GoArmyEd - FEDERAL TUITION ASSISTANCE

DO I QUALIFY FOR FEDERAL TUITION ASSISTANCE (FTA)?

- If you are currently serving in a **SATISFACTORY** status and have **NO FLAGGING ACTIONS** in the Army National Guard and do not have an Expiration Term of Service (ETS) or Mandatory Removal Date (MRD) prior to the completion of course(s).
- If you are a CW2 or 1LT or above you will be subject to a 4 year Reserve Duty Service Obligation (RDSO) or a 2 year Active Duty Service Obligation (ADSO).
- If you are not a recipient of an ROTC scholarship.
- **IF YOU HAVE SUCCESSFULLY COMPLETED ONE YEAR OF SERVICE AFTER GRADUATION FROM AIT, BOLC, OR OCS.**
- IF YOU HAVE COMPLETED **10 YEARS OF SERVICE** if you are applying for TA for a master's program. This ONLY applies if TA was used previously to pay for any portion of undergraduate course work.

WHAT WILL FTA PAY FOR?

- Up to **16 SEMESTER HOURS PER FISCAL YEAR (1 October – 30 September)**
    - Up to $250.00 per semester hour
- FTA may pay towards the cost of tuition and some fees **IF**:
    - The College/University is Regionally or Nationally accredited **AND** is an active GoArmyEd participant.
    - The fee is required for enrollment in a **SPECIFIC** course, is charged to all students, and is 100% refundable if you were to drop the class.
    - Funded courses must be listed on your documented degree plan from the school
- FTA may pay towards **ONE** of each level of credential with the limitations of up to **130 undergraduate** hours and **39 graduate** hours taken in progressive order. **FTA cannot be used for courses leading to a lower, lateral, or duplicate postsecondary credential or degree that has been documented in your education record, regardless of funding source.**
    - Undergraduate level certificate/certification (must maintain a **2.00 GPA**)
    - Associate Degree (must maintain a **2.00 GPA**)
    - Bachelor Degree (must maintain a **2.00 GPA**)
    - Master Degree (must maintain a **3.00 GPA**)
    - Graduate level certificate/certification (must maintain a **3.00 GPA**)

Ensure your **PREFERRED** email address in GoArmyEd is correct so that you will receive the latest changes!

WHAT WILL FTA PAY FOR? CONTINUED...

- Must **NOT** have already earned a Master's Degree to be eligible with the exceptions of **initial** state teacher certification or Chaplain Certification.
- **Chaplain Candidates are ineligible**.
- Contact your GoArmyEd representative for further guidance.

WHAT WILL FTA NOT PAY FOR?

- FTA will **NOT** pay towards:
  - **FTA cannot be used for courses leading to a lower, lateral, or duplicate postsecondary credential or degree that has been documented in your education record, regardless of funding source.**
  - First Professional degrees are **NOT** eligible. This includes, but is not limited to, Doctor of: Chiropractic, Dental Science, Dental Medicine, Juris Prudence (also known as Juris Doctor), Medicine, Optometry, Osteopathic Medicine /Osteopathy, Pharmacy, Podiatric Medicine/Podiatry, and Veterinary Medicine.
  - **Any program that bundles costs (the charges for the program must be charged by the course and NOT as a lump sum for the program).**
  - Continuing Education Units.
  - Fees such as parking, graduation, health center, enrollment and course program fees.
  - Room and board, meal cards.
  - Soldiers receiving an ROTC scholarship are not eligible.
  - Soldiers assigned to the ING/IRR are not eligible.

WHAT DO I DO TO GET STARTED?

- **How to apply:**
- **START NOW! A little work on your part WILL pay big dividends. You must begin the process early.** You can apply for tuition assistance up to **60 days PRIOR to the class START DATE** but <u>no later than seven (7) days</u> after the course start date.

  - **Failure to apply before the suspense date will result in a denial of benefits.** The GoArmyEd program is very specific and you do not want to miss out on a benefit because you failed to meet a suspense date or follow directions.
  - **Requesting tuition assistance, uploading documents to the eFile, and the input of course data are an individual's responsibility.**

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- **Let's Begin**. If you don't already have a GoArmyEd account:

- **Establish a GoArmyEd Tuition Assistance Account.**
    - **Go to www.GoArmyEd.com**, SCROLL DOWN, on right side of screen check "Student", click Create/Activate Account. Enter SSN and Date of Birth, click submit. Complete the required training for a base role GoArmyEd account, which results in the creation of your GoArmyEd user name and password. Don't lose your password! Also, ensure you input your **preferred email address** with **good contact numbers**. **This is extremely important!** The email address used should be an email address you check regularly. It **does not** have to be an AKO email. **Recommend a personal email such as Gmail, Hotmail, bellsouth, etc.**
    - Once your account is created, perform the steps outlined in the following five (5) pages:

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Ensure your PREFERRED email address in GoArmyEd is correct so that you will receive the latest changes!

As of 23 April 2014   **www.GoArmyEd.com**

Tuition Assistance (TA) Account Request Wizard

General Information

You may request to have TA permissions granted to your GoArmyEd account. TA permissions enable you to request TA benefits through GoArmyEd.

The TA Account Request Wizard includes six steps. Each completed step will be marked with a green checkmark. When you complete these steps and submit the request for approval, it will take approximately two (2) business days for an Army Education Counselor to grant you permission to request TA benefits through GoArmyEd. You will be notified by email if your request is approved or if further action is needed prior to approval being granted.

Below are TA Request Wizard steps:

- Step 1: TA benefits verification
- Step 2: View and acknowledge training
- Step 3: Decide on a home school and educational goal/degree plan
- Step 4: Initiate and submit a Common Application
- Step 5: Submit the Tuition Assistance (TA) Statement of Understanding (SOU)
- Step 6: Submit the request for approval

Select **"Request TA Access"** button to complete the TA Request Wizard before using TA through GoArmyEd

- After the steps are completed, a case is created and escalated to the your education center
- An Army Education Counselor will take approximately two business days to review the case
- Soldiers receive an email if the request is approved or if further action is required
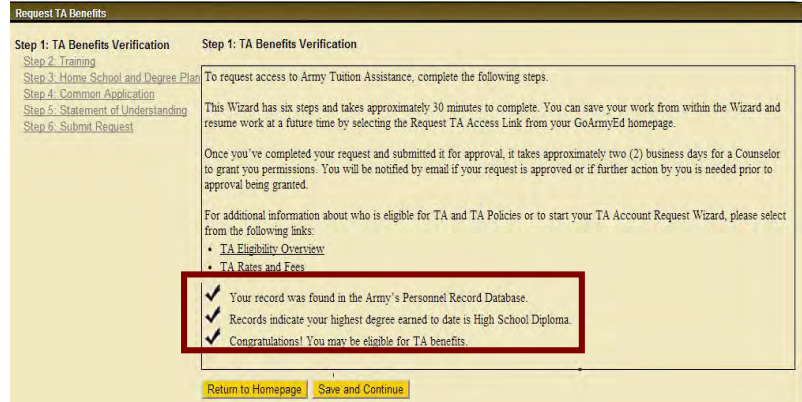

TA Wizard Steps

IMPORTANT: Select the **"Save and Continue"** button as you work thru the steps. If you decide to return to homepage without saving, the information will not be saved.

GoArmyEd
Quick Reference

Step 1: TA Benefits Verification
Review information relating to TA benefits and access links to TA policies. If you receive a message stating you may be eligible for TA benefits, you can continue to the next step in the TA Account Request Wizard.

Note: In some instances you may receive a message stating you are not able to request TA and may need to check your personnel record. You may create a helpdesk case for further assistance.

Select the **"Save and Continue"** button to proceed to Step 2: Training
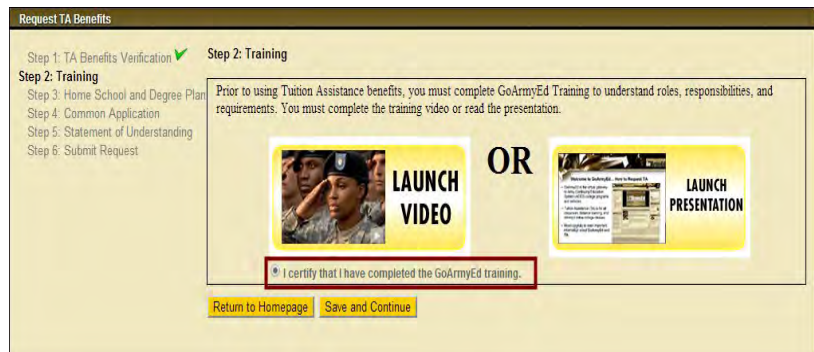
Step 2: Training
Prior to using Tuition Assistance benefits, You must complete the training video or read the presentation to understand your roles, responsibilities and requirements for using this benefit.

You must select the radio button to certify you have completed the GoArmyEd training before proceeding to Step 3.

Select the **"Save and Continue"** button to proceed to Step 3: Home School and Degree Plan.

Step 3: Home School and Degree Plan

Select your home school listed in GoArmyEd.

1. Select the **"Link to Search School"**
2. Locate your school by entering the appropriate School Name, City, or State and select the **"Search"** button
3. Locate your school and select the **"Add"** button.

Suspended or Inactive schools are ineligible to receive TA.

If the school is not found, it may not be set-up yet in GoArmyEd. Create a helpdesk case with the subject **"School Not Listed in GoArmyEd"** by selecting the Helpdesk icon at the top of every GoArmyEd page.

The selected school populates in the **"Home School"** field
1. Select the drop-down arrow and select the degree type in the **"Degree Type"** field
2. Select drop-down arrow and select your degree plan in the **"Degree Plan"** field
3. Select the drop-down arrow and select the degree level in the **"Degree Level"** fieldn
4. Select the **"Save and Continue"** button to proceed to Step 4: Common Application

If your degree plan does not appear, select the **"Degree Level"** from the dropdown and type in the degree name you are pursing in the **"Degree Name"** field.

Step 4: Common Application

You must complete the four sections of the Common Application, which provides your school key information and will assist your Army Education Counselor in advising you.

- Contact Information
- Demographic Information
- Prior Education
- Additional Information

Select the **"Save and Continue"** button to proceed to next tab of the Common Application.

A red X will appear next to the Common Application section to alert you when information is incomplete.

Step 5: Statement of Understanding

You must submit an annual TA SOU. The Tuition Assistance (TA) Statement of Understanding (SOU) should be carefully reviewed.

a) You must agree to the terms by selecting the checkbox next to the statement that you understand the terms of the TA SOU.

b) Next, enter your GoArmyEd password in the **"Password"** field.

Soldiers with a rank of E6 and below:
c) Must complete the required fields in the Commander Authorization/ Verification section.
d) Select the **"Submit"** button.

GoArmyEd will send an email to the Commander indicating they need to approve or disapprove your annual TA SOU.

E6 and below

Once the Commander has approved your SOU, the TA request will be marked as submitted and is routed to ACES for approval.

Soldiers with a rank of E7 and above can submit the SOU without commander information or approval.

a) You must agree to the terms by selecting the checkbox next to the statement that you understand the terms of the TA SOU.

b) Next, enter your GoArmyEd password in the **"Password"** field.

c) Select the **"Submit"** button.

E7 and above

7. REQUEST
I understand that I will be ... course and cost verification data to the Army and provide a copy ... m to enrollment process for schools that do not upload their courses in GoArmyEd . Failure to request Tuition Assistance via the GoArmyEd time conditions described in Paragraph 3 above will result in the denial of TA IAW AR 621-5. It is my responsibility to process class enroll both with my school and in the GoArmyEd portal.

(a) ☐ I agree to the terms of the Army Tuition Assistance Statement of Understanding and agree to the conditions for the use of t verified by my authentication.

Signature
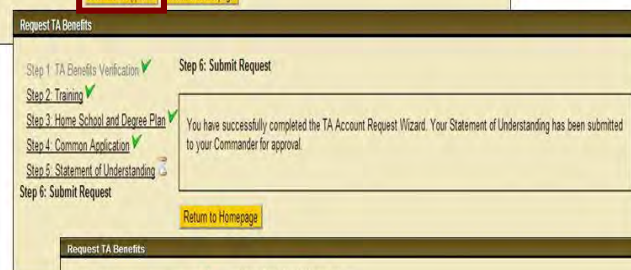Please Enter Your Password*: _____ (b)

(c) Submit

STEP 6: Submit Request
Verify the accuracy of all information in previous steps before selecting the **"Submit For Approval"** button.

If your rank is E6 and below, GoArmyEd reminds you that it will be sending your SOU to your commander for approval.

GoArmyEd creates a case on your behalf that is submitted to an Army Education Counselor for review. You will receive email notification advising when you request is approved. If it was rejected you will receive an email with a reason why and instructions for resolving the issues.

After your request is approved, you may log into GoArmyEd to begin requesting TA benefits for your classes.

AFTER YOUR ACCOUNT IS ACTIVATED

- You will receive an email advising you your account has been activated.
- To expedite your Tuition Assistance process, start by **scanning and saving** the following **three (3)** documents as **separate PDF files** to your computer desktop. You'll need these files later when you input your course information and upload documents in GoArmyEd to your eFile.

  1) **DOCUMENTED DEGREE PLAN/STUDENT AGREEMENT**. A documented degree plan must include **four (4)** items:
     - Soldier's name
     - Listing of all of the requirements for degree completion
     - Evaluation of transcripts, to include military training and college credits previously earned
       - Your military training is evaluated on your **Joint Services Transcript** (JST). To get a copy of your JST, go to: https://jst.doded.mil AND **submit the transcript to your school's registrar for evaluation**.
     - Endorsement by the school (hand-written or digital signature of a school official) OR degree plan generated directly from the school's online automated degree audit system
     - **See official policy on page 31**.

  2) **COURSE TUITION AND FEE COSTS.** The detailed bill consists of official school documentation with student's name, such as an itemized receipt, a current invoice, or a statement of tuition and fees specific to your enrollment. When uploading the **DETAILED BILL**, tuition and fees **MUST** be listed **separately** with courses identified showing a breakdown of cost-per-semester/quarter/clock-hour and fees. Fees must be itemized and specific to each course (i.e. BIO 1101 Lab Fee: $50.00). **The bill must specify Tuition = X amount of dollars.** A page out of the school catalog will not suffice. **See examples on pages 33-34.**

  3) **CLASS SCHEDULE** with student's name showing all courses with the **START** and **END** dates, course department and numbers, course names, course hours and days/times for each class. **See examples on pages 33-34.**

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As of 23 April 2014   **www.GoArmyEd.com**

UPLOADING DOCUMENTS TO EFILE

First, upload THREE (3) documents to your eFile:

STEP 1: Login to www.GoArmyEd.com.
STEP 2: Select "My Education Record" Smart Link
STEP 3: Select the "eFile" tab and scroll down
STEP 4: Under Upload eFile. Complete the required fields (**Title** and **Description**). Ensure you select the correct transaction type for **EACH** file you upload. Only one file can be uploaded at a time.
STEP 5: Select **"Browse"** to find the following PDF file you have **previously scanned** and saved to your computer desktop.

- ✓ **DEGREE PLAN**
  Transaction Type - Course Planner Student Agreement/Documented Degree Plan

STEP 6: Select **"Upload File"**.

Repeat steps 4-6 for School Tuition/Fee Cost and Class Schedule.

- ✓ **COURSE TUITION & FEE COSTS**
  Transaction Type - Cost Verification and Course Schedule

- ✓ **CLASS SCHEDULE**
  Transaction Type - Cost Verification and Course Schedule

Once EACH document with the CORRECT transaction type has been uploaded to your eFile, you are ready to apply for tuition assistance!

NOTE: If you already have an approved degree plan, you don't have to upload another degree plan unless your degree plan changed.

HOW TO REQUEST TUITION ASSISTANCE (TA)

When applying for Tuition Assistance (TA), Soldiers who are full-time students at a flat-rate school should ONLY input the MINIMUM number of hours their school requires to qualify as a FULL-TIME student. This is normally 12 hours. A flat-rate school charges the same tuition for a range of hours which is usually 12-18 hours. Part time students **MUST** input **ALL** of their classes.

For example, a school charges $3,372 for students that take 12-18 hours. **A student's schedule reflects 15 hours for the Spring semester beginning in January. In this case, the Soldier would only need to request tuition assistance for 12 hours.** To determine the unit cost, the Soldier divides $3,372 by 12 which would equal $281 per semester hour. Once approved, GoArmyEd would pay up to $250 per semester hour, which would be $3,000. **By doing this, the Soldier could request tuition assistance for the remaining four (4) semester hours for the Fall semester beginning in August since tuition assistance will ONLY pay for up to 16 semester hours per fiscal year (1 October – 30 September).**

      STEP 1. Login to **www.GoArmyEd.Com** with your Username and Password
      STEP 2. Complete the Course Planner. Select the **"How to use Course Planner"** link under **Training Resources** on your screen for assistance using the Course Planner.

      Basic Steps:
         a. Get an official Student Agreement / Documented Degree Plan from your school.
         b. Select the Course Planner Smart Link on your GoArmyEd homepage.
         c. The first step on your Course Planner is to upload your degree plan.
         d. Next enter the number of **REMAINING** units you need to graduate (this should be provided by your school on the degree plan). **ENSURE** you input **ALL** the course **hours** you have **remaining**.
         e. Click the **"Select School"** button to select the school from which you plan to take a course.
         f. If the course you wish to take has been uploaded to GoArmyEd by your school, you will be prompted to search for the course to add it to your Course Planner. If the school has not uploaded the course you need, **manually enter the required course information**.
         g. To enter the information for the other courses listed on your degree plan, you **REPEAT** the process by clicking on **"Select School"** and entering the course information.

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HOW TO REQUEST TUITION ASSISTANCE (TA) CONTINUED...

     h. After entering all your remaining courses, click and place a checkmark by each course. Now, click **SUBMIT**. The status will change from **"NEW"** to **"PENDING"**.

     i. Once the status is showing **"PENDING"**, it is sent to an education counselor for approval.
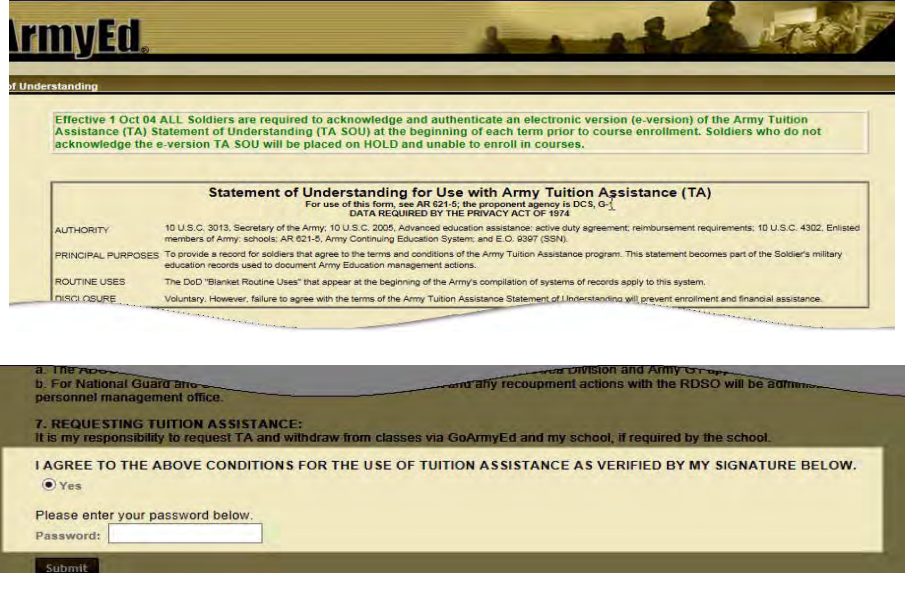
     STEP 3. YOU WILL NOT BE ABLE TO REQUEST TUITION ASSISTANCE UNTIL YOU HAVE AN APPROVED COURSE PLANNER. Once your course planner is approved, select the **"Request TA"** button from your GoArmyEd home page.

Note: When you select the "Request TA" smart link and you don't have an approved Course Planner, the Course Planner page will appear and you'll have to complete a Course Planner as noted above in STEP 2. Follow the steps outlined on the next **11** pages. Most Soldiers will need to follow **PATH 2**.

