to permit completion of the courses while on active duty. Their duties will be such as to enable them to participate in and, circumstances permitting, complete courses in which they enroll.

4. Payment for courses for a commissioned officer, Regular or Reserve, who does not agree to remain on active duty for two years after completion of any course is prohibited by provisions of the Department of Defense Appropriations Acts. Requirements are satisfied when the officer agrees to remain on active duty for two years after completion of off-duty courses. Such agreement does not constitute an application for extension of service in the case of a reservist or obligate the Marine Corps in any way to retain an officer on active duty.

5. Tuition assistance payments are made only to civilian schools on the basis of approved requests. Individuals may not be reimbursed for tuition costs which they have incurred.

6. No retroactive payment will be made to a civilian school for courses commenced prior to the receipt by the individual of a Request for Tuition Assistance (Figure 5-1) approved by the fund-controlling authority. Individuals who enroll in courses prior to receipt of an approved request are responsible for all obligations incurred.

7. Marines will be counseled to enroll in only the number of courses that they can reasonably be expected to complete successfully. Two courses are considered a maximum workload for a student attending off-duty classes.

8. Tuition assistance funds may not be authorized for any course for which a Marine is receiving reimbursement in whole or in part under any other provisions of Government law where the tuition assistance would constitute a duplication of benefits from the Federal Treasury. (There is a similar limitation of educational assistance received from the Veterans Administration.)

9. If students voluntarily withdraw from courses, reimbursement to the Marine Corps in the amount paid by the Marine Corps will be required.

10. If a student fails a course for any reason, eligibility for further tuition assistance is suspended until such time as the student presents evidence to resolve this failing grade(s) and then raises his/her grade point average to a 2.0 level.

11. Tuition assistance funds may not be authorized for Marines who are attending college under the provisions of any full-time education program. These programs include the Advanced Degree Program, College Degree Program, Staff Noncommissioned Officer Degree Completion Program, Special Education Program, or Funded Legal Education Program.

12. The allocation of tuition assistance will be dependent upon available funds.

5002. PROCEDURES

1. Individuals who desire to enroll in courses under the Tuition Assistance Program will:

a. Consult the unit education officer or Education Counselors in Building 202, as appropriate, to determine the educational opportunities that are locally available. The education officer will refer each individual to the educational counselor at the appropriate school.

b. Apply for admission to the educational institution (if required) and request a statement of admission if it is a first enrollment in the school or if subsequent readmission is required by the school.

c. Submit a request to attend classes under Tuition Assistance Program via the unit commander, or authorized representative, to the designated fund-controlling authority.

d. Execute a written agreement which authorizes the fund-controlling authority to obtain grade reports from the educational institution or agree to provide a grade report to the fund-controlling authority within three days of receipt of grades from the institution. Schools have 30 days after the term ends to submit student grade reports.

e. Proceed to enroll only after receipt of an approved tuition assistance request from the fund-controlling authority. Copy number one of the approved request will be delivered to the school by the student at the time of registration. All changes to the approved request must be coordinated with the fund-controlling authority.

f. Immediately return the approved request to the fund-controlling authority in the event a decision is made not to enroll in the approved courses.

g. Immediately notify the fund-controlling authority, stating the reasons for withdrawal in the event of withdrawal from any courses. Reason(s) for withdrawal must be forwarded through the chain of command, via the appropriate education center, on a Notice of Student Withdrawal/Noncompletion Form available from the Consolidated Education Office, Building 202, Camp Lejeune.

2. Each individual requesting tuition assistance will be counseled on the specific responsibilities imposed by Headquarters, Marine Corps policy as well as the individual responsibilities incurred under provisions by this Manual.

REQUEST FOR TUITION ASSISTANCE VOLUNTARY EDUCATION PROGRAM (1360)
NAVMC 10883 (REV. 5-90) (*Previous editions will not be used*) SN: **0000-00-006-4016** U/I: PAD OF 100

INSTRUCTIONS
Applicant will complete items 1 through 8 and sign the Agreement in Item 10. Use typewriter if possible. If ball point pen is used, PRESS HARD for legibility.

