



**Soldier Quick Start Training  
GoArmyEd**

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**Module 3  
Requesting Tuition Assistance (TA)**



### Overview

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### 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 (Step-by-Step)
- Topic 4: Register for a Class Directly in GoArmyEd
- Topic 5: School Admissions and Rejections
- Topic 6: Process a TA Request Form in GoArmyEd
- Topic 7: TA Request Rejection
- Topic 8: Costs Exceed TA Amount
- Topic 9: Summary





### Topic 1: TA Overview

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#### 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 and authorized fees charged by a school up to the established semester-hour cap and annual ceiling.

#### TA Fiscal-year Benefits

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

*Note: Green underlined text designates new information or changes*



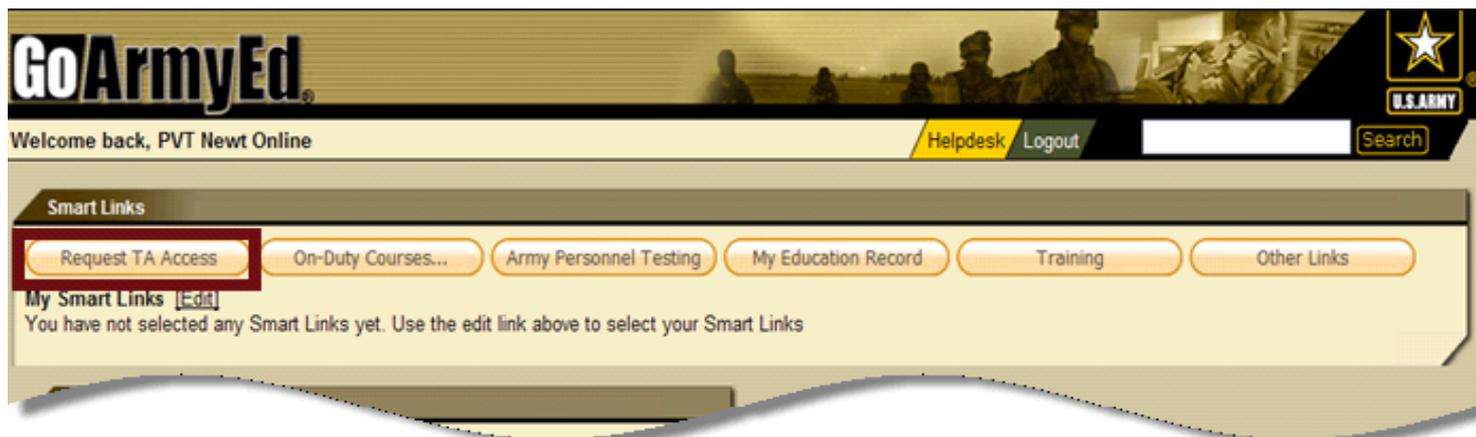
### Topic 1: TA Overview

## 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 the TA Request Wizard 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





### Topic 1: TA Overview

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#### TA Account Request Wizard

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



### Topic 1: TA Overview

## TA Account Request Wizard (continued)

### 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.

**Request TA Benefits**

### Step 1: TA Benefits Verification

To request access to Army Tuition Assistance, complete the following steps.

This Wizard has six steps and takes approximately 30 minutes to complete. You can save your work from within the Wizard and resume work at a future time by selecting the Request TA Access Link from your GoArmyEd homepage.

Once you've completed your request and submitted it for approval, it takes approximately two (2) business days for a Counselor to grant you permissions. You will be notified by email if your request is approved or if further action by you is needed prior to approval being granted.

For additional information about who is eligible for TA and TA Policies or to start your TA Account Request Wizard, please select from the following links:

- [TA Eligibility Overview](#)
- [TA Rates and Fees](#)

✓ Your record was found in the Army's Personnel Record Database.

✓ Records indicate your highest degree earned to date is High School Diploma.

✓ Congratulations! You may be eligible for TA benefits.

[Return to Homepage](#) [Save and Continue](#)

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.



### Topic 1: TA Overview

## TA Account Request Wizard (continued)

### 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. \_\_

**Request TA Benefits**

**Step 2: Training**

Step 1: TA Benefits Verification ✓  
**Step 2: Training**  
Step 3: Statement of Understanding  
Step 4: Home School and Degree Plan  
Step 5: Common Application  
Step 6: Submit Request

Prior to using Tuition Assistance benefits, you must complete training to GoArmyEd to understand roles, responsibilities, and requirements for using this benefit. You must complete the training video or read the presentation.

**LAUNCH VIDEO** OR **LAUNCH PRESENTATION**

I certify that I have completed the GoArmyEd training.

Return to Homepage Save and Continue

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.



### Topic 1: TA Overview

## TA Account Request Wizard (continued)

### Step 3: Statement of Understanding (SOU)

You may download a blank Annual TA SOU form and then upload the signed document to your eFile from step 3 of the Wizard . Soldiers with a rank of E-7 and above can sign for themselves and their commander.

If an SOU file already exists in eFile, it will be shown in the **Choose Existing Annual TA SOU** section to allow you to select it.