How to Enroll into Classes Using the Course Planner

This document explains how to enroll into classes using the Course Planner.

Step	Screenshot
1. From your GoArmyEd homepage, select the "**Course Planner**" button in the Smart Links section. **IMPORTANT:** Course Planner is required when you have completed six semester hours at your home school or nine semester hours at any school. If you select "**Request TA**" Smart Link, when the Course Planner is required of you, the Course Planner page will appear.	
2. Review the Quarterly Tuition Assistance Statement of Understanding if it appears. Scroll down the screen and select the radio button to acknowledge that you agree to the terms of the Statement of Understanding when using Tuition Assistance. Enter your GoArmyEd password in the **"Password"** field.	

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	Select the **"Submit"** button to proceed to Course Planner.	7. REQUESTING TUITION ASSISTANCE It is my responsibility to request TA and withdraw from classes via GoArmyEd and my school, if required by the school. **I AGREE TO THE ABOVE CONDITIONS FOR THE USE OF TUITION ASSISTANCE AS VERIFIED BY MY SIGNATURE BELOW.** ⦿ Yes Please enter your password below. Password: ●●●●●●●●●●●●●●● Submit
3.	The Course Planner screen appears. Select the **"Enroll"** button next to the desired course to enroll in the class through GoArmyEd.	

4.	Depending if your school uploaded courses, you will automatically be directed to one of the following paths.

PATH 1

If the **Course Planner/Search Results** screen appears.

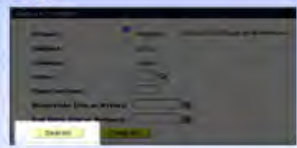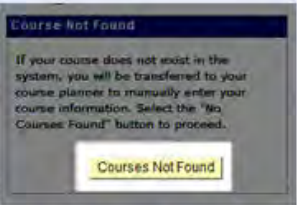Select the **"Enroll"** button next to the desired course to enroll in the class.

PATH 2

If the **Non-LOI Class Search** screen Appears.

Non-LOI Class Search

Select at least one (1) search criteria. Select the "Search" button to view your search results.

Select your preferred search criteria and select the "Search" button. If your search does not return any...

Search Criteria

School:	MSU02	Dakota College at Bottineau
Subject:	ECO	
Catalog:	2001	
Term:		
Class Section:		
Start Date (On or After):		
End Date (On or Before):		

Search   Clear All

Select the **"Search"** button to view available class sections for the course.

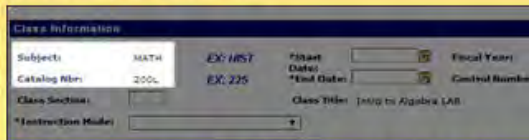If a desired course is not listed select the **"Course Not Found"** button.

Course Not Found

If your course does not exist in the system, you will be transferred to your course planner to manually enter your course information. Select the "No Courses Found" button to proceed.

Courses Not Found

The Course Planner screen appears, follow the steps in Path 3 to the right of this page.
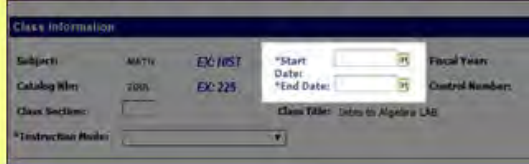
PATH 3

If the **Request TA** screen appears, read the instructions carefully for each section. The Student and School information sections are pre-populated with your information.

Request TA

Upon entering the class information below, press the "Submit" button to submit this data as an enrollment request. You will receive notification of approval or rejection of this request either via email or by returning to this page and viewing the Class Status. If you do not wish to submit this request, close the window without clicking the "Submit" button below.

Once approved, the "Print TA Request Form" button will become active allowing you to create a PDF request form. If you are unable to print the request form immediately after the PDF is created, you may click the "Save a Copy" button on the PDF to save this form. Please be advised: If you are using a shared computer, save the PDF to a disk to ensure privacy.

NOTE:
To drop this assignment, update the Class Status to 'Dropped' and click the 'Submit' button.

Scroll to the Class Information section, the **"Subject"** and **"Catalog Nbr"** fields are pre-populated with the subject and catalog number entered in Course Planner.

Class Information

Subject:	MATH	EX: HIST	*Start Date:		Fiscal Year:
Catalog Nbr:	200L	EX: 225	*End Date:		Control Number:
Class Section:				Class Title: Intro to Algebra LAB
*Instruction Mode:		

Enter the start and end date into the **"Start Date"** and **"End Date"** fields.

Class Information

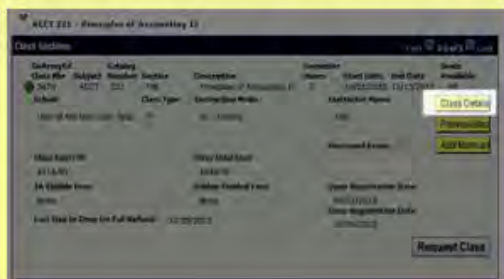| Subject: | MATH | EX: HIST | *Start Date: | | Fiscal Year: |
Catalog Nbr:	200L	EX: 225	*End Date:		Control Number:
Class Section:				Class Title: Intro to Algebra LAB
*Instruction Mode:		

5.

PATH 1 (continued)

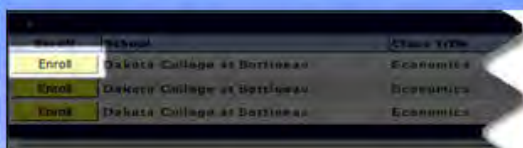The Search Results screen displays classes for the course you selected.

Select the **"Class Details"** button to view specific and important information for that class section.

PATH 2 (continued)

If your search returns the class you would like to enroll in select **"Enroll."**

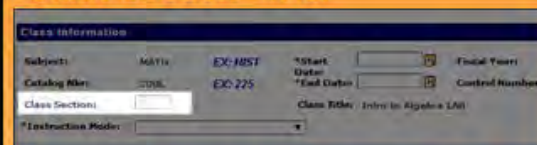A message appears warning that this enrollment is provisional.

The **Request TA** screen appears. Read the instructions carefully for each section.

PATH 3 (continued)

Enter in the class section into the **"Class Section"** field.

Select the drop-down arrow in the **"Instruction Mode"** field to choose the mode the class is offered.
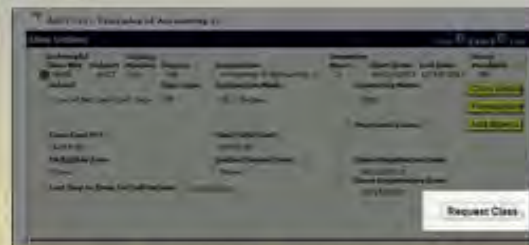
Scroll to the **Upload Cost and/or Course Enrollment Verification Information** section to upload required documentation of the cost of your tuition and fees in this section. Select the **"Cost Verification Information and Example"** link to view information required.

6.

