

MISAWA OFFICERS SPOUSES' CLUB SPOUSE AND DEPENDENT CHILDREN TUITION ASSISTANCE PROGRAM

The Misawa Officers Spouses' Club (MOSC) Spouse and Dependent Children Tuition Assistance is a program MOSC has established exclusively for all spouses and dependent children of personnel assigned to Misawa Air Base seeking partial tuition assistance with studies associated with any university branch located at Misawa Air Base.

Tuition assistance can meet up to 50% of tuition costs per class for undergraduate courses, to a maximum of \$350. Graduate courses may receive up to \$350 per person per term.

ELIGIBILITY

Student Requirements

1. Student must be the spouse or dependent child of personnel stationed at Misawa AB.
2. Student must be command sponsored or, if the sponsor is stationed elsewhere, must have legitimate access to all base facilities.
3. Student must submit via email a completed application and all supporting documents to the Scholarship Chairperson in accordance with local procedures and prior to application deadlines.

Course Requirements

1. Student must receive academic credit for courses funded by tuition assistance.
2. Student must maintain a grade of "C" or better ("B" or better for graduate courses) for all courses for which they have used these tuition assistance funds. Student is responsible for all tuition costs for any classes for which they fail to meet the grade requirement.
3. Students who withdraw or fail to complete a class are responsible for all tuition costs unless the withdrawal or incomplete was due to a military/civilian action beyond their control (i.e. active sponsor TDY, PCS, or shift change; or death/medical reasons). Each case will be reviewed individually; waiver requests will be submitted to the MOSC Scholarship Chairman for decisions involving special circumstances.

APPLYING FOR TUITION ASSISTANCE

What do I need to apply?

1. Determine the number of credit hours you will be taking during the term for which you are applying for assistance.
2. Determine the exact cost for the number of credit hours you are applying for. This does not include the cost of books - it covers tuition only.
3. Obtain a copy of your sponsor's latest (or most recent) end-of-month Leave and Earnings Statement or pay statement, and your pay statement, if applicable. (For dependent children, obtain a copy of your other parent's LES or pay statement.)

Where do I go?

1. Download an application form at www.misawaosc.org.
2. Complete the application and email it to: scholarships@misawaosc.org and be sure to attach a copy of your sponsor's LES or pay statement, your pay statement, if applicable. (For dependent children, obtain a copy of your other parent's LES or pay statement).

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3. Application deadlines for each term will be the same as for the Spouse Tuition Assistance Program (STAP/Air Force Aid). Only those completed applications submitted prior to the deadline will be considered for tuition assistance.
4. Contact scholarships@misawaosc.org if there are any other questions.

DETERMINING WHO IS APPROVED AND FOR WHAT AMOUNT

How applications are ranked:

1. Applications are ranked on "adjusted income". To calculate "adjusted income", we use this formula:
 - a. Sponsor's monthly base pay + (other parent's base pay for dependent children) + half student's monthly net pay* + half sponsor's net pay from second job* - \$100.00 per dependent child = adjusted income.
 (* half student's and half sponsor's second job net pay are added into formula if applicable)
2. Applications may be ranked in order from lowest "adjusted income" to highest "adjusted income."

How it is decided who gets approved:

1. Starting at the top of the ranked list of applicants, ONE CLASS ONLY is approved for each person regardless of how many classes assistance was requested for.
2. If the bottom of the list is reached, and there is still money left, second classes are approved (starting at the top of the list again) for those requesting additional course assistance.
3. The process continues in this manner until all funds are committed.

The purpose of the MOSC Tuition Assistance Program is to provide partial tuition assistance for all spouses and dependent children of personnel stationed at Misawa AB. MOSC tuition assistance pays only tuition.

All lab fees, books, and other expenses are the responsibility of the applicant. An applicant will be required to complete all parts of the application and must provide required attachments.

VERIFICATION OF GRADES

The MOSC Scholarship Chairman will verify grades with school officials for courses completed the previous term and for which the MOSC tuition assistance was used.

Recipients may request a waiver of reimbursement for undergraduate course grades below "C" ("B" for Graduate courses), or for course withdrawals when the grade or withdrawal resulted because of military or civilian actions beyond their control (i.e., active sponsor TDY, PCS, or shift change; death, or medical reasons).

NOTIFICATION OF AWARDS

The application process and the awarding of funds will occur in a time frame so that students can complete normal registration at any eligible institution. A list of tuition assistance recipients will be released to the Base Education Office and the eligible college or university.

Recipients who are awarded funds and decide not to register must notify the MOSC Scholarship Chairman or may become ineligible for future tuition assistance.

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Applicant Information

Name _____

Applicant SSN # _____

Box Number _____

Work Phone _____

Home Phone _____

E-mail _____

Other parent's name (for dependent children) _____

Sponsor Information

Name _____

Sponsor SSN # _____

Sponsor's Rank _____

Unit/Org. _____

Required Financial Information

Applicant's Full Monthly Net Income _____

Sponsor's Monthly Base Pay _____

Number of Dependent Children of Sponsor _____

Sponsor's Monthly Part-Time Income _____

Monthly Income of Other Parent (for dependent children) _____

A copy of the sponsor's current LES or pay statement, applicant's pay statement and if applicable other parent's pay statement must be attached to this application. This information is necessary for verification of TOTAL family income. *Applications without the LES or pay statements will NOT be accepted.*

School Enrollment Information

University/College _____ Term _____

Term Dates _____

I am taking: ___ Classroom ___ Distance Education ___ Special Online (campus not located in Misawa)**Courses for Term**

Class 1 _____ Credits ___ Class 2 _____ Credits ___ Class 3 _____ Credits ___

Total Tuition Cost for Courses: \$ _____

STATEMENT OF UNDERSTANDING

It is my responsibility that the information submitted on the application is complete and accurate. I understand incomplete or inaccurate tuition assistance applications will not be accepted for consideration. It is also my responsibility that all supporting documents are included with the application. I understand I must submit an application for each term. I understand applications will not be accepted for any reason after the application deadline. I understand the decisions of the approving committee are final and cannot be appealed. Tuition assistance can meet up to 50% of tuition costs per class up to \$350. I understand the monetary amounts are awarded on a financial need basis and submittal of an application is not a guarantee that funds will be awarded. I understand that I am responsible for all tuition costs if this application is not approved. I understand that grades will be verified. I authorize the institution listed above to release course enrollment information and grades to the MOSC Scholarship Chairman. I am required to receive a grade of "C" or higher for each undergraduate course, or a grade of "B" or higher for each graduate course, to remain eligible for the program. I understand that if I withdraw from a course or receive an incomplete, I may not be eligible for the tuition assistance.

I have read and understand the above information:

Applicant's Electronic Signature _____ Date _____