1. LAST NAME - FIRST NAME - MIDDLE INITIAL OF APPLICANT	2. SSN	3. GRADE

4. BRANCH OF SERVICE	5. ORGANIZATIONAL (Complete address)

6. NAME AND ADDRESS OF SCHOOL

7. COURSE INFORMATION

COURSE LEVEL CODES: G = Graduate, U = Undergraduate, V = Vocational, HS = High School

COURSE NUMBER	COURSE TITLE	COURSE LEVEL (Codes above)	NO. OF SEM(S)/ QTR(Q) HRS OR CU FOR HS	TOTAL COST OF COURSE	COST TO INDIVIDUAL	COST TO USMC
				$	$	$
				$	$	$

8. DATES OF COURSE(S)	INCLUSIVE DATES (*First Course*)	INCLUSIVE DATES (*Second Course*)	9. TOTAL COST TO USMC	
				$

10. AGREEMENT

I UNDERSTAND that the Marine Corps will pay _____ percent of the tuition for the above off-duty course(s) which is the amount entered in Item 12. above, subject to the following agreement:

I agree to pay the remainder of tuition plus all other costs such as textbooks and fees required for admission, student activities, and registration.

If I voluntarily withdraw from or fail to satisfactorily complete the course(s) of fail to receive credit for the course, in accordance with the provisions of MCO 1560.26A, I accept liability for indebtedness to the government and promise to repay the full amount of tuition paid on my behalf. When is reimbursement is required, I will have two pay periods following notification of liability in which to make the repayment. If I have not made the required repayment within that period of time, I authorize the Disbursing Officer to withhold the amount of indebtedness from my pay in accordance with paragraph 70701 of DoD Military Pay and Allowances Entitlements Manual.

I will not apply for or receive Veterans Administration educational assistance for the above course(s).

I authorize the institution listed in Item 9. above to provide the fund controlling officer listed in Item 17. with an official copy of the grade(s) for the above course(s).

FOR COMMISSIONED OFFICERS ONLY: I agree, in accordance with the provisions of 10 U.S.C. par. 10005 to remain on active duty for two years after completing the above course(s). If I voluntarily separate or am separated due to misconduct from active duty military service, I agree to reimburse the Marine Corps an amount proportionate to the amount of unserved duty. This agreement does not obligate the military service to retain me on active duty. If I voluntarily resign or am separated for bad conduct, I will repay the government an amount proportionate to my unserved obligated service.

DATE	SIGNATURE OF APPLICANT	OFFICE TELEPHONE NUMBER

11. APPLICANT'S COMMANDING OFFICER OR AUTHORIZED REPRESENTATIVE

The applicant's present or anticipated military duties will permit class attendance to an extent which will make it possible to complete the course(s).

DATE	TYPED NAME OF COMMANDING OFFICER	COMMANDING OFFICER SIGNATURE

12. TUITION ASSISTANCE IN THE AMOUNT INDICATED IN ITEM 9 ABOVE IS APPROVED.

DATE	ADDRESS OF FUND CONTROLLING AUTHORITY	NAME & SIGNATURE OF AUTHORIZED FUND APPROVING AUTHORITY

DISTRIBUTION OF COPIES:

Copy 1 (Original) will be presented to school by student.
Copy 2 will be forwarded to disbursing officer by the fund controlling officer.
Copy 3 for **officer** applicants will be forwarded to the Commandant of the Marine Corps (**MMOA**); for **enlisted** applicants Copy 3 will be destroyed.
Copy 4 will be retained by the fund controlling officer.
Copy 5 will be forwarded to the commanding officer.
Copy 6 will be retained by the individual.

GOVERNMENT PRINTING OFFICE: 1993-737-144

SAMPLE

Figure 5-1.--Tuition Assistance Form.

CHAPTER 6

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT

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FIGURE

6-1 DANTES DISTANCE LEARNING ENROLLMENT FORM. . (DANTES 1562/31) 6-8

CHAPTER 6

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT

6000. BACKGROUND. DANTES is an educational support service for the Voluntary Education Programs of the military services. The Department of Defense authorized DANTES after the disestablishment of the U.S. Armed Forces Institute (USAFI). The primary missions of DANTES are to manage examination programs in support of the Voluntary Education Programs of each military service and to develop and disseminate information on quality independent study courses and programs from the civilian education community.

6001. TRANSCRIPTS

1. DANTES is responsible for reporting scores from the USAFI student record file for entries made prior to 1 July 1974.

2. Transcripts of USAFI courses and tests completed prior to 1 July 1974 will be issued, upon written request, to examinees, the DANTES Test Control Officer, educational institutions and agencies, from the following activity: Educational Testing Service, Contract Representative for DANTES, Box CN 6605, Princeton, NJ 08541-6605.

3. Transcripts of USAFI courses and tests will include all examinations completed through USAFI before 1 July 1974, whether satisfactory or unsatisfactory. Requests for partial transcripts should not be made.

4. For active duty personnel, requests can be submitted to the DANTES Test Control Officer free of charge for educational counseling purposes. A $10 fee is charged for the examinee or anyone else to receive a transcript.

5. In response to inquiries from veterans, the education officer should advise them of the correct address for obtaining USAFI transcripts. They should further be advised to prepare a letter of request containing the following information: Name, Social Security Number, any previous Military Service Number, Branch of Service, Date of Birth, Date and Place where tests to be reported were taken, and the address to which the transcripts are to be sent, if other than the requester.

6. In accordance with the provisions of the Privacy Act of 1974, all requests for transcripts must be signed by the individual concerned.

6002. EXAMINATION PROGRAMS

1. The examination programs available through DANTES are described in the DANTES Examination Program Handbook, together with the policies and procedures by which the military services may conduct testing. All commands authorized by the Commandant of the Marine Corps (Code MA) to conduct DANTES testing will comply with the procedures set forth in the DANTES Examination Program Handbook.

2. DANTES is authorized to support the services' voluntary education program by providing the College Level Examination Program (CLEP) and the DANTES Subject Standardized Tests (DSST) on a worldwide basis.

3. The tests offered through the DANTES Examination Programs are available to personnel currently on active duty, on a funded basis. Reserve personnel ordered to active duty for 120 consecutive days or longer are considered "active duty" for this DANTES policy. Cadets and midshipmen of the military academies are eligible for the funded DANTES-sponsored Examination Program only when testing at an authorized DANTES test site. Coast Guard personnel are eligible for all of the funded DANTES-sponsored Examination Programs (CLEP, DSST and ACT PEP) except the GRE, GMAT, and NTE, only when testing at an authorized DANTES test site.

4. DANTES test control officers, examiners, and proctors who have access to DANTES tests are not eligible for any of the tests offered through DANTES.

6003. EXAMINATION AVAILABILITY

1. Examinations available through DANTES are detailed in the DANTES Examination Program Handbook, which is automatically distributed to all authorized DANTES Test Control Officers by DANTES, Pensacola, Florida.

2. The Educational Testing Services provide through DANTES the CLEP and DSST examinations for military testing on a worldwide basis.

3. Within the 50 states, military personnel may be tested on the GED only at an official civilian GED test center authorized by the state's Department of Education. The individual Marine is required to pay the cost of the civilian GED testing. Whether tested overseas or by a civilian GED testing center, the individual Marine is required to pay the state cost, if any, for issuance of a high school credential.

4. DANTES may make available, to established testing sections, testing programs and certification examinations other than those for which DANTES is authorized to provide financial support. The examinee is required to pay the full costs of such testing programs and certification examinations.

5. The DANTES contract representative will honor requests for testing material only from authorized and approved test control officers.

6004. EXAMINATION REPORTS AND TRANSCRIPTS

1. Upon scoring a test, the DANTES contract representative responsible for the examination will issue an initial test report without charge. The report will include an identification of the examinee and the examination, the test score, and other appropriate interpretive information, and will be prepared in triplicate, (for CLEPS, DSST, and ACT PEPs). All three copies will be sent to the DANTES test control officer who certified the answer sheet, with one copy designated for the examinee. Test reports for all other tests funded through DANTES are sent directly to the examinee at the address indicated on the answer sheet.

2. Upon receipt of the test report, the Marine is responsible for having the scores entered into the Service Record Book (SRB).

3. Transcripts of CLEP General and Subject Examinations and Subject Standardized Tests taken after 1 July 1974 may be obtained upon request, by the DANTES test control officer or by the examinee, from Educational Testing Service, Contract Representative for DANTES, CN-6604, Princeton, NJ 08541-6604. The score report is issued free of charge to the DANTES test control officer for educational counseling purposes. There is an $8.00 transcript fee for transcripts issued to the examinee.

4. Reports of examinees' previous testing requested by a DANTES test control officer for bona fide counseling purposes, such as determination of need or eligibility for retesting, will be issued without charge. All such requests should be submitted to the appropriate DANTES contract representative.

