



# COASTAL CAROLINA COMMUNITY COLLEGE

## *MyCAA Fact Sheet*

### **Military Spouse Career Advancement Account Scholarship — Helping Spouses Pursue Higher Education**

The MyCAA Scholarship is a workforce development program that provides up to \$4,000 of tuition assistance to eligible military spouses. The scholarship helps military spouses pursue licenses, certificates, certifications or associate degrees necessary to gain employment in high demand, high growth portable career fields and occupations. Spouses may use their MyCAA funds at any academic institution approved for participation in the MyCAA Scholarship.

### **Who is eligible for the MyCAA Scholarship?**

Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 who can start and complete their coursework while their military sponsor is on Title 10 military orders, including spouses married to members of the National Guard and reserve component in these same pay grades.

### **Those who are *not eligible* include:**

- Spouses married to service members in pay grades E-6 and above, W-3 and above and O-3 and above
- Spouses who are a member of the armed forces themselves currently on Title 10 orders
- Spouses who are married but legally separated (or under court order or statute of any state or U.S. territory) from a member of the armed forces on Title 10 orders
- Spouses whose National Guard/reserve component military sponsor is in a Warning Orders/Alert, Post Deployment/Demobilization or Transition Status
- Spouses married to a member of the Coast Guard
- Spouses who are unable to start and complete coursework while their military sponsor is on Title 10 orders

### **Fast Facts**

**MyCAA provides a maximum education benefit of \$4,000** with an annual fiscal year cap of \$2,000 to assist eligible military spouses who need professional credentials to meet their portable career goals. Annual cap waivers are available for licensure and certificate programs if there is an upfront tuition cost that exceeds \$2,000 (up to the maximum education benefit of \$4,000).

**For more information visit, <https://mycaa.militaryonesource.mil>**

## How to establish a MyCAA Account

The College can provide an *Education and Training Plan* to all students utilizing MyCAA funding to pay his/her tuition at Coastal Carolina Community College once the following steps are completed.

\*Please note: MyCAA will not fund general transfer programs of study, please see an academic advisor for any questions regarding programs of study.

1. Visit the MyCAA website: <https://mycaa.militaryonesource.mil> and create a user account. After you click the link you will be directed to a message that says “this site is not secure” or “your connection is not private”, click “details” or “advanced” then click “go on to webpage” or “proceed to mycaa.militaryonesource.mil”. If you need assistance setting up your MyCAA account, please call (800) 342-9647. You will also create a MYSECO account using the website: <https://myseco.militaryonesource.mil/portal/account/login> and following the instructions provided.

2. Once your accounts are created, you will need to call (800) 342-9647 to set up your appointment for your interview with a MySECO representative.

3. When you have an appointment confirmation, email: [mycaa@coastalcarolina.edu](mailto:mycaa@coastalcarolina.edu) to request an *Education and Training Plan* for your program of study. Please include the following in the email:

- a. Your first and last name, as it appears in DEERS.
- b. Your student ID Number.
- c. Your address, as it appears in DEERS.
- d. Your program of study at Coastal or the name of the class you are planning to take
- e. The start date for your program of choice
- f. What, if any, DMA/DRE/CHM 090 courses you may be required to take in addition to your program of study. As long as all information above is provided, a Coastal representative will return an Education and Training Plan to you within two (2) business days.

Once you have registered for your classes, you will be required to request your voucher (FA) that lists the courses in which you are enrolled for the term, and the cost of each course, based upon the number of credit hours.

---

Please email all Financial Assistance (FA) documents for **Curriculum Courses** and direct any billing questions to: [MyCaabusiness@coastalcarolina.edu](mailto:MyCaabusiness@coastalcarolina.edu).

For **Continuing Education Classes**: Once your education plan has been approved by MyCAA, please e-mail your class registration form along with the voucher to the Continuing Education office at: [ConEd@coastalcarolina.edu](mailto:ConEd@coastalcarolina.edu)

MyCAA only pays for tuition cost. This means student fees, books, insurance fees, and any additional expenses are your responsibility. Please let us know if you need additional assistance finding resources to help you cover these costs.

---