



NAVY-MARINE CORPS RELIEF SOCIETY SPOUSE TUITION AID PROGRAM APPLICATION

BACKGROUND:

The Spouse Tuition Aid Program (STAP) is a need-based education assistance program designed to provide spouses of active duty Sailors and Marines an opportunity to pursue an undergraduate, graduate or occupational educational goal. (The spouse must accompany service member overseas). The focus of STAP is on the completion of degree or certificate programs that will provide an increased occupational opportunity.

PROGRAM GUIDELINES:

Tuition aid is based on financial need and is available to qualified spouses attending higher educational institutions approved by the U.S Department of Education (DOE). These include (but are not limited to):

COLLEGES/UNIVERSITIES: All those located on base

CORRESPONDENCE COURSES: Defense Activities Non -Traditional Education Support (DANTES) courses are authorized if all other STAP requirements are met. Other correspondence courses will be approved on a case by case bases.

INTERNET COURSES: Internet courses are authorized if they are held in conjunction with a course of study provided by a DOE approved course.

DISTANCE EDUCATION: These classes will be approved case by case.

APPLICATION MATERIALS REQUIRED:

In order to be considered for assistance, applicants must personally complete and provide the following:

1. **PROVIDE A COPY OF SPONSOR'S MOST RECENT LES (WITHIN TWO MONTHS).**
2. **Provide grade slip(s) from recently completed courses.**
3. **Complete every category within the application packet paying special attention to these instructions:**

Page 1: Please ensure the academic information section is fully completed, providing class names and cost of both courses and books. Application deadline dates are provided below. All on-base programs are DANTES sponsored.

Page 2: Fill in all blanks applicable to you. Monthly amounts of each payment (i.e.: Debts and car insurance) are required to process the application. E-mail addresses are not required but will aid in the processing of your application should there be any questions and you cannot be contacted by phone.

Page 3: Complete the enclosed worksheet referring to statements and past receipts when possible. Avoid duplicating items, for example, if you buy soda or diapers at the commissary and include that in your monthly food bill, do not list it again in your miscellaneous. Also, for holiday expenditures including Christmas divide your total yearly amount by 12 to obtain a monthly figure. Please be realistic, as **an accurate budget is vital for determining qualification.**

Thank you for taking the time to complete this application. Processing normally requires at least two weeks from the term deadline date. Applicants will be contacted regarding the final status of their request. However, if you have any questions regarding STAP please do not hesitate to contact the NMCRS office @ 4923.

DEADLINES FOR 2001:

Return the completed application to the Family Service Center by close of business

- TERM 4: Wednesday March 1
- TERM 5: Wednesday May 9
- TERM 1: Wednesday July 25
- TERM 2: Wednesday October 3

LATE APPLICATIONS WILL NOT BE ACCEPTED