The screenshot shows the 'Request TA Benefits' wizard interface. The left sidebar lists the steps: Step 1: TA Benefits Verification (checked), Step 2: Training (checked), Step 3: Statement of Understanding (current step), Step 4: Home School and Degree Plan, Step 5: Common Application, and Step 6: Submit Request. The main content area is titled 'Step 3: Statement of Understanding' and contains the following text: 'The Annual Tuition Assistance Statement of Understanding (Annual TA SOU) serves to apprise your Commander of the requirements of Army Tuition Assistance as stipulated in AR 621-5 and the conditions that support successful completion of your educational goals. It also serves to confirm your own understanding of TA policies and duty requirements which may prohibit class attendance. Soldiers are required to upload a signed Annual TA SOU to their eFile in GoArmyEd each year to continue using TA Benefits.' Below this text are two sections: 'Download Annual TA SOU:' with a link to 'Annual TA SOU Form', and 'Upload Signed Annual TA SOU:' with a 'Browse...' button. A note states: 'Note: File size is limited to 4096KB. Please zip the file if it exceeds 4096KB. Upload time will vary depending on the connection speed.' At the bottom, there are two buttons: 'Return to Homepage' and 'Save and Continue'.

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.



### Topic 1: TA Overview

## TA Account Request Wizard (continued)

### Step 4: Home School and Degree Plan

You must select the **“Link to Search”** link in the **“Home School”** field to select your home school. When the school is located on the School Search screen, select the **“Add”** button for the school to populate in the **“Home School”** field.

Suspended or Inactive schools are ineligible to receive TA.

If the school is not found, it may not be set-up yet in GoArmyEd and you should create a helpdesk case.

The **“Degree Type,” “Degree Plan”** and if applicable **“Degree Level”** fields must be selected.

**Note:** If the degree plan is **Other** or **External**, a free form field will appear and you must input the degree plan name.

You will be prompted to select the appropriate radio button when the question appears asking if you are already enrolled in a program before moving to the next step.

**Request TA Benefits**

**Step 4: Home School and Degree Plan**

Step 1: TA Benefits  
Verification ✓  
Step 2: Training ✓  
Step 3: Statement of Understanding ✓  
Step 4: Home School and Degree Plan  
Step 5: Common Application  
Step 6: Submit Request

\*Home School: Troy University [Link to Search](#)

\*Degree Type: Associate's

\*Degree Plan: Gen Ed - Crim Just (AS-GE-CJ) [-e]

\*Are you already enrolled in this program?  
 Yes  No

[Return to Homepage](#) [Save and Continue](#)

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**School Search**

To find a school, enter all or a portion of the name in the 'School Name' field and press the search button. Once found, click on the desired value.

Some schools' names may be listed multiple times if they have more than one campus. If you are searching for a school operating under one central campus that spans multiple states, try searching by only state.

If a school is not found, it may not have set up a school account with GoArmyEd. A search case with the subject line "School Not Found" if you cannot find your school for further assistance.

Note: Suspended and Inactive schools are currently ineligible to receive Tuition Assistance.

School Name: Troy University  
City:   
State:

[Search](#) [Clear Results](#)

School Name	City	State	Action
Troy University	Columbus	GA	<a href="#">Add</a>

Page 1 of 1 | View 1 - 1 of 1

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.



### Topic 1: TA Overview

## TA Account Request Wizard (continued)

### Step 5: Common Application

You must complete the Common Application, which is used to process school admissions and class enrollments. Information should be saved before continuing to the next tab of the Common Application.

#### Additional Information Tab:

- The Common Application Status section alerts Soldiers when information is incomplete.
- You must select the checkmark certifying the information is true and complete at the bottom of the Additional Information tab prior to completing the Common Application .

*Soldiers should select the “**Save and Continue**” button as they work thru the steps. If user decides to return to homepage without saving, the information will not be saved.*



### Topic 1: TA Overview

### TA Account Request Wizard (continued)

#### Step 6: Submit Request

You should verify the accuracy of any information in previous steps before selecting the **“Submit For Approval”** button.

A case is created and the request will be routed to an Army Education Counselor for review.

You will be informed of the TA request approval decision within two business days of receipt. Use the case number to track your request while it is being reviewed.

If approved, you can request TA and enroll in classes.

**Request TA Benefits**

Step 6: Submit Request

Step 1: TA Benefits Verification ✓  
Step 2: Training ✓  
Step 3: Statement of Understanding ✓  
Step 4: Home School and Degree Plan ✓  
Step 5: Common Application ✓  
Step 6: Submit Request

Please verify and make any corrections if needed by clicking on the wizard steps. If you are satisfied with your application, please submit for final review and approval. Your request will be routed to an ACES Counselor.

Account approval decisions are made within two business days of receipt. You can track the status of your request from the "View Helpdesk Cases" link on your homepage.

**Submit For Approval**    Return to Homepage

**Request TA Benefits**

Step 6: Submit Request

Step 1: TA Benefits Verification ✓  
Step 2: Training ✓  
Step 3: Statement of Understanding ✓  
Step 4: Home School and Degree Plