



Soldier Quick Start Training GoArmyEd

Module 3 Requesting Tuition Assistance (TA)



Overview

Requesting TA

This module is intended to provide you with a checklist for using TA through GoArmyEd. You can enroll in **postsecondary** classes online through GoArmyEd and your TA benefits will be applied automatically in accordance with Army Education Policy in AR 621-5.

This module includes nine topics:

- Topic 1: TA Overview
- Topic 2: TA Request Requirements
- Topic 3: Class Enrollment Guide for Requesting TA
- Topic 4: Register for a Class Directly in GoArmyEd
- Topic 5: School Admissions and Rejections
- Topic 6: Process a Request TA Form in GoArmyEd
- Topic 7: TA Request Rejection
- Topic 8: Costs Exceed TA Amount
- Topic 9: Summary





Topic 1: TA Overview

TA Fiscal Year Benefits

Soldiers must request TA through GoArmyEd. ***Soldiers may not bypass GoArmyEd and directly enroll with schools if they plan to use TA.***

The Department of Defense (DoD) has directed a uniform TA fiscal policy across the military services. Soldiers are subject to an established DoD cap and ceiling each fiscal year. The Army will pay 100 percent of the tuition charged by a school up to the established semester-hour cap and annual ceiling. Tuition Assistance will not cover the cost of any fees.

TA Fiscal-year Benefits

Soldiers are subject to an established DoD Cap and Ceiling (1 October-30 September)



Topic 1: TA Overview

Actions for Soldiers using TA Benefits through GoArmyEd

Soldiers need to complete the following steps before using TA:

Select **“Request TA Access”** button to complete VIA before using TA through GoArmyEd

- After the steps are completed, a case is created and escalated to the Soldier’s education center
- The Army Education Counselor will take approximately two business days to grant permission to use TA
- Soldiers receive an email if the request is approved or if further action is required

GoArmyEd® Welcome back, SSG Ed Online (Logout) U.S. ARMY®

Home Helpdesk Site Search

Smart Links

- Request TA Access
- Class Schedule
- Credentialing-COOL
- GED/High School Completion
- GoArmyEd Academic Program Communities
- Other Links

My Smart Links [Edit]
You may select additional Smart Links. Select the "Edit" link to personalize your Smart Links.

- My Education Center
- Schools and Programs

Message Center

UPDATE: ARMY TUITION ASSISTANCE PROGRAM SUSPENDED [View...](#)



Topic 1: TA Overview

VIA

The TA program provides financial assistance for voluntary off-duty education programs in support of a Soldier's professional and personal self-development goals.

TA is available for courses that are part of an approved academic degree or certificate program. All Soldiers eligible for TA use will need to use VIA to select a career goal, degree plan, and home school before using TA benefits for the first time.





Topic 1: TA Overview

VIA

VIA will guide you through a complete decision-making process to help you select a long-term civilian career goal, degree plan, and school.

You do not have to complete VIA in one sitting. You may exit VIA at any point and your progress will be automatically saved.





Topic 1: TA Overview

VIA

Step 1: About You

VIA already knows a lot about you from your Military Personnel Record. By providing additional information about your interests, values, and preferences, VIA can further tailor recommendations for you.

All of the questions in this section are required in order for VIA to collect necessary information, but they are quick and easy to answer.

GoArmyEd - VIA

VIA Home 10% About You Career Goal Degree Program School Review & Submit

To get started, tell us about your career interests and values. We'll use your answers to help make recommendations. [More Info](#)

About You - Interests

Page 1 of 14

	STRONGLY DISLIKE	DISLIKE	NEUTRAL	LIKE	STRONGLY LIKE
1. Building kitchen cabinets	<input type="radio"/>				
2. Laying brick or tile	<input type="radio"/>				
3. Developing a new medicine	<input type="radio"/>				
4. Studying ways to reduce water pollution	<input type="radio"/>				
5. Writing a book or a play	<input type="radio"/>				
6. Playing a musical instrument	<input type="radio"/>				

[BACK](#) [SAVE & CONTINUE](#)



Topic 1: TA Overview

VIA

Step 2: Select a Career Goal

This section will show you all of VIA's civilian career recommendations that are aligned with your interests, values, and prior experience.

On the right side, you'll see a "Relevance" heading. This overall score is made up of four factors:

- Interests
- MOS Alignment
- Salary Preference
- Values

Select a Career Goal

Select 1 to 3 items to compare

We recommend these career goals:

Select to Compare	Career Name	Growth	Values
<input type="checkbox"/>	Informatics Nurse Specialists	↗	\$\$\$
<input type="checkbox"/>	Training and Development Specialists	↗	\$\$\$
<input type="checkbox"/>	Physics Teachers, Postsecondary	↗	\$\$\$
<input type="checkbox"/>	... Teachers, Postsecondary	↗	\$\$\$

Relevance is based on how well your career goal is aligned to your Interests and Values based on your About You section answers, MOS based on what you do in the military today, Salary Preferences based the minimum salary you want to earn.

- Interests
- MOS Alignment
- Salary Preference
- Values



Topic 1: TA Overview

VIA

Step 2: Select a Career Goal (cont)

- VIA recommendations are automatically sorted by level of relevance to you, but you can also sort recommendations by job growth or salary potential by selecting the column header.
- You can compare up to three different career fields at a time. Reviewing the options side-by-side allows you to compare careers in more depth.
- If you are interested in a particular career, you can learn more about it on the Career Details page by selecting the hyperlinked career name. This information is provided and updated by the Department of Labor.

The screenshot shows the GoArmyEd - VIA interface. At the top, there is a navigation bar with links for VIA Home, About You, Career Goal, Degree Program, School, and Review & Submit. A progress indicator shows 30% completion. Below the navigation bar, there is a banner with a woman's photo and the text: "Select one or more recommendations below to review. Use 'SEARCH' to look for other options. [More Info](#)".

The main section is titled "Select a Career Goal" and includes a search bar with the text "Search for other Career Goals not listed". Below the search bar, there are three selected career goals: "Informatics Nurse Specialists", "Physics Teachers, Postseco...", and "Nuclear Medicine Physicians". A "COMPARE SELECTIONS" button is visible next to the selected items.

Below the selection area, there is a table titled "We recommend these career goals:". The table has columns for "Select to Compare", "Career Name", "Growth", "Salary", and "Relevance". The table lists several career options with checkboxes in the "Select to Compare" column and corresponding icons for growth, salary, and relevance.

Select to Compare	Career Name	Growth	Salary	Relevance
<input checked="" type="checkbox"/>	Informatics Nurse Specialists	↗	\$\$\$	██████
<input type="checkbox"/>	Training and Development Specialists	↗	\$\$\$	██████
<input checked="" type="checkbox"/>	Physics Teachers, Postsecondary	↗	\$\$\$	██████
<input type="checkbox"/>	Engineering Teachers, Postsecondary	↗	\$\$\$	██████
<input checked="" type="checkbox"/>	Nuclear Medicine Physicians	↗	\$\$\$	██████
<input type="checkbox"/>	Nuclear Medicine Physicians	↗	\$\$\$	██████



Topic 1: TA Overview

VIA

Step 2: Select a Career Goal (cont)

If you do not see a suitable career goal in VIA's list of recommendations, you can always use the search function to find other careers.

After finding a career goal that fits you, select the **“Make My Selection”** button.

Remember, there are no wrong answers when choosing your Career Goal. Choose a career you could see yourself pursuing after leaving the Army someday that leverages your background, skills, interests and future income goals.

Select one or more recommendations below to review. Use 'SEARCH' to look for other options. [More Info](#)

Select a Career Goal

Informatics Nurse Specialists X Physics Teachers, Postseco... X Nuclear Medicine Physicians X [COMPARE SELECTIONS](#)

We recommend these career goals:

Select to Compare	Career Name	Growth	Salary	Relevance
<input checked="" type="checkbox"/>	Informatics Nurse Specialists	↗	\$\$\$	<div style="width: 100%;"></div>
<input type="checkbox"/>	Training and Development Specialists	↗	\$\$\$	<div style="width: 100%;"></div>
<input checked="" type="checkbox"/>	Physics Teachers, Postsecondary	↗	\$\$\$	<div style="width: 100%;"></div>
<input type="checkbox"/>	Engineering Teachers, Postsecondary	↗	\$\$\$	<div style="width: 100%;"></div>
<input checked="" type="checkbox"/>	Nuclear Medicine Physicians	↗	\$\$\$	<div style="width: 100%;"></div>
<input type="checkbox"/>	Nuclear Medicine Physicians	↗	\$\$\$	<div style="width: 100%;"></div>

Review & Select a Career Goal [BACK](#)

Computer and Information Systems Managers

Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.

[MAKE MY SELECTION](#)

Salary Potential: \$104k to \$154k

Time to Years: 0 to 30

National Job Growth Over 10 Years: 15% per year

Projected Job Growth in District of Columbia Over Next 10 Years: Not Available

Purchasing Managers

Plan, direct, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services. Includes wholesale or retail trade merchandising managers and procurement managers.

[MAKE MY SELECTION](#)

Salary Potential: \$104k to \$154k

Time to Years: 0 to 10

National Job Growth Over 10 Years: 2% per year

Projected Job Growth in District of Columbia Over Next 10 Years: Not Available

Medical and Health Services Managers

Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.

[MAKE MY SELECTION](#)

Salary Potential: \$104k to \$154k

Time to Years: 0 to 30

National Job Growth Over 10 Years: 23% per year

Projected Job Growth in District of Columbia Over Next 10 Years: Not Available



Topic 1: TA Overview

VIA

Step 3: Select a Degree Program

VIA will recommend a set of degrees or certifications that are aligned with your specific career goal either within or outside of the Army.

VIA has taken into consideration your current career goals, your current education level, and where and how you wish to take courses to help navigate you towards degrees that will make you more marketable in the civilian workforce.





Topic 1: TA Overview

VIA

Step 3: Select a Degree Program (cont)

On the degree recommendation page, several options are displayed that align with your career goal.

VIA will only show you the degree levels you are eligible to take using Tuition Assistance Benefits.

Select the **“Search for other Degree Programs not listed”** button to search by keyword(s) and/or other search criteria in order to filter results more accurately.

Contact your Army Education Counselor if you do not see a degree you believe you are eligible for.

The screenshot shows the GoArmyEd VIA interface. At the top, there is a navigation bar with 'VIA Home', 'About You', 'Career Goal', 'Degree Program', 'School', and 'Review & Submit'. A progress bar indicates 50% completion. Below the navigation bar, there is a message box with a woman's photo and text: 'Select one or more recommendations below to review. Use 'SEARCH' to look for other options. To keep your previous selection, select the 'KEEP MY SELECTION' button.' A 'More Info' link is also present. Below this, the main heading is 'Select a Degree Program'. A red box highlights a button that says 'Search for other Degree Programs not listed'. Below the button, there is a text input field with the placeholder 'Select 1 to 3 items to compare' and a 'COMPARE SELECTIONS' button. Below the input field, a message states: 'Based on your career selection of "Informatics Nurse Specialists" we recommend the following degree programs:'. Below this message is a table of recommended degree programs.

Select to Compare	Degree Name	Degree Level	Degree Offered	Relevance
<input type="checkbox"/>	Computer Systems Networking and Telecommunications (Associate Degree)	A		
<input type="checkbox"/>	Computer Systems Networking and Telecommunications (Certificate (<1yr))	C		
<input type="checkbox"/>	Computer Systems Networking and Telecommunications (Certificate (<2yr))	C		
<input type="checkbox"/>	Computer Systems Networking and Telecommunications (Certificate (<4yr))	C		
<input type="checkbox"/>	Information Sciences, General (Associate Degree)	A		

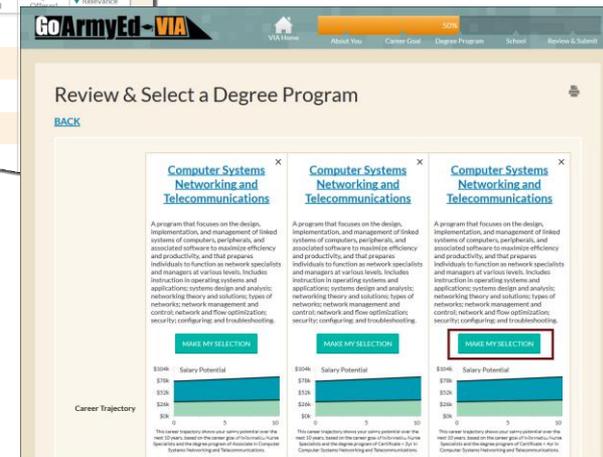


Topic 1: TA Overview

VIA

Step 3: Select a Degree Program (cont)

- a) You will see helpful icons under the Degree Offered column that indicate whether the degree is available to be completed in a classroom near you, in an online format, or both.
- b) Similar to your career goal selection, you will also be able to compare up to three degrees at a time.
- c) If you find a degree compatible with your career goal and preferences, select the recommendation and continue to the next step.



Note: When selecting your degree, an important factor to consider is the time it takes to obtain the degree relative to the time you have remaining in the Army. For example, if your separation date is in 2 years, you may consider obtaining a 2-year certificate that will increase your salary potential upon separation, rather than pursuing a bachelor's degree that may take much longer to complete.



Topic 1: TA Overview

VIA

Step 4: Select a School

VIA will provide a list of recommended schools that offer the degree you just selected or one very similar to it. The recommendations are sorted based on their relevance to you and the selections you've made in previous steps. Schools higher on the recommendation list are VIA's "Best Fit/Best Value" recommendations for you.



VIA bases its relevance score on a combination of five factors:

Admissions Profile: How likely are you to meet the school's admission standards?

Preferences: How well does the school align with the preferences you indicated in the About You section?

Soldier Outcomes: How have other Soldiers performed who previously used TA at this school?

School Outcomes: How has the general population attending this school performed?

Cost: What is the average semester hour cost for classes at this school compared to other schools?



Topic 1: TA Overview

VIA

Step 4: Select a School (cont)

On the comparison page, key factors to pay attention to include:

Degree Offered

Does the school offer the degree you selected? If a school you wish to attend does not offer your selected degree program online or near your current location entered under the Preferences section, you will need to select a different school or degree.

Accreditation

Is the school regionally or nationally accredited? Just as regionally accredited schools have degrees that are valued in the workplace, so too do nationally accredited schools have degrees that are valued- especially in some specialized areas. But regionally accredited schools generally prefer accepting credits from other regionally accredited schools so make sure you understand the differences.

Tuition Cost

How much does the school charge per semester hour? Even if Tuition Assistance covers the full cost, you won't be able to take as many classes per semester if you attend a higher cost school, and you will have a higher recoupment cost if you fail a class that costs more.



Topic 1: TA Overview

VIA

Step 4: Select a School (cont)

Class Format

What course delivery formats are offered at this school for my degree? A school that offers courses in both classroom and online formats gives you the most flexibility.