PATH 1 (continued)

Select the **"Request Class"** button from either the Class Details or Class Sections screen to enroll in that section.

A pop-up message appears advising the enrollment is provisional and will be under review to ensure that it conforms to all TA policies and semester hour limits. If the enrollment goes over the semester hour limit, the enrollment will be rejected.

Select the **"OK"** button to proceed.

PATH 2 (continued)

The sections are pre-populated with your information. Scroll to the **Class Information** section, and review that all of the information is correct about the class you are wishing to enrolling into.

Scroll to the **Upload Cost and/or Course Enrollment Verification Information** section. Even though your school has uploaded TA rates, you are required to upload documentation of the cost of your tuition and fees. Select the **"Cost Verification Information and Example"** link to view information required.

PATH 3 (continued)

Enter a Title and description of the document in the **"Title"** and **"Description"** fields.

You can upload the Cost Verification document one of two ways: Either directly from your computer by selecting the **"Add Attachment"** button; Or upload the document to eFile so it appears when you select the **"Search eFile"** button.

*For further assistance, view the training video titled **"How to upload a document to eFile."** Select the transaction type **"Cost Verification and Course Schedule"** when using eFile to upload your document.*

7.

PATH 1 (continued)

A second pop-up message appears stating the request is subject to availability of funds. If funds are not allocated for this fiscal year before the class start date, your request will be rejected and the class will be dropped.

Select the **"OK"** button to proceed.

The Confirm classes screen appears.

PATH 2 (continued)

Enter a title and description of the document in the **"Title"** and **"Description"** fields.

You can upload the Cost Verification document one of two ways: Either directly from your computer by selecting the **"Add Attachment"** button; Or upload the document to eFile so it appears when you select the **"Search eFile"** button.

For further assistance, view the training video titled "How to upload a document to eFile." Select the transaction type "Cost Verification and Course Schedule" when using eFile to upload your document.
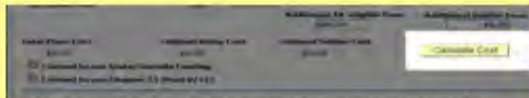
PATH 3 (continued)

Scroll to the **Class Cost** section enter in the unit cost in the **"Unit Cost"** field.

If there are additional TA eligible fees include those in the **"Additional TA-eligible Fees"** field. Also, if there are additional Soldier fees include those fees in the **"Additional Soldier Fees"** field.
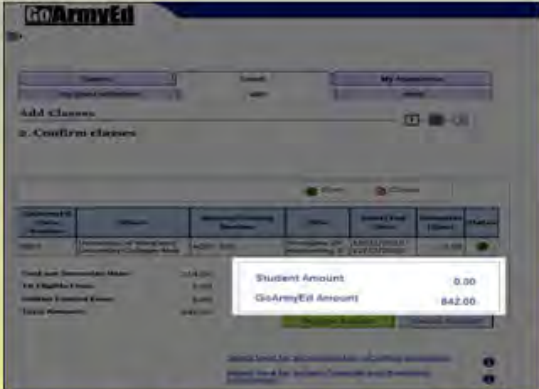
Select the **"Calculate Cost"** button.

8.

PATH 1 (continued)

Review the class cost covered by TA (in the "**GoArmyEd Amount**" field) and any class cost you must pay yourself (in the "**Student Amount**" field).

Select the "**Process Request**" button to proceed with enrolling in the class.
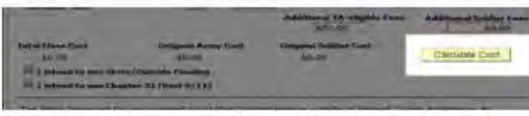

PATH 2 (continued)

Scroll to the **Class Cost** section. The Unit cost is pre-populated. If there are additional TA eligible fees include those in the "**Additional TA-eligible Fees**" field. Also, if there are additional Soldier fees include those fees in the "**Additional Soldier Fees**" field.
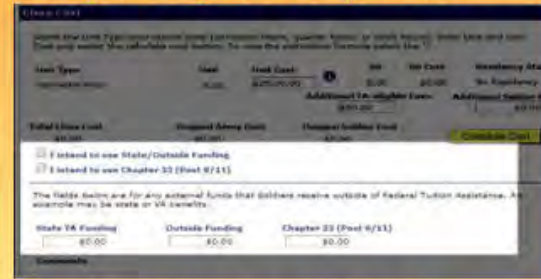

Select the "**Calculate Cost**" button.

PATH 3 (continued)

If you intend to use State/Outside Funding or Chapter 33 (Post 9/11) funds, outside of federal TA select the appropriate radio buttons. Enter the applicable amounts in the "**State TA Funding**," "**Outside Funding**," or "**Chapter 33 (Post 9/11)**" fields.

A message appears stating TA amount may be adjusted based on the approved class level. Select the "**OK**" button.

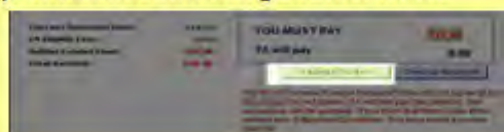Select the "**Submit**" button to submit TA Request for review.

9.

PATH 1 (continued)

If an amount is not covered by TA, a warning message appears in red with the reason. The amount is listed in the **"YOU MUST PAY"** field. You will owe the amount to the school.

The following is an example of the message:

Select the **"I Agree to pay"** button to proceed on enrolling in the class.

PATH 2 (continued)

If you intend to use State/Outside Funding or Chapter 33 (Post 9/11) funds, outside of federal TA select the appropriate radio buttons. Enter the applicable amounts in the **"State TA Funding," "Outside Funding,"** or **"Chapter 33 (Post 9/11)"** fields.
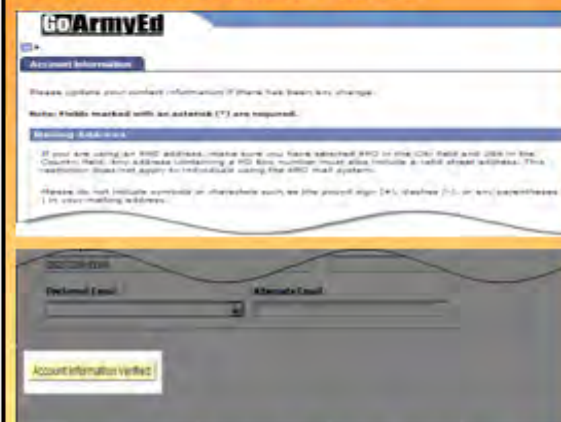

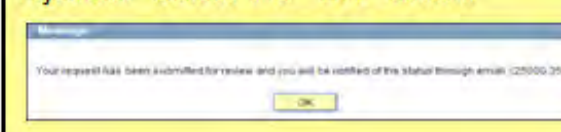Select the **"Submit"** button to submit your TA Request.

PATH 3 (continued)

The Account Information screen appears. Review the information and update any fields if applicable. Select the **"Account Information Verified"** button.