6005. INDEPENDENT STUDY PROGRAM

1. The DANTES Independent Study Catalog provides information concerning independent study (correspondence) courses and credit-by-examination programs available to service members from civilian educational institutions. The catalog is designed to assist those personnel who are stationed at isolated sites, do shift work, are transferred before the completion of their programs to locations where necessary courses are not offered, or have advanced to a level in their programs at which courses needed to progress further are not offered at their current place of assignment.

2. Many colleges and universities have limits as to the amount of independent study which is acceptable towards a degree. All prospective independent study students should, therefore, consult with appropriate individuals of the college or university where they wish to receive credit prior to enrolling in correspondence study or credit-by-examination programs.

3. DANTES is authorized to pay tuition or fees for courses or examination programs described in the DANTES Independent Study Catalog. Marine Corps Tuition Assistance is authorized for most independent study (correspondence) courses listed in the DANTES Independent Study Catalog.

4. Marines applying for independent study (correspondence) courses are required to pay the cost of the course or they may apply for VA in-service educational benefits, if eligible.

5. Marines applying for credit-by-examination programs are required to pay the full cost of the examinations. VA benefits are not available. DD Form 2004, DANTES Independent Study Course Application form (Figure 6-1), is available from DANTES. Marine Corps commands/detachments using the form will not use Section Vc which concerns payment of tuition assistance by a military service.

6. Military personnel of other services on duty with the Marine Corps should be advised to contact their service headquarters concerning policies on payment for independent study courses.

DANTES Distance Learning Enrollment Form for Service Members

SECTION I: APPLICANT INFORMATION

1. **Name:** (Last, First, M.I.)

2. **SSN:** | 3. **DOB:** (MM/DD/YY) / /

4. **If Active Duty, but NOT AGR or TAR:** (choose one)
O Army O Navy O Air Force
O Marine Corps O Coast Guard O Not Applicable

5. **If AGR** (Active Guard Reserve) **or TAR:** (choose one)
O Army O Navy O Air Force
O Marine Corps O Coast Guard O Not Applicable

6. **If Reserve Component:** (but not Active, AGR, or TAR)
O Army National Guard O Air National Guard
O Army O Navy O Air Force
O Marine Corps O Coast Guard O Not Applicable

7. **Estimated Date of Separation:** (MM/DD/YY) / /

8. **Military ID Card Color:** O Red O Green

9. **Military Pay Grade:** E- W- O-

10. **Highest education completed:** (circle number of years)
9 10 11 12 13 14 15 16 17 18

11. **The level of this course is:** (choose one)
O High School O Associate (Fr-So)
O Baccalaureate (Jr-Sr) O Graduate (Master)
O Undergraduate prerequisite for a Graduate program
O Vocational Certificate or DETC Degree

SECTION II: ADDRESSES

1. **Upon course completion, reimbursement method:**
O Direct Deposit (send completed direct deposit form to DANTES, Code 20H, 6490 Saufley Field Road, Pensacola FL 32509-5243)
O Check (give address to which check will be sent)

Zip Code _____ - _____
Phone: O DSN O CML ( ) _____

2. **Personal mailing address for materials:**

Zip Code _____ - _____
Phone: O DSN O CML ( ) _____

3. **Education Center Name and Address:**

Zip Code _____ - _____
Phone: O DSN O CML ( ) _____

SECTION III: SCHOOL

Name of School:

Department:

City in which school is located: | **State:** (two letters)

SECTION IV: REGISTRATION & PAYMENT

1. **Institutional Course Number:** (e.g., Chem 405)

2. **Specify the number of semester *or* quarter hours for this course:** s.h. = q.h. =

3. **Tuition:** $

4. **Book costs:** $

5. **Special Fees:** $

6. **Total cost:** (tuition, books, and fees) $

7. **Payment:** O Check O Money Order O Visa*
O Master Card* O _____ Other*
Credit Card Number: _____
Expiration Date (MM/DD/YY): ____/____/____
***Note:** Ensure that the institution accepts your credit card.

SECTION V: CERTIFICATION

Student (Check yes or no in items a - d.)