Admissions Requirement

What are the admissions requirements for this school? An open admissions school will accept all students and may have a simple application process. A competitive school may have some minimum acceptance criteria to be admitted and not accept everyone that applies.

Retention Rate

What is the retention rate at this school? A higher retention rate means that students attending this school keep making progress toward their degree more often than schools with lower retention rates.



Topic 1: TA Overview

VIA

Step 4: Select a School (cont)

After you have made your selection, the school you selected may have indicated to VIA that they offer several versions of the degree you want to pursue.

If this is the case, you will be prompted to clarify the specific degree you wish to pursue at that school.

If the school has not provided their degree information to VIA, you will be asked to verify the name of the specific degree with the school and manually enter the degree name.

Select the “**Search for other Schools not listed**” button to search by keyword(s) and/or other search criteria in order to filter results more accurately.

The screenshot shows the GoArmyEd VIA interface. At the top, there is a navigation bar with 'GoArmyEd VIA' and a progress indicator at 70%. Below the navigation bar, there is a section titled 'Select a School' with a search button labeled 'Search for other Schools not listed'. Below this, there is a 'COMPARE SELECTIONS' button. A message states: 'Based on your degree selection of "Human Resources Management/Personnel Administration, General (Associate)" we recommend the following schools that offer similar degree programs:'. Below this message is a table of recommended schools.

Select to Compare	School Name	Degree Offered	Cost	Relevance
<input type="checkbox"/>	Lehigh Carbon Community College	Computer	\$	High
<input type="checkbox"/>	Baker College	Computer	\$\$\$	High
<input type="checkbox"/>	Guilford Technical Community College	Computer	\$	High
<input type="checkbox"/>	Moraine Park Technical College	Computer	\$	High
<input type="checkbox"/>	College (All Campuses)	Computer	\$\$	High



Topic 1: TA Overview

VIA

Step 5: Review and Submit

Review your selections one last time.

If you wish to make any adjustments, you can go back and update any section in VIA.

For those eligible for TA, you will submit your selections for Army Education Counselor review and approval.

You can track the status of your approval request from your GoArmyEd homepage or Student Record. You will receive an email confirming that your selections have been approved.

1 Your Selections
 Career Goal: Radio and Television Announcers
 Degree Program: Master's Degree in Master's Degree in Broadcast Journalism
 School: Howard University
[Change Selections](#)

2 Your Career Trajectory
 Salary Potential graph showing \$0 to \$120k over 10 years.

3 Time Recommendations
 Based on the time you have available for study, VIA recommends that you take no more than 3 courses at one time. You may be able to complete your degree by September 2017. Transfer and prior credits were not factored into this date.

4 Your Available School and Study Time
 30 hrs/week

5 Tips for Success
 Based on your Degree Program Selection of "Master's Degree in Master's Degree in Broadcast Journalism", there are a few things that might help you be successful in completing your degree.
 1. A standard rule of thumb is that you will need to dedicate a minimum of 6 hours per week for every 3 semester hour class you take. You previously indicated you have 28-36 hours a week available for school and study at this time. We recommend you take no more than 4 college class at one time until you have more time available or look for ways to free up additional time each week.
 2. Based on your GT Scores, you have a strong reading comprehension and writing skills. Make sure to set aside time each week to read and complete all reading and writing assignments and will achieve your educational goals!

SUBMIT

TA Access Status
 TA Access Status: Your status on requesting Tuition Assistance.

Step	State	Completion Date
About You	✓ Completed	13-OCT-15
Select Career Goal	✓ Completed	13-OCT-15
Select Degree Program	✓ Completed	13-OCT-15
Select School	✓ Completed	13-OCT-15
Army Education Counselor Approval	⌚ Pending Approval	13-OCT-15

If you wish to view or continue to request TA Access, please select the Access VIA button below.
Access VIA

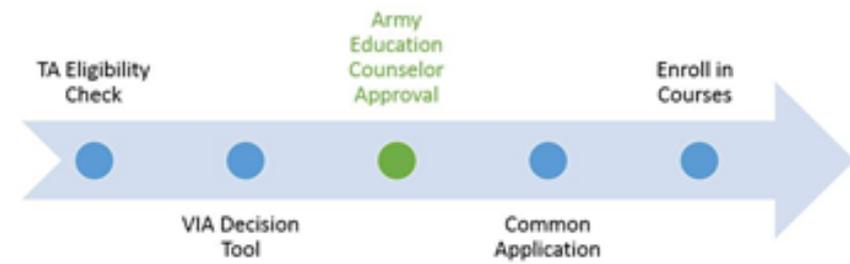


Topic 1: TA Overview

VIA

Step 5: Review and Submit (cont)

After you are approved, you are ready to start requesting TA for your classes. When you request TA for your first class, you will be prompted to complete a Common Application for your school and sign an electronic TA Statement of Understanding as a last required step.



GoArmyEd Welcome back, SSG Tran Jerome : TA Eligible Soldier. (Logout)

Alerts

IMPORTANT: You must submit your Common Application before you enroll in a course! [Click here](#) to complete and submit the application.

It's never too early to start thinking about your career! [More Info](#)

Smart Links

- Request TA...
- Withdraw from a Class...
- Recoupment-Information...
- Student Agreement/Degree Progress Reports
- Course Planner...
- On-Duty Courses...
- My Education Record
- Change Degree/School...

Message Center

No current alerts.

[GoArmyEd Tip of the Day Archive](#)



Topic 1: TA Overview

Viewing Your Account

GoArmyEd enables you to view the status of your TA account.

Select the **“Other Links”** Smart Link on your homepage and then select the plus sign next to **“Before You Enroll in a Class”** to:

- View how much TA you have used each fiscal year, how much remains in the current fiscal year, and your residency status at your home school by selecting the **“View Financial Status”** link
- View a detailed breakdown by fiscal year of all TA-funded classes by selecting the **“View TA Details”** link

Other Links

This page displays all of the key links available to you within GoArmyEd. Click the plus icon to expand a group of links. Click on a link to go to that page.

[Return Home](#)

Other Links	
Link Name	
After You Enroll in a Class	
Before You Enroll in a Class	
Complete/Update Common Application	The "Complete/Update Common Application" link allows you to view the status of your application. It is your responsibility to ensure that all required documents are submitted. Click the "Update Application" button at the bottom of the page.
View Application Status	The "View Application Status" link allows you to view the status of your application. It is your responsibility to ensure that all required documents are submitted. Click the "Update Application" button at the bottom of the page.
View Hold History	The "View Hold History" link allows you to view the history of your holds. It is your responsibility to ensure that all required documents are submitted. Click the "Update Application" button at the bottom of the page.
View Financial Status...	Select the "View Financial Status" link to view your financial status. It is your responsibility to ensure that all required documents are submitted. Click the "Update Application" button at the bottom of the page.
View Student Agreement/Degree Progress Report	The "View Student Agreement/Degree Progress Report" link allows you to view your student agreement and degree progress report. It is your responsibility to ensure that all required documents are submitted. Click the "Update Application" button at the bottom of the page.
Access PReP	The "Access PReP" link allows you to access the PReP (Pre-Registration Evaluation Process) system. It is your responsibility to ensure that all required documents are submitted. Click the "Update Application" button at the bottom of the page.
View TA Detail...	The "View TA Detail" link allows you to view the details of your Tuition Assistance (TA) account. It is your responsibility to ensure that all required documents are submitted. Click the "Update Application" button at the bottom of the page.
View Class Evaluations by Soldiers	The "View Class Evaluations by Soldiers" link allows you to view the class evaluations by soldiers. It is your responsibility to ensure that all required documents are submitted. Click the "Update Application" button at the bottom of the page.
Score Request	The "Score Request" link allows you to request a score for your class. It is your responsibility to ensure that all required documents are submitted. Click the "Update Application" button at the bottom of the page.



Topic 1: TA Overview

Tools to Assist You

If you take a class that does not advance you toward your approved degree, or if you fail to successfully complete your class, you may be required to repay the Army the TA dollars.

Your Student Agreement or Documented Degree Plan, Degree Progress Report (class requirements you have and have not met), Course Planner and Auto Advisor (recommendations for classes that are required by your degree plan) are important tools for guiding your class selection.

Create a GoArmyEd Helpdesk case or contact your Army Education Counselor or school advisor directly to assist you before enrolling in a class if you are unsure of which class to take and

1. You do not yet have a Student Agreement or a Documented Degree Plan; or
2. The Degree Progress Report is not available for your degree plan.

Other Links	
Link Name	
After You Enroll in a Class	
Before You Enroll in a Class	
Complete/Update Common Application	The "Complete/Update you that your school is your responsibility button at the bottom
View Application Status	The "View Application missing documents Documented Deg
View Hold History	The "View Holds tuition assistance the issue that p
View Financial Status...	Select the "View Resolving Hold in-state tuition
View Student Agreement/Degree Progress Report	The "View Student select degree p
Access PReP	The "Access PReP Soldier's technic
	The "View TA De



Topic 1: TA Overview

Should You Enroll in a Class?

Before enrolling in a class, be sure to consider the following factors:

- Work duties—Have you verified them with your Commander?
- Time commitments—Should you enroll in an eight-week or 16-week class?
- Out-of-pocket expenses—Will your class require significant fees not covered by TA?
- Available TA—Have you considered the number of classes you anticipate taking during the fiscal year?



Topic 2: TA Request Requirements

Summary

Below is a summary of the key actions you should take when enrolling in a class offered through GoArmyEd.

Annual Requirements

- ✓ Complete your quarterly TA Statement of Understanding (SOU). You will be prompted by GoArmyEd to acknowledge your electronic TA SOU.
- ✓ Ensure you have a SOCAD Student Agreement (SA) or Documented Degree Plan in your GoArmyEd Student Record prior to the end of the sixth SH taken at your home school, or before completing nine SH at multiple schools using TA, whichever comes first.



Topic 2: TA Request Requirements

Summary (continued)

Below is a summary of the key actions you should take when enrolling in a class offered through GoArmyEd. You must not bypass GoArmyEd if you plan to use TA. View the **Class Enrollment Guide** for detailed Step-by-step Instructions.

Requirements for Every Class Enrollment

- ✓ Assess your availability to take a class or classes.
- ✓ Identify classes that will advance you toward your approved degree. Use your Student Agreement or Documented Degree Plan, Degree Progress Report, Course Planner, and Auto Advisor.
- ✓ Read the Class Details in the Class Schedule prior to enrolling in a class.
- ✓ Read GoArmyEd messages and instructions that appear during the enrollment process.
- ✓ Resolve any holds or recoupments on your account.
 - Take the training modules titled Holds and Recoupments.
 - Check your preferred email account for email communications.

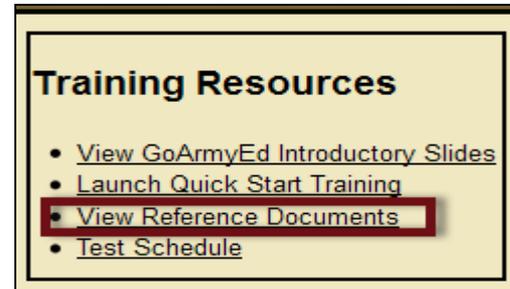


Topic 3: Class Enrollment Guide for Requesting TA

Step-by-step Instructions and Training Videos

You can access the Step-by-step Instructions for requesting TA and enrolling in a class two ways.

- From your homepage, select “**View Reference Documents**” in the Training Resources section.



Or

- Review topics in the GoArmyEd Assistance Center. Select the green question mark icon  to visit the GoArmyEd Assistance Center.





Topic 4: Register for a Class Directly in GoArmyEd

How to Enroll

It is highly recommended that you print and follow the Class Enrollment Guide the first few times that you request TA and enroll in a class using GoArmyEd. The Class Enrollment Guide provides simple-to-follow screen shots of each step in the enrollment process.

To enroll in a class, select the **“Request TA”** Smart Link from your homepage.

The screenshot shows a 'Smart Links' menu with several buttons. The 'Request TA...' button is highlighted with a red border. Below the menu, there is a section for 'My Smart Links' with an '[Edit]' link and a brief instruction.

Smart Links		
Course Planner...	Request TA...	Withdraw from a Class...
On-Duty Courses...	Recoupment-Information...	My Education Record
Student Agreement/Degree Progress Reports	Other Links	

My Smart Links [\[Edit\]](#)
You may select additional Smart Links. Select the ["Edit"](#) link to personalize your Smart Links.



Topic 4: Register for a Class Directly in GoArmyEd

Course Planner

If you are in Drop-down, Other or External degree plan and have completed six semester-hours (SH) at your home school or nine SH at any school (which ever comes first), you are required to submit a Course Planner.

Soldiers are required to upload a student agreement or documented degree plan in the Course Planner. To complete Course Planner Soldiers should use their student agreement or documented degree plan to input the total number of units still required to complete their degree and then input the remaining courses to fulfill these units.

To begin using Course Planner, select the **“Course Planner”** Smart Link from your homepage.

The screenshot shows a 'Smart Links' section with several buttons. The 'Course Planner...' button is highlighted with a red border. Below the buttons, there is a section for 'My Smart Links' with an '[Edit]' link and a brief instruction.

Smart Links		
Course Planner...	Request TA...	Withdraw from a Class...
On-Duty Courses...	Recoupment-Information...	My Education Record
Student Agreement/Degree Progress Reports	Other Links	

My Smart Links [\[Edit\]](#)
You may select additional Smart Links. Select the "[Edit](#)" link to personalize your Smart Links.



Topic 4: Register for a Class Directly in GoArmyEd

Course Planner (cont)

Use the Course Planner to track your academic progress in GoArmyEd. You must complete the Course Planner once you have met the six SH or nine SH requirement.

To set up your Course Planner:

- Upload your Student Agreement/Documented Degree Plan
- Enter your Units Remaining to Graduate
- Search and add courses that will advance you towards your chosen degree

Your Course Planner will be submitted to your Army Education Counselor or School reviewer for approval.

The screenshot shows the GoArmyEd Course Planner interface. At the top, there are tabs for 'Course Planner' and 'Course History'. Below the tabs is a section titled 'Student Information' with a sub-link 'Current Approved Degree Plan'. The form contains the following fields:

Empl ID:	<input type="text"/>	Education Center:	JTF-Bravo, Soto Cano AFB Education Center
SSN:	<input type="text"/>	Home School:	Excelsior College 60
Name:	<input type="text"/>	OPEID:	00283400 Status Active
Rank:	<input type="text"/>	Degree Plan:	68C (68W-M6)-Associate of Applied Science-Nursing (AAS-NR-68C)
Phone:	<input type="text"/>	Degree Level:	68W-M6-AAS-Nursing(AAS-NR-68C)
Preferred Email:	<input type="text"/>	Component:	National Guard

Below the Student Information section is a section titled 'Student Agreement / Documented Degree Plan' with a sub-link 'Upload New Student Agreement / Degree Plan'.

View the reference document titled, **“Using Course Planner”** for Step-by-step Instructions on using the Course Planner tool in GoArmyEd.



Topic 4: Register for a Class Directly in GoArmyEd

Course Planner

Multiple users will not be able to view the same Course Planner simultaneously. If a user attempts to view a Course Planner that is currently being viewed or edited by another user they will receive a Course Planner Wait Message. This message will appear for:

- Soldiers
- Army Education Counselors
- School users flagged as Course Planner reviewers

Note: You will have read-only access until the Course Planner has been submitted by the prior user.

Message

Course Planner Wait Message (25000,1384)

The Course Planner you selected is being modified by another user. If you select the "OK" button below, you will be viewing this Course Planner in read only mode. You can also return to your Course Planner Queue to select another Soldier's Course Planner.

OK



Topic 4: Register for a Class Directly in GoArmyEd

Course Planner

Soldiers must select the “**Submit**” button in order to submit their Course Planner for review. There are two “**Submit**” buttons on the Course Planner, but a Slider only needs to select the button once.

Note: This message will populate for Soldiers who are creating their Course Planner after you select the “**Unit Type**” from the drop-down. If the Soldier makes updates to the Course Planner the message will also populate after a new course is added.

Semester Hours Needed to Graduate

Units Remaining to Graduate: 30.00 Unit Type: Semester Hour Semester Hours: 30.00

Course Planner Courses

Add courses using: Add Course at Home School Add Course

Enrolled Dropped **Submit**

Course Planner

Enroll	Course Planner Status	Enrollment Status	School Name	Subject (i.e. ENG or ENGL)	Catalog Number (i.e. 100 or 1000)	SOCID	Course Title	Co
Enroll	Approved	<input checked="" type="checkbox"/>	University of Phoenix**	ACC	340	AC302B	ACCOUNTING INFORMATION SYSTEM	Unde
Enroll	Approved		University of Phoenix**	ACC	349	AC202B	COST ACCOUNTING	Underg
Enroll	Approved		University of Phoenix**	ACC	460	AC221B	GOVERNMENT AND NON-PROFIT ACCO	Undergr
Enroll	Approved		University of Phoenix**	ACC	491	AC212B	CONTEMPORARY AUDITING I	Undergr
Enroll	Approved		University of Phoenix**	ACC	492		CONTEMPORARY AUDITING II	Under
Enroll	Approved		University of Phoenix**	ACC	497		ADVANCED TOPICS IN ACCOUNTING	Unde

Submit

[Return to Search](#)



Topic 4: Register for a Class Directly in GoArmyEd

Course Planner

A message has been added to the Non-LOI Course Search page for schools with a large course catalog. This message will advise you that the course catalog results will take time to load.

For a faster response you can enter in additional course search information in the Search Criteria section such as:

- Subject
- Catalog
- Description

Select the **“Search”** button to retrieve the narrowed search results.

GoArmyEd

Non-LOI Course 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 results, select fewer search criteria.

Search Criteria

School: Virginia Tech (Virginia Polytechnic Institute & State University)

Subject:

Catalog:

Description:

The course catalog results will take time to load for this school. For a faster response, use additional criteria to search for specific courses. Please do not select search button without specific criteria.

Course

If your course will be transferred manually enter the "No Course" button.



Topic 4: Register for a Class Directly in GoArmyEd

Course Planner

Army Education Counselors, School users and Soldiers can select the “**Action History**” link within Course Planner. The **Action History** pop-up message displays the following information:

- Date an action was taken
- Action taken
- Last name of user
- First name of user
- User’s role

Soldier view

*Course Planner Status	Enrollment Status	School Name	Subject (i.e. ENG or ENGL)	Catalog Number (i.e. 100 or 1000)	SOCI	Action History	Submit Date	
Approved ▾		Austin Peay State University	GB	3110		Action History	04/14/2014	Delete
Approved ▾		Austin Peay State University	MGT	3310		Action History	04/14/2014	Delete
Approved ▾		Austin Peay State University	DSCI	3410		Action History	04/14/2014	Delete
Approved ▾		Austin Peay State University	BLAW	3300		Action History	04/14/2014	Delete
Approved ▾		Austin Peay State University	ENGL	2030		Action History	04/14/2014	Delete
Approved ▾		Austin Peay State University	QM	3110		Action History		Delete

Message

Action History

2014-05-12, Approved, Rieied,Sylvia, College
2014-05-12, Pending, Karen02,Kelsye, Student
2014-05-12, New, Karen02,Kelsye, Student
2014-05-12, New, Karen02,Kelsye, Student

OK Cancel



Topic 4: Register for a Class Directly in GoArmyEd

Course Planner

Students, Army Education Counselors and School users flagged as Course Planner reviewers are able to view the Student Course Planner submit date in the **“Student Submit Date”** column in Course Planner.

Note: The date in the Student Submit Date column will be the most recent Course Planner submission. For example, if your course in Course Planner was rejected and you resubmit your Course Planner for review the resubmission date will appear in the “Student Submit Date” column.

Soldier view

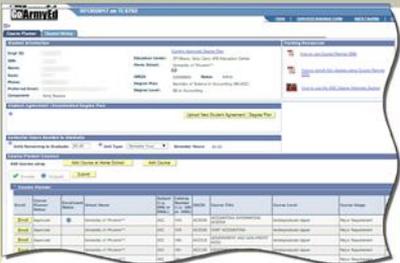
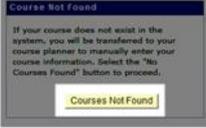
1-21 of 21				
fer dit	Comment	Action History	Submit Date	
<input type="checkbox"/>		Action History	04/14/2014	Delete
<input type="checkbox"/>		Action History	04/14/2014	Delete
<input type="checkbox"/>		Action History	04/14/2014	Delete
<input type="checkbox"/>		Action History	04/14/2014	Delete
<input type="checkbox"/>		Action History	04/14/2014	Delete
<input type="checkbox"/>		Action History	04/14/2014	Delete
<input type="checkbox"/>		Action History	04/14/2014	Delete
<input type="checkbox"/>		Action History	04/14/2014	Delete
<input type="checkbox"/>		Action History	04/14/2014	Delete
<input type="checkbox"/>		Action History	04/14/2014	Delete
<input type="checkbox"/>		Action History	04/14/2014	Delete
<input type="checkbox"/>		Action History	04/14/2014	Delete



Topic 4: Register for a Class Directly in GoArmyEd

Course Planner

When your Course Planner is approved, you are ready to enroll in your class or generate a Request TA form through GoArmyEd. You will be automatically routed to one of three enrollment paths using Course Planner.

PATH 1	PATH 2	PATH 3
<p>If the Course Planner/Search Results screen appears.</p>  <p>Select the "Enroll" button next to the desired course to enroll in the class.</p> 	<p>If the Non-LOI Class Search screen Appears.</p>  <p>A message may appear advising Soldiers that due to a large course catalog results will take time to load.</p> <p>Select the "Search" button to view available Class sections for the course.</p>  <p>If a desired course listed select the "Course Not Found" button.</p>  <p>The Course Planner screen appears, follow the steps in Path 3 to the right of this page.</p>	<p>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.</p>  <p>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.</p>  <p>Enter the start and end date into the "Start Date" and "End Date" fields.</p> 

View the reference document titled, **"How to Enroll into Classes Using the Course Planner"** ³⁴ for Step-by-step Instructions on using the Course Planner tool in GoArmyEd.



Topic 4: Register for a Class Directly in GoArmyEd

Paying for the Class

During the class enrollment process, if the “**YOU MUST PAY**” field on the Confirm Classes screen indicates you are responsible for all or a portion of the class cost, you must self-pay that amount directly to the school. A brief description of the reason for payment appears.

Your Financial Status and TA Details pages are updated automatically to deduct the TA applied to the cost of your class from your annual benefit.

Confirm Classes page

Add Classes



2. Confirm classes

WARNING: YOU MUST PAY!

Army policy does not allow use of Tuition Assistance (TA) if your TA grade point average (GPA) is below a 2.0 after you have completed 15 or more semester hours using TA.

Our records indicate that your TA GPA is below 2.0. If you enroll in this class you must pay the full class cost.

Select "Cancel Request" if you do not agree to pay and contact an Army Education Counselor.

Open Closed

GoArmyEd Class Number	School	Subject/Catalog Number	Title	Start/End Date	Semester Hours	Status
30175	Central Texas College	ECON 2301	Principles Of Macroeconomics	11/18/2013 - 01/17/2014	3.00	●

Cost per Semester Hour:	225.52	<div style="margin-bottom: 5px;">YOU MUST PAY 676.56</div> <div style="margin-bottom: 5px;">TA will pay 0.00</div>
TA Eligible Fees:	0.00	
Soldier Funded Fees:	0.00	
Total Amount:	676.56	

You MUST choose "Cancel Request" if you do not agree to pay the amount in red above. TA will not pay this amount. No exceptions will be granted. If you think that there is an error, contact your Education Counselor. You may need a course override.



Topic 4: Register for a Class Directly in GoArmyEd

Paying for the Class

During the class enrollment process, if you are responsible to pay any or all of the class cost a message appears on the **Class Cost** section of the **Request TA** page after the you select the **“Calculate Cost”** button advising you what you must self-pay directly to the school and why.

The message includes the following reasons for self pay:

- Over 16SH
- GPA Hold
- Self-Pay Option
- Not Enough remaining TA
- Duplicate Class
- or Class Already Started

Request TA form

Class Cost

WARNING: YOU MUST PAY!

Select the Unit Type your school uses (semester hours, quarter hours, or clock hours). Enter Unit and Unit Cost and select the calculate cost button. To view the calculation formula select the "i".

Unit Type	Unit	Unit Cost	SH	SH Cost	Residency Status
Semester Hour	3.00	\$250.00	3.00	\$250.00	No Residency
*Class Level	Undergraduate Lower	Additional TA-eligible Fees	Additional Soldier Fees		
		\$0.00	\$0.00		
Total Class Cost	Original Army Cost	Original Soldier Cost	Calculate Cost		
\$750.00	\$500.00	\$250.00			
<input type="checkbox"/> I intend to use State/Outside Funding	<input type="checkbox"/> I choose not to use TA and to Self Pay	<input type="checkbox"/> Self Pay to TA			
<input type="checkbox"/> I intend to use Chapter 33 (Post 9/11)	ALL costs for this class.				

Message

WARNING: You MUST pay!

You are responsible for paying for all or a portion of the tuition costs. Tuition Assistance (TA) will not pay this amount. No exceptions will be granted. If you think that there is an error, contact your Education Counselor.

Some reasons for this are:

- (1) You do not have enough TA remaining to cover the class cost, or
- (2) The cost of the class exceeds the semester hour cap, or
- (3) There is a Soldier funded fee associated with this class, or
- (4) Based on current Army policy for Tuition Assistant (TA) funded courses you will exceed maximum semester hours allowed per fiscal year, or
- (5) You have enrolled in a class that you have already taken. You must pay the full amount, or
- (6) You are on a self-pay hold. You must pay the full amount, or
- (7) You are enrolling in a class that has already started.

OK

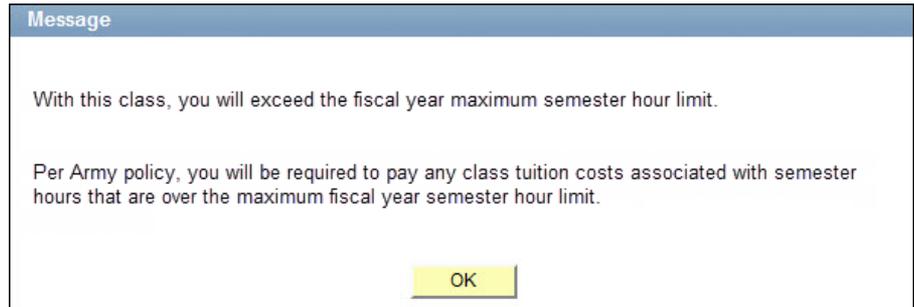


Topic 4: Register for a Class Directly in GoArmyEd

Semester hour limit

Soldiers enrolling in to a class that exceeds the 16 semester hour fiscal year limit will receive a pop-up message advising that you are partially over the maximum fiscal year semester hour limit. The class cost will be split between TA and student funded costs.

IMPORTANT: Partial pay TA Requests will **NOT** be auto-approved unless your school has approved Tuition rates.





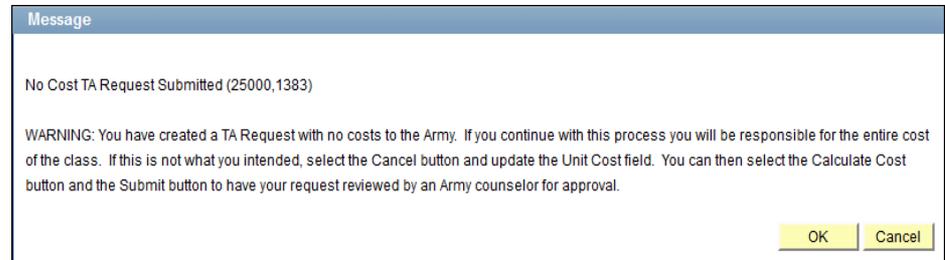
Topic 4: Register for a Class Directly in GoArmyEd

Paying for the Class (continued)

If you select the “**Submit**” button on the TA Request form and there are \$0 in the “**Unit Cost**” field, the TA Request will be automatically approved as there are no costs to the Army. A pop-up message will appear advising you that if you continue with this process you will be responsible for the entire cost of the class.

If this is **NOT** what you intended:

1. Select the “**Cancel**” button
2. Update the “**Unit Cost**” field
3. Select the “**Calculate Cost**” button
4. Select the “**Submit**” button to have your request reviewed by an Army counselor for approval



This pop-up message will **NOT** display if:

- Final Army Cost is \$0 due to a hold that requires the Soldier to Self Pay
- The “**I choose not to use TA and to Self Pay ALL costs for this class**” field is checked

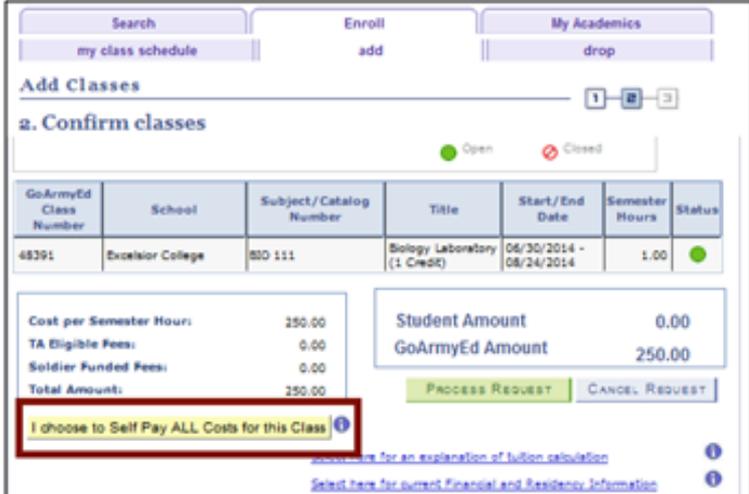
Topic 4: Register for a Class Directly in GoArmyEd

Self Pay for a Class

During the class enrollment process, a Soldier can choose to pay 100% of the cost of a class despite the availability of TA funds.

- Soldiers who have exceeded the semester hour limit for their degree and are on either an Undergraduate or Graduate Semester Hour Hold can continue with an enrollment if they agree to pay 100% of the class cost
- Soldiers can self fund up to nine times a term (quarter)
- The self pay option is only available to Soldiers when the TA Request is in the Pending state
- Non-LOI enrollments that are self-funded will not require ESO-CE approval
- If the Soldier is on additional, more restrictive holds, self pay is not available
- Tuition Assistance will not cover the cost of any fees

LOI Confirm Classes page



GoArmyEd Class Number	School	Subject/Catalog Number	Title	Start/End Date	Semester Hours	Status
48391	Excelsior College	830 111	Biology Laboratory (1 Credit)	06/30/2014 - 08/24/2014	1.00	Open

Cost per Semester Hour: 250.00
 TA Eligible Fees: 0.00
 Soldier Funded Fees: 0.00
 Total Amount: 250.00

Student Amount: 0.00
 GoArmyEd Amount: 250.00

I choose to Self Pay ALL Costs for this Class

PROCESS REQUEST CANCEL REQUEST

Non-LOI TA Request Form



Select the Unit Type your school uses (semester hours, quarter hours, or clock hours). Enter Unit and Unit Cost and select the calculate cost button. To view the calculation formula select the 'i'.

Unit Type: Quarter Hour
 Unit: 3.00
 Unit Cost: \$100.00
 SH: 1.98
 SH Cost: \$191.52
 Residency Status: No Residency

Additional TA-eligible Fees: \$0.00
 Additional Soldier Fees: \$0.00

Total Class Cost: \$300.01
 Original Army Cost: \$300.01
 Original Soldier Cost: \$0.00

I choose not to use TA and to Self Pay ALL costs for this class

Calculate Cost

The fields below are for any external funds that Soldiers receive outside of Federal Tuition Assistance. An example may be state or VA benefits.

State TA Funding: \$0.00
 Outside Funding: \$0.00
 Chapter 33 (Post 9/11): \$0.00

Comments

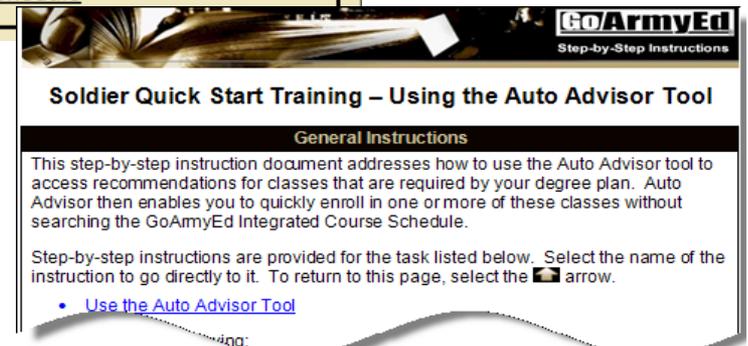
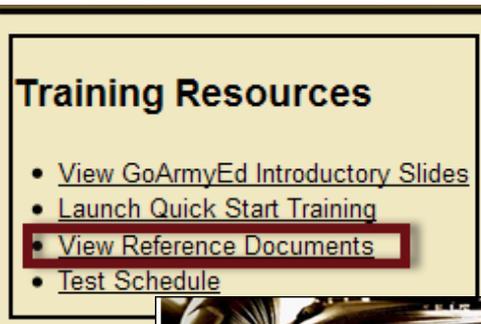


Topic 4: Register for a Class Directly in GoArmyEd

Auto Advisor

View instructions for using **Auto Advisor**, a streamlined process for enrolling in classes aligned with your approved degree plan. The feature is not available to Soldiers enrolled in an External Degree Plan, Other Degree Plan, or a degree labeled with a “-d” in the Schools and Programs section of GoArmyEd. Auto Advisor uses data from degrees that are fully set-up in GoArmyEd to make its recommendations.

- For additional assistance with Auto Advisor select the green question mark icon  to go to the GoArmyEd Assistance Center.
- From the GoArmyEd homepage, select “**View Reference Documents**” in the Training Resources section.
- Select Step-by-step Instructions titled: “**Using Auto Advisor.**”





Topic 5: School Admissions and Rejections

School Accepts/Denies Request

Your school automatically receives your enrollment request within one business day of your submission. Your school either accepts or denies the request.

- If you are admitted to the class, you should receive an email from your school confirming your class enrollment. You also may receive communications about the tuition balance due (if TA does not cover the full cost of the class).
- All active class enrollments will be listed on your GoArmyEd homepage.
- If the school rejects the class registration request, an automated email is sent to your preferred email account to inform you that your request has been rejected and explain why. The funds that were deducted from your annual TA benefit when you processed the registration request will be restored to your account.
- Schools are asked to process class enrollment rejections within three business days of receiving a class registration request.



Topic 6: Process a Request TA Form in GoArmyEd

Requesting TA

The Request TA Form

If your degree plan listed on your Student Record is listed as an External Degree Plan you **must** process a Request TA form through GoArmyEd to request TA for the school.

A Request TA Form must be approved before the start date of the class. If your Degree Plan is listed as External you should request TA at least 10 days prior to class start date to allow sufficient time for education personnel to approve the request.

Important: TA Requests submitted less than 10 days prior to course start date may not get approved by the class state date.

GoArmyEd

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 enrollment, update the Class Status to 'Dropped' and click the 'Submit' button.
To retrieve an existing request, click the 'Return to Search' button at the bottom of the page. Please do NOT press the

School Information

School:	WGU01	Western Governors University
Degree Name:	B.S. Information Technology--Network Design and Management	
Address:	4001 S 700 E Ste 700 Salt Lake City, UT 84107	
School Primary URL:	www.wgu.edu	School Secondary URL: http://alumni.wgu.edu/?page=GradForStudents
POC Name:	Shelly Richardson	
POC Phone:	3083457576	
POC Email:	Richardson_Shelly_880434@eau.com	

Class Information

Subject:	ACCT	EX: HIST	*Start Date:	<input type="text"/>	Fiscal Year:	<input type="text"/>
Catalog Nbr:	201	EX: 225	*End Date:	<input type="text"/>	Control Number:	<input type="text"/>
Class Section:	<input type="text"/>	Class Title:	Accounting II			
*Instruction Mode:	<input type="text"/>					

Upload Cost and/or Course Enrollment Verification Information

*Title [Cost Verification Information and Example](#)

*Description

Message Not Found

View the reference document titled, "**How to Enroll into Classes Using the Course Planner**" for Step-by-step Instructions on using the Course Planner tool in GoArmyEd.



Topic 6: Process a Request TA Form in GoArmyEd

Requesting TA

If your Request TA form is approved, you are ready to enroll in your class directly with your selected school.

- You must provide the Army Tuition Assistance Authorization to your school by mailing, faxing, or hand delivering it to the appropriate office at your school.