A message appears stating your request has been submitted. When your TA Request Form has been reviewed, you will be notified by email letting you know if the request was approved or rejected. Select the **"OK"** button.

10.

PATH 1 (continued)

The Account Information screen appears. Review the information and update any fields if applicable. Select the **"Account Information Verified"** button.
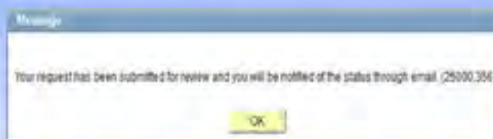
A screen appears stating the class has been added to your schedule and a green checkmark appears in the Status column.
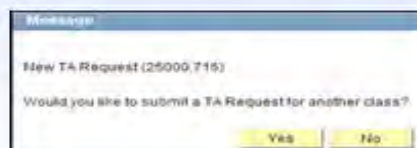
PATH 2 (continued)

A message appears stating your Request has been submitted. When your TA Request Form has been reviewed, you will be notified by email letting you know if the request was approved or denied.

Select the **"OK"** button.

If you want to submit an additional Request Tuition Assistance Form, select the **"Yes"** button. If not select the **"No"** button to return to Course Planner.

PATH 3 (continued)

The Account Information screen appears. Review the information and update any fields if applicable. Select the **"Account Information Verified"** button.

A message appears stating your request has been submitted. When your tuition TA Request Form has been reviewed, you will be notified by email letting you know if the request was approved or rejected. Select the **"OK"** button.
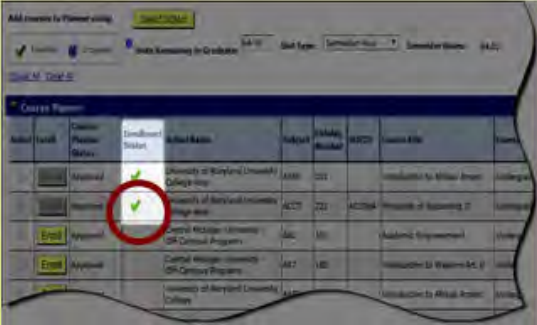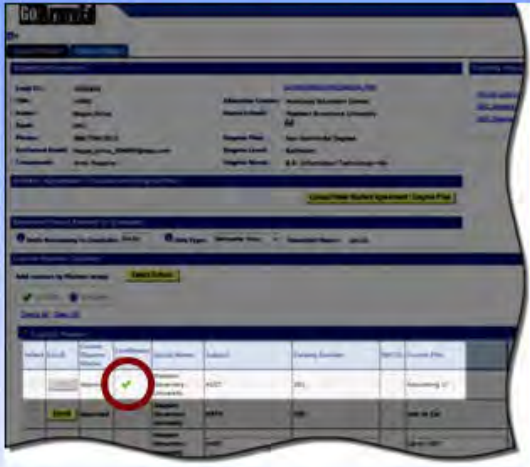
11.

PATH 1 (continued)

The class enrollment will be submitted to your school. You will receive an email confirming that your enrollment Request was successful or if the request is not accepted by your school, you will receive a follow-up email with an explanation.

Course Planner will reflect the current Enrollment Status for the enrolled class you processed.

PATH 2 (continued)

Course Planner will reflect the Enrollment Status of Enrolled with a green check mark.
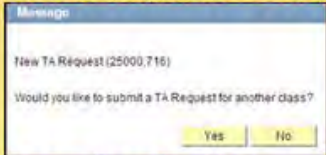
PATH 3 (continued)

Another message appears stating Changes to Army Cost will be reflected on your TA Details screen within one hour. Select the **"OK"** button.

If you want to submit an additional Request Tuition Assistance Form, select the **"Yes"** button. If not select the **"No"** button to return to Course Planner.

Course Planner will reflect the Enrollment Status of Enrolled with a green check mark.

12.	Select the **"Close Window"** link to return to your GoArmyEd homepage.	
13.	**Frequently Asked Questions** **Q: Am I required to enroll into classes through Course Planner after my Course Planner is approved?** A: Yes, in order for you to use eligible TA benefits you must enroll in classes through your approved Course Planner. If you followed Path 1, your enrollment is sent to your school by GoArmyEd in an overnight file. If you followed Path 2 or 3, once your TA Request is approved, you must enroll in the class directly with your school and provide the approved TA Request form. **Q: Am I required to enroll into all my classes on Course Planner at once?** A: No, the Course Planner tool is used to track your academic progress. Over time you will enroll in classes as your schedule and work load permits. You can take up to 16 semester hours of TA-funded courses per fiscal year. **Q: Am I able to edit my classes in Course Planner?** A: Yes, if courses are in **Pending** status, you are able to make edits on the Course Planner. **Q: Can I change my course listings once they are approved in Course Planner?** A: If you change your degree or home school you will need to submit a new Course Planner for approval.	

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AFTER RECEIVING TA REQUEST APPROVAL

- **STEP 1.** Select **"Request TA"** in the Smart Links section from your GoArmyEd homepage.
- **STEP 2.** On the next screen select the **"View All TA Requests"**. It's located near the bottom of the page. The Request TA screen appears. Select the **"Search"** button.
- **STEP 3.** All TA requests will appear. Select one course from the desired term. Click on it. A new screen will appear.
- **STEP 4.** Place a check in the **"Print Select"** checkbox for the courses you want to print on your TA Form.
- **STEP 5.** Select the **"Print TA Form"** button. A report will run and a message will appear that a report has run and a link will be provided, **"Click here to view report"**. Select the link and print or save the form as a .pdf to your computer. **Submit the form to your school's business office.**

Ensure the data on the TA Approval Form is correct. If you identity an error, it is your responsibility to notify the education office to see if a correction can be made.

ANSWERS TO YOUR GOARMYED QUESTIONS

On the GoArmyEd home page, in the Training Resources Block, click on **View Reference Documents.** For Reference Document Category, **Select "ALL"**. Click on **"Date Updated"** on the far right **twice**. You want to sort the documents with the most recent on top. **Select the PDF or video for the information you wish to view.**

The use of these resources will answer many of your questions and serve as a tremendous help as you navigate the tuition assistance process.

FORGOT YOUR USERNAME OR PASSWORD?

- Click on "Forgot your username and/or password?"
- Enter the last 5 digits of your Social Security Number and your Date of Birth, then click "Submit"
- Create your new password and click "Submit"
- A confirmation email will be sent to your preferred email account with your username and new password

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Ensure your PREFERRED email address in GoArmyEd is correct so that you will receive the latest changes!

HOW TO CHANGE CONTACT INFO/PREFERRED EMAIL ADDRESS

- The use of email is the primary means of communication in GoArmyEd. In the near future and due to the AKO email account migration, Soldiers will be unable to access their AKO email accounts unless they have a CAC card reader or a deferment to continue to use a password. The **"preferred"** email account in GoArmyEd does not have to be an AKO email address. **Recommend a personal email such as Gmail, Hotmail, etc.** **To change contact information:**
- **Log into the GoArmyEd account**. The Welcome Screen appears.
- Under Smart Links, Click on **My Education Record** tab.
- The Student Record Screen appears. On the right side of screen, under Personnel, click on **Account Information**. The Account Information Screen appears.
- **Verify the mailing address is correct**. Make necessary changes.
- **Verify Primary and Alternate Phone numbers**. Make necessary changes.
- **Verify Alternate and Preferred Email Addresses**. If the addresses are incorrect, enter another email address in the Alternate Email box. Then, click **Update Account Information**. The Account Information screen appears with a message, "Your account information was successfully updated."
- Click back on **Return to Account Information**. Verify your changes. Under Preferred Email, click on the drop down box. Choose the email address you want as your Preferred Email. Now, click **Update Account Information**. Once you've done that, you are taken back to the Account Information Screen. The Account Information screen appears with a message, "Your account information was successfully updated." Click on **Return to Account Information** once again and verify the changes. If your Preferred Email address is reflected in the Preferred Email box then the update is complete.

HOW TO CHECK YOUR TA BALANCE

- Login to **www.GoArmyEd.com** and look in the My Education section to see your TA balance.

HOW TO CHANGE HOME SCHOOL AND DEGREE PLAN

- Soldiers who wish to change their home school and/or degree plan in GoArmyEd can create a helpdesk case or contact an Army Education Counselor to discuss options. An Army Education Counselor is the only one that may approve a request to change a degree plan. **IF** a degree plan is **changed**, a **NEW Course Planner** is required.

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HOW TO DROP A CLASS

- **If possible, you want to drop the class without a financial penalty. Deadlines for dropping classes without financial penalty are specified in your school's tuition refund schedule.** Each college has its **own** tuition refund schedule for classes dropped after the drop deadline.
- Soldiers **MUST** drop **each individual** class they want dropped through GoArmyEd **AND** the school before the class end date. **BEFORE dropping a class, notify the GoArmyEd representative in the Education Office to ensure you follow proper procedures.**
- **STEP 1.** Login to **www.GoArmyEd.com** and select the "Withdrawal from a Class" Smart Link
- **STEP 2.** Select a checkbox to choose the class.
- **STEP 3.** View Confirmation page and choose the appropriate withdrawal reason using the dropdown options of "Withdrawal – Military Reasons (WM)" or "Withdrawal –Personal Reasons"
  - **Personal drops** – Soldiers **MUST** repay the TA amount
  - **Military Drops** (includes emergencies)– Soldiers **MUST** have the WM approved by the Army within **60** days of the initiation of the withdrawal to **prevent recoupment**. Military withdrawals are due to **unexpected** military events/family emergencies and **not scheduled military training**. Download and complete the Request for TA recoupment Waiver – Withdrawal for (WM) Military Reasons Form. Upload the signed waiver request to your eFile, along with supporting documentation, (**i.e. orders, medical documentation**) from the battalion commander or first LTC/O5 in the chain of command. If not on Active Duty, the form can be signed by your unit commander. **A military withdrawal form is located on page 30**.
- Contact an Education Counselor if you have any questions.
- **STEP 4.** Select the "Finish Dropping" button.

SEMESTER HOUR OVERRIDE

By default, a Soldier can input up to 12 semester hours for tuition assistance. If a Soldier needs to input more than 12 semester hours, the Soldier needs to request a semester hour override if an override has not already been granted. To request a semester hour override, the Soldier needs to submit a CRM case or contact the education office.

HOW TO RESOLVE A HOLD

Log into GoArmyEd account. The Welcome Screen appears. Scroll down. Under Tuition Assistance (TA) Status, any holds will be listed. Take appropriate actions to have holds removed. A hold is applied to enforce Army Regulation 621-5 and other tuition assistance policies and regulations. Holds are removed automatically when the issue is resolved. For more information on holds and how they are resolved, go to the My Education section of your GoArmyEd homepage. Holds for suspension of favorable personnel actions are lifted once the GoArmyEd system is updated to reflect the flag has been removed. For this to occur, SIDPERS must be updated by your unit. Once SIDPERS is updated, it can take up to 60 days before the change is reflected in GoArmyEd. If you feel you have been flagged in error, you must contact your unit for resolution. Unfortunately, education counselors cannot defer the hold.

HOW TO SUBMIT A STATEMENT OF UNDERSTANDING

When the TA SOU is due, the Soldier logs into GoArmyEd and in the **alert section**, selects the **TA SOU link**.

Soldiers in the rank of **E6 and below** enter commander's rank, name and email address (**must be .mil or .gov, preferably commander's AKO email**). **Pages 28 and 29 explain how to locate a commander's AKO email address**. System sends an email to the commander with an embedded link that takes the commander into GoArmyEd to review, approve/reject the TA SOU. Soldier receives an email when TA SOU is approved or rejected.

Soldiers in the rank of **E7 and above** will sign the SOU by entering his/her **GoArmyEd password**.

Soldier signs the SOU by entering his/her GoArmyEd password.

Commanders DO NOT have to have a GoArmyEd account to execute this functionality. Reminder emails are sent by GoArmyEd to Commanders and Soldiers if no action is taken.

Soldiers will no longer be required to print, scan and upload their signed TA SOU to GoArmyEd and Counselors will no longer be required to review and approve the annual TA SOU. Soldiers will continue to receive the **warning emails at 30, 60, and 90 days prior** to their anniversary date that their TA SOU is about to expire and will have ample time to complete the process.

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Ensure your **PREFERRED** email address in GoArmyEd is correct so that you will receive the latest changes!

Using AKO to find Commander's AKO Email address

Go to AKO

Go to Quick Links and select People

Input commander's last and first name and select find.

Select Username

Select Email

Select AKO Email

AKO Email address is provided. **Do not email from here. Copy Email and use for your SOU.**

WHERE TO GET HELP

On the GoArmyEd home page, in the Training Resources Block, click on **View Reference Documents.** For Reference Document Category, **Select "ALL"**. Click on **"Date Updated"** on the far right **twice**. You want to sort the documents with the most recent on top. **Select the PDF or video for the information you wish to view.**

The use of these resources will answer many of your questions and serve as a tremendous help as you navigate the tuition assistance process.

OTHER RESOURCES:

- **Login to www.GoArmyEd.com**
  - Click on the Help Desk Tab
  - Click on Help Desk Resources
- **Contact the GoArmyEd Helpdesk:**
  - CONUS toll-free: **1-800-817-9990**
  - For the OCONUS toll-free number: Go to **www.GoArmyEd.com** and select the "Helpdesk" link and select Help Desk Contact Information
- **Create a case from the GoArmyEd Homepage:**
  - Select "Create a Helpdesk Case."
  - Provide a description of your concern.
  - An email confirmation of your request and the resolution will be sent to your preferred email account.

Contact YOUR Mississippi Army National Guard Education Office
Toll free: 866-403-1289 ◆ CM: 601-313-6183 ◆ CM: 601-313-6442
Make an appointment. Come see us. We're located at Joint Force Headquarters, Mississippi National Guard, 1410 Riverside Drive, Jackson, MS 39202.

ATTACHMENTS:

- **Requirements for Documented Degree Plans and Servicemembers Opportunity Colleges Army Degrees (SOCAD) Student Agreements (SA) dated 28 Jan 2013**

- **Request for TA Recoupment Waiver – Withdrawal for Military Reasons Form**

- **Schedule / Invoice Examples**

GOOD LUCK IN YOUR STUDIES!

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Ensure your **PREFERRED** email address in GoArmyEd is correct so that you will receive the latest changes!

INFORMATION PAPER

AHRC-PDE
28 January 2013

SUBJECT: Documented Degree Plans and Servicemembers Opportunity Colleges Army Degrees (SOCAD) Student Agreements (SA)

1. Purpose: To provide guidance to Army Continuing Education System (ACES) personnel on documented degree plans and student agreements.

2. Facts:

    a. A documented degree plan and SOCAD SA include four items: 1) Soldier's name, 2) listing of all of the requirements for degree completion, 3) evaluation of transcripts, to include military training and college credits previously earned and 4) endorsement by the school (hand-written or digital signature of a school official OR degree plan generated directly from the school's online automated degree audit system). Note: Planning worksheets and online student degree planners only become documented degree plans when they include the above four requirements.

    b. A Soldier becomes eligible for a documented degree plan or SOCAD SA after completing six (6) semester hours at the home school (AR 621-5); or within 60 days of admission and when all transcripts have been provided (applies to schools that signed DoDI 1322.25, 15 March 2011 or DoDI 1322.25, 6 December 2012, Change 1).

    c. It is each Soldier's responsibility to request a documented degree plan and to provide all required documents, such as transcripts, to the home college in a timely manner. A school may decline to complete a formal evaluation if it has not received all of the required documents. Army Education Counselors may defer Student Agreement Holds in GoArmyEd after careful consideration of reasons for deferral.

    d. Letter of Instruction (LOI) schools receive a weekly report indicating when student agreements are due and have established a systematic process to ensure that Soldiers receive their SOCAD SA in a timely fashion. For Soldiers in fully developed degree plans, schools submit the student agreement file electronically and approval of an Army Education Counselor is not required.

    e. Documented degree plans for LOI drop-down degrees and Non-LOI schools are issued in a paper form. The Soldier is responsible for uploading the degree plan to eFile. Army Education Counselors must review and approve documented degree plans.

Ela Karczewska/502-613-8607
Approved by: Dr. Pamela L. Raymer

Request for TA Recoupment Waiver – Withdrawal for Military (WM) Reasons

FROM: Headquarters Army Continuing Education System (HQ ACES)

TO: Battalion Commander/First LTC/Reserve Component Commander

SUBJECT: Waiver of TA Recoupment for College Course Withdrawal due to Military Reasons

1. Purpose: To provide documentation IAW AR 621-5 to verify non-completion of Tuition Assistance (TA) funded course(s) due to military reasons.

2. The approval authority for a waiver of TA recoupment is the installation or state ESO, or RSC ESS. A WM request for recoupment waiver must be endorsed by the Soldier's Battalion Commander, or first LTC in the chain of command, or Unit Commander if in the Reserve Component, based on the following reasons: **Unanticipated/Unscheduled** Military Duties or Deployment, Separation from Service, Emergency Leave (includes death in the family), Illness/Hospitalization, etc.

3. IAW AR 621-5, this Soldier is requesting your review and endorsement for a TA Recoupment Waiver - Withdrawal for Military (WM) Reasons:

Last Name	First Name	Rank	Last 4 of SSN	Signature/Date

For the following college course(s):

School	Course#	Course Title	Start Date	End Date	Cost

4. Provide details of the reason for the unanticipated/unscheduled withdrawal, **to include dates** of the events below. Provide a separate sheet if additional space is needed:

5. Information concerning payment of the TA debt was sent to the Soldier. An approved request form must be posted to e-File in the Soldier's GoArmyEd record within 60 days after the withdrawal and must be approved by an Education Services Officer (ESO) to cancel the debt. Non-response or disapproval will result in recoupment of TA funds. If recoupment is initiated, Soldiers will have a 30-day due diligence notice of TA debt collection.

6. I recommend approval of this TA Recoupment Waiver: **YES _____   NO _____**

Rank/ Printed Name	Signature	Date

Unit	Phone	Email

The following is an example of all the information the Cost Verification Documentation must include.
(Most fees are not TA eligible)

SAMPLE UNIVERSITY

School name must appear

Your name/ address must appear

Joe Online
123 Tank Trail Road
Jefferson, TX 78711

Invoice # 111222W12D

Class start dates and credits must be listed

Invoice Statement
Winter Term

Class	Grade	Term Dates	Credits	Cost Per Credit	Total Amount
ACT 300 Principles of Financial Accounting	Enrolled	2/4/13 - 3/31/13	3	$250.00	$750.00
ITS 315 Intro to Networks	Enrolled	2/4/13 - 3/31/13	3	$250.00	$750.00
ITS 310 LabSim Fee					$59.00
Fitness and Recreation Fee					$75.00
ID Fee					$11.00
Student Service Fee					$232.00
Medical Service Fee					$43.00
Total			6		$1,920.00

Tuition and fees must be listed separately

If you need further assistance please contact me at MilitaryTA@SampleU.edu.

Mail Payments To:
SU-Student Accounts
100 E. Dogwood Ave, Suite 100
Greenwood Village, CO 82222

BILL & SCHEDULE EXAMPLE

BELHAVEN UNIVERSITY

School Name

OFFICE OF STUDENT FINANCIAL PLANNING

1500 Peachtree Street Box 159
Jackson, MS 39202
Phone (601) ▓▓▓▓▓ Fax (601) ▓▓▓▓

DATE: January 9, 2014

Bill To:

▓▓▓▓▓▓

Soldier's Name & Address

Last 4 SSN: ▓▓▓
Student ID: ▓▓▓▓▓

DESCRIPTION			AMOUNT	
CHARGES:				
WVC301: Christian Interpretation				
$ 250.00/credit hour		3 credit hours	$	750.00
3/18/14 - 4/22/14				

Subject Code & Number
Course Title
Cost per credit hour
Number of credit hours
Start & End Date

Tuition & Fees must be listed separately

Registration Fee			$	50.00
TOTAL			$	800.00
ANTICIPATED AID:				
Pell Grant			$	1,948.00
Tuition-only scholarships				
Other financial aid				
Student Payments				
CREDIT TOTAL			$	1,948.00

This includes all financial aid and cost information available as of this date.

GoArmyEd POC: ▓▓▓▓▓
Belhaven University
Student Accounts
601-▓▓▓▓

School Point of Contact Information