I certify that:

a. O yes O no I am eligible for tuition assistance.
b. O yes O no I expect to be reimbursed by DANTES.
c. O yes O no I expect to be reimbursed by my service.
d. O yes O no I am using my GI Bill (VA) Benefits.
e. I understand I must complete this course prior to discharge if using tuition assistance.

Signature: _____ **Date:** ____/____/____

Duty Phone: O DSN O CML ( ) _____

Official (Check yes or no in items a - d.)

I certify that I am the Education Officer, Education Specialist, Guidance Counselor, or Detachment/Unit Commander, and that the above student was counseled, and:

a. O yes O no is eligible for tuition assistance, in accordance with service regulations and policies.
b. O yes O no expects reimbursement through DANTES.
c. O yes O no expects reimbursement by his or her service.
d. O yes O no will use GI Bill (VA) Benefits for this course.

Signature: _____ **Date:** ____/____/____

Duty Phone: O DSN O CML ( ) _____

DANTES ID Number: [ ][ ][ ][ ]

Distribution:
White and pink copies: With payment — to the school in Section III *or* to Mind Extension University (MEU), for MEU schools.
— school will send pink copy to DANTES after registering student.
Yellow copies: 1st — Education office/unit.
2nd — Student's copy.

Important: Read the *Privacy Act Statement* on the reverse side of this form.

Figure 6-1.--DANTES Distance Learning Enrollment Form.

CAMP LEJEUNE AREA VOLUNTARY EDUCATION PROGRAM

CHAPTER 7

VETERANS ADMINISTRATION EDUCATION ASSISTANCE

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7-1 APPLICATION FOR REFUND OF EDUCATION CONTRIBUTIONS (VA Form 4-5281). 7-8

CHAPTER 7

VETERANS ADMINISTRATION EDUCATION ASSISTANCE

7000. BACKGROUND

1. Personnel who are eligible for in-service VA educational benefits may elect to use them to participate in the Camp Lejeune Voluntary Education Program.

2. Chapters 30 and 34 of Title 38, U. S. Code, provide for VA educational assistance to eligible military personnel. The educational benefits under Chapter 34 are referred to as the G.I. Bill. The educational benefits under Chapter 30 are referred to as the Montgomery G.I. Bill.

3. The Post Vietnam Era Veterans Educational Assistance Act of 1977, Chapter 32 of Title 38, U. S. Code, established a new VA contributory educational assistance program. Personnel who initially entered the military service after 31 December 1976 have the right to participate in a contributory plan whereby the VA will match the service member's contributions to an educational fund on a 2 for 1 basis. The contributory program is referred to as the VEAP.

4. To ensure complete compliance with regulations regarding educational benefits, all military personnel should contact the Consolidated Education Center at Camp Lejeune, MCAS New River Education Center or a VA Representative. Failure to obtain necessary counseling can result in loss of VA entitlement or delays in reimbursement.

7001. MONTGOMERY G.I. BILL - (ACTIVE DUTY)

1. The Montgomery G.I. Bill (Active Duty), also known as the MGIB, is a program of education benefits for individuals who entered active duty for the first time after June 30, 1985 and received an honorable discharge. To receive the maximum benefits, the participant must serve continuously on active duty for three years.

2. Benefits under the MGIB end 10 years from the date of the veteran's last discharge or release from active duty. VA can extend a 10-year period if the veteran was prevented from training during this period because of a disability or because he or she was held by a foreign government or power.

3. Participation in the Montgomery G.I. Bill requires that servicemembers have their pay reduced by $100 a month for the first 12 months of active duty. This money is not refundable. If an individual decides not to participate in this program, this decision cannot be changed at a later date, except in special circumstances. An exception is made for those who are involuntarily separated from active duty with an honorable discharge.

4. Persons separated from active duty because of service-connected disability or hardship discharge may be eligible for Chapter 30 benefits. The condition must not have resulted from the individual's willful misconduct and must have interfered with the individual's performance of duty. In these cases, eligible persons would be entitled to one month of education benefits for each month of duty.

5. Eligibility requirements for those with basic Chapter 34 (G.I. Bill) eligibility, and who were on active duty on or after July 1985, and who are eligible to receive Chapter 34 benefits on December 31, 1989 and have remaining Chapter 34 entitlement on that date may be eligible for Chapter 30 (MGIB) beginning January 1, 1990. In order to be eligible, the individual must:

a. Have been on active duty October 19, 1984.

b. Have served without a break in service from that date through June 30, 1985.

c. Have served continuously on active duty from July 1, 1985 for three years. In lieu of this three-year requirement, the individual may qualify if he or she served two years of continuous active duty which was followed by four years in the Selected Reserve.

d. Must be discharged with an Honorable discharge if the required period of active duty was completed.

6. Veterans who served on active duty for three years or more, or two years active duty plus four years in the Selective Reserve or National Guard, will receive $416.62 a month in basic benefits for 36 months. Those who enlist and serve for less than three years will receive $338.51 a month.

7. VA allowances for resident courses are based on the current established rates for in-service personnel. (Note that active duty personnel are not entitled to allowances for dependents.) The total allowance paid for correspondence courses is 55 percent of the cost of the course; however, the allowance is paid quarterly in arrears, based on the number of lessons completed and serviced by the school during the prior quarter. The VA pays only lessons completed.

8. The rate at which entitlement is used is determined by the type of enrollment. An individual pursuing a full-time program of education will use one month of entitlement for each month in school. An individual in a half-time program will use entitlement only half as quickly as the full-time student. For correspondence students, entitlement will be reduced at the rate of one month of each sum paid equal to the current VA monthly benefit rate.

7002. VETERANS EDUCATION ASSISTANCE PROGRAM

1. The VEAP is a voluntary contributory matching program of educational assistance for military personnel who are not eligible for G.I. Bill benefits. Persons initially entering military service after 31 December 1976 have the right to enroll in the VEAP at any time during their service on active duty and to become participants by making contributions to the program.

2. Military personnel electing to participate in the program must authorize a monthly deduction from their pay. A participant's monthly deduction may be no less than $25 and no more than $100. Increments must be in the amount of $5. Contributions by each participant are limited to a maximum of $2,700. Each contribution will entitle the participant to matching funds from the VA at the rate of $2 for each $1 contributed by the participant.

3. Personnel electing to participate in the VEAP are required to maintain participation for at least 12 consecutive months before suspending participation or disenrolling. Exceptions may be made in cases of personal hardship.

a. A suspended participant is one who stops contributing to the fund (temporarily or permanently). Such persons can resume contributions without penalty or can use the benefits accrued, if otherwise eligible.

b. A disenrolled participant is one who terminates participation and forfeits any entitlements to benefits except for a refund of the individual's contributions previously made. To be eligible for a refund, the participant must complete an application for Refund of Educational Contributions (Figure 7-1).

4. Participants in the VEAP become eligible to use entitlements upon meeting one of the following requirements:

a. Completed the first obligated period of active duty (which began after 31 December 1976) or 6 years of active duty, whichever period is less.

b. Discharged or released from active duty for a service-connected disability.

c. Served on active duty for a period of more than 180 consecutive days commencing on or after 1 January 1977 and discharged or released under conditions other than dishonorable.

5. Benefits are payable only for periods of time during which an eligible person is enrolled in and is satisfactorily pursuing a VA approved program of education exclusive of apprenticeship or on-the-job training programs. Benefits are paid on the basis of the number of months the participant contributed to the program with a maximum of 36 monthly benefit payments or the equivalent in part-time training.

6. The monthly dollar amount of payment under the VEAP available for full-time training will be determined by the following computations:

a. Add all contributions made to the fund by the participant.

b. Multiply the sum of the participant's contributions by the factor 3.

c. Add any contributions made to the fund by the Secretary of Defense on behalf of the participant.

d. Divide the amount obtained above by 36 or the number of months the individual participated, whichever is less. The monthly benefit amount for less than full-time training will be obtained by multiplying the monthly amount by the appropriate fraction of three-quarters, one-half, or one-quarter-time training.

7. Any enlisted member who participates in the VEAP is also eligible to participate in the Predischarge Education Program (PREP) during the last six months of such member's first enlistment. No charge against the VEAP entitlement will be made. The rates payable under PREP will be the cost of the course or the current monthly VA rate, whichever is less, for full-time training.

8. No educational assistance benefits shall be afforded an otherwise eligible veteran under the VEAP beyond 10 years after the date of the last discharge or release from active duty.

Form Approved
OMB No. 2900-0261

Veterans Administration

APPLICATION FOR REFUND OF EDUCATIONAL CONTRIBUTIONS

(VEAP, Chapter 32, Title 38, U.S.C.)