View the section in the Class Enrollment Guide titled, ***“How to Print an Army Tuition Assistance Authorization Form”*** to print the form.

GoArmyEd

TA Request By Submit Date

The information on this page provides a summary of your TA requests that have been submitted for Army Education Counselor approval within the same day (Eastern Time) and the class status for each request. A class status may either be Pending (for TA requests that have not yet been approved by a Counselor), Rejected (for TA requests that were not approved by a Counselor), Approved (for TA requests that were approved by a Counselor), or Dropped (for approved TA requests that have been dropped).

Place a checkmark in the box under the Print column for TA Requests that are in approved status that you wish to print on a single TA Request Report for your own records or to provide to a school. Please note that if you select Print for TA Requests offered by more than one school or fiscal year, a separate report will print for each school and only list the classes offered by that school. To drop or modify a TA Request, select the "Details" button for the TA Request you wish to change and make the change on the detailed TA Request Form with an active CAGE Code number for your school. If you choose to renew your CAGE Code with SAM, your expiration date will be updated within 24 hours in GoArmyEd.

Student Information

Empl ID: 1677265 [Current Degree Plan](#)

Name: Online, James

Rank: SPC SSN: -7265

Phone: Email: james.online@gea.null.mil

Current PA Type: Traditional eCourse Original PA Type: Traditional eCourse

PA Migration Date: 08/27/2012 Home School: Dakota College at Bottineau

UIC Title / Code: AGARMY / WQKTAA

Geo Ed Center: Honduras Education Center

Army Location: FARGO G2 Submission Date: 02/04/2014

Soldier Mailing Address

573 Pob
LAMOURE, ND 58458-0000

Print Select	TA Request Details	School Name	Class Status	*Class Level	Subject
1 <input checked="" type="checkbox"/>	Details	Dakota College at Bottineau	Approved	Undergraduate Upper	BUS

[Print TA Form](#) [Return to Search](#)



Topic 6: Process a Request TA Form in GoArmyEd

Status of TA Request

View the status for a specific Request TA form and class located within the TA Request Status column on your homepage in the **My Education** section.

If the status of your Request TA form is:

- **Pending:** Your request is in the Request TA queue awaiting the Army's review and decision.
- **Approved:** Provide the approved form to your school and enroll in your class directly with your school.
- **Rejected:** Resolve the issue stated the email. You have a limited time to resubmit the same Request TA form.
- **Dropped:** The Request TA form was processed as a drop or withdrawal.

Course Number	Title	College Name	Hours	Start	End	Evaluate	Class Type	Fund Type	TA Request Status
IST302 (Non-LOI TA Request)	Intro To Interdisciplinary Stud	Univ of South Alabama	3	8/20/2012	12/13/2012	Evaluate	TA	Student Funded	Approved
AS350 (Non-LOI TA Request)	Critical Expression	Univ of South Alabama	3	8/20/2012	12/13/2012	Evaluate	TA	TA	Approved



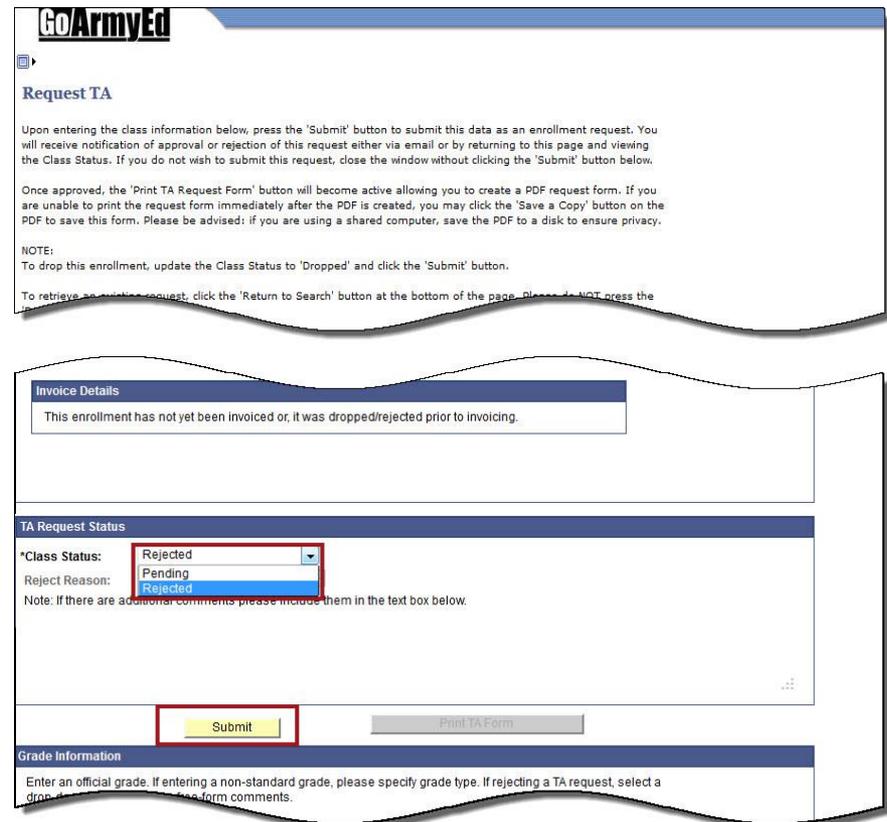
Topic 7: TA Request Rejection

If your TA Request is rejected, you will receive an email stating the reason. If you resolve the issue within seven days after the class start date, you can resubmit the same Request TA form. If you have any questions, please contact your Army Education Counselor.

For additional assistance on Soldier topics select the green question mark icon  to go to the GoArmyEd Assistance Center.

Follow the steps in the Quick Reference Guide titled, “**Resolve Rejected Tuition Assistance (TA) Form,**” or view the Instructional Video titled: Resolving a Rejected TA Request Form for assistance.

- A Request TA form must be submitted prior to the class start date or seven days after the official start date, whichever comes first
- You must provide the Army Tuition Assistance Authorization to the appropriate office at your school



GoArmyEd

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 enrollment, update the Class Status to 'Dropped' and click the 'Submit' button.

To retrieve an existing request, click the 'Return to Search' button at the bottom of the page. Please do NOT press the

Invoice Details
This enrollment has not yet been invoiced or, it was dropped/rejected prior to invoicing.

TA Request Status

*Class Status:
Reject Reason:
Note: If there are additional comments please include them in the text box below.

Grade Information
Enter an official grade. If entering a non-standard grade, please specify grade type. If rejecting a TA request, select a drop reason from the form comments.



Topic 8: Top-Up Form

Excess Class Costs

As of 4 September 2015, Veterans Affairs (VA) issued new guidance eliminating the use of the GoArmyEd Top-Up form in order for Service Members to make a claim against their Chapter 30 MGIB Benefits.

School Certifying Officials will now submit VA Form 22-1999 via mail or electronic version directly to the VA. For questions, visit the VA website at <http://www.benefits.va.gov/gibill/> or contact an Army Education Counselor for additional information on GI Bill benefits.



Topic 9: Summary

Requesting Tuition Assistance (TA)

You have completed the **Requesting Tuition Assistance (TA)** module. In this module, you have learned about the following:

- Location for reviewing a complete listing of classes you have taken to date using TA and related financial information
- Class enrollment process
- Where to find resources in GoArmyEd to assist with class selections
- Use of the GoArmyEd Class Schedule to identify classes that advance you toward your degree
- Completion of class enrollments through GoArmyEd
- Process for registration requests when received by a school (either acceptance or denial by the school)