PRIVACY ACT INFORMATION: The information requested on this form is solicited under 38 U.S.C. 1623 (PL 94-502). This information is necessary to properly identify and refund the amount currently being held in the Post-Vietnam Era Veterans Education Account. Disclosure of information requested is voluntary. However, failure to provide this information may delay your refund payment. The information may be disclosed outside the VA as permitted by law, or as stated in the "Notices of Systems of VA Records" which have been published in the Federal Register in accordance with the Privacy Act of 1974.

IMPORTANT INSTRUCTIONS - Prior to completing this form, you should understand that you may be eligible to receive educational benefits. By completing this form, you will forfeit any entitlement you may have earned. If you have any questions concerning your eligibility, contact your nearest VA regional office before submitting this form. If you wish a refund, complete Parts I & II after carefully reading these instructions. Failure to complete this form properly may result in delay of your refund. Applicants on active duty should have Part III, Section A, completed by the Finance Officer at his/her current installation. Applicants not on active duty should forward this form to the closest VA regional office with a copy of DD Form 214, Notice of Discharge.

PART I - IDENTIFICATION DATA

1. NAME OF APPLICANT	2. SOCIAL SEC. NO.	3. BRANCH OF SERVICE	4. VA FILE NO. *(If known)*

5. MAILING ADDRESS OF APPLICANT	6. ADDRESS OF COMMAND *(If on active duty)*
ZIP CODE ▶	

PART II - NOTICE OF DISENROLLMENT AND APPLICATION FOR REFUND

7. I request that I be disenrolled from the POST-VIETNAM ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM. I further request that all funds that I have contributed to this program be refunded to me. I realize that by this disenrollment *I am forfeiting my entitlement* to receive educational benefits under this program. If I am on active duty, I may again enroll in this program by establishing a payroll deduction and/or making a lump sum contribution(s) not to exceed a total of $ 2700, thereby reestablishing entitlement to educational benefits.

8. REASON FOR DISENROLLMENT

A ☐ PERSONAL HARDSHIP B ☐ EDUCATION COMPLETED C ☐ VOCATION OBTAINED D ☐ OTHER *(Specify)*

FOR APPLICANTS ON ACTIVE DUTY ▶

NOTE: The following signature block is to be completed only by applicants on active duty. Signature of Service Approving Official is required only upon disenrollment prior to completion of at least 12 monthly contributions to this program.

9. SIGNATURE OF APPLICANT	10. DATE	11. SIGNATURE AND TITLE OF SERVICE APPROVING OFFICIAL	12. DATE

FOR APPLICANTS NOT ON ACTIVE DUTY ▶

NOTE: The following signature block is to be completed only by applicants not on active duty, and must either be notarized by a Notary Public or certified by a VA official upon the applicant's personal appearance and presentation of valid identification at any VA regional office.

13A. SIGNATURE OF APPLICANT	13B. DATE	14A. SIGNATURE AND TITLE OF VA CERTIFYING OFFICIAL	14B. DATE

Sworn to and subscribed before me this _____ day of _____, 19 ____

[SEAL]

_____
Notary Public

My commission expires

PART III - CERTIFICATION

I certify that I have reviewed this document and attachment and that payment or refund is proper.

	15. LAST ALLOTMENT *(Month, year)*	16. SIGNATURE OF INSTALLATION FINANCE OFFICER	17. DATE
SECTION A - ON ACTIVE DUTY ▶			
SECTION B - NOT ON ACTIVE DUTY ▶	18. DATE OF DISCHARGE *(Per DD Form 214)*	19. SIGNATURE OF VA REGIONAL OFFICE FINANCE OFFICER	20. DATE

21. ADDRESS OF INSTALLATION OR VA REGIONAL OFFICE

VA FORM OCT 1982 **4-5281**

EXISTING STOCKS OF VA FORM 4-5281, MAY 1979, WILL BE USED.

1

Figure 7-1.--Application for Refund of Education Contributions.

CHAPTER 8

CAMP LEJEUNE TESTING PROGRAMS AND CENTER

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CHAPTER 8

CAMP LEJEUNE TESTING PROGRAMS AND CENTER

8000. BACKGROUND. In accordance with references (a), (c), and (e), MCB Camp Lejeune is authorized by DoD to conduct DANTES Testing Programs, state approved General Educational Development (GED) Tests, and various National Certification Examinations. Personnel who are taking classification tests to qualify for a Military Program should take them at least eight weeks prior to the application deadline (particularly for Officer Candidate Programs). Rush scoring does not exist for any Military Classification Tests.

8001. POLICY

1. General Education Development (GED) testing is conducted at Camp Lejeune by the State of North Carolina. Testing is provided by Coastal Carolina Community College at the Camp Lejeune Testing Center. Marines must have completed a preparation course or achieved a qualifying score on a pre-test before they can take the GED examination.

2. DANTES testing is conducted at the Camp Lejeune Testing Center. Reference (c) provides information concerning independent study (correspondence) courses and credit-by-examination programs available to service members from civilian educational institutions. Individuals enrolled in DANTES courses or programs will be personally notified when the Testing Center receives their mid-term and/or final examinations.

3. The Camp Lejeune Testing Center administers the College Level Examination Program (CLEP); the DANTES Subject Standardized Test (DSST); and the American College Test (ACT) Proficiency Examination Program Tests (ACT PEP) on the first, second, and third Tuesday of each month at 0745.

4. The following standardized college admissions tests are administered by the Testing Center in Building 202 at Camp Lejeune:

a. The ACT is administered every third Monday at 0745.

b. The Scholastic Aptitude Test (SAT) is administered every second and fourth Monday at 0745.

c. The Graduate Record Examination (GRE) is administered on the Friday following the national test dates in February, April, and October (or as prescribed by DANTES policy).

d. The Graduate Management Admissions Test (GMAT) is administered on the Monday following the national test dates in January, March, June, and October (or as prescribed by DANTES policy).

e. The National Teacher's Examination (NTE) is administered three times a year, usually the Monday following the national test dates in March, June, and October (or as prescribed by DANTES policy).

f. The Law School Admissions Test (LSAT) is administered (on an unfunded basis) on the national test dates (or as prescribed by the Law School Admissions Council). The national test dates occur during the months of February, June, October, and December.

8002. MILITARY CLASSIFICATION TESTS

1. In addition to the uniform and ID requirements for DANTES Testing, examinees for all the military classification tests (with the exception of the GCT) must present an AA Form. Samples of how to complete the AA Form are available from the Consolidated Education Center.

2. The Camp Lejeune Voluntary Education Program offers five testing programs.

a. AFCT -- The Armed Forces Classification Test (also known as the ASVAB) is given on the first, third, and fifth Wednesday of every month at 0730 at the Education Center, room #110, on a walk-in basis. The test lasts for two and one-half hours and consists of questions in ten different areas: General Science, Arithmetic Reasoning, Word Knowledge, Paragraph Comprehension, Numerical Operations, Coding Speed, Auto and Shop Information, Mathematical Knowledge, Mechanical Comprehension, and Electronic Information. The GT/GCT Score (for enlisted personnel) and the

Electrical Composite (EL) score are both measured by this test. It is required for most re-enlistments, lateral moves, and Officer Candidate Programs.

b. DLAB -- The Defense Language Aptitude Battery. Interested personnel must call the Testing Center to schedule an appointment to reserve a seat for DLAB testing. The DLAB tests the general ability of a military person to learn to read and understand a foreign language. It lasts 90 minutes and is usually a requirement for lateral moves into some intelligence MOSs or for assignment to the Defense Language Institute.

c. EDPT -- The Electronic Data Processing Test. Interested personnel must call the Testing Center to schedule an appointment to reserve a seat for EDPT testing. The EDPT does not test the computer knowledge of an examinee, rather it tests logical thinking, mathematical ability, and the potential that one has to learn about data processing. It is required for lateral moves into the data processing field and lasts 90 minutes. Appointments are scheduled for this test.

d. GCT -- The General Classification Test. The GCT is taken by officers on an optional basis to produce a GCT score. It has four parts: reading and vocabulary, arithmetic computation, arithmetic reasoning, and pattern analysis. The test lasts 95 minutes. Appointments are scheduled for this test.

e. LPT and DLPT -- Language Proficiency Test and Defense Language Proficiency Test. The LPT and DLPT tests the knowledge of a specific language that a Marine already knows. Listening and Reading Ability are the two subjects tested. Both tests last about 90 minutes each and are scheduled on an appointment-basis only.

CAMP LEJEUNE AREA VOLUNTARY EDUCATION PROGRAM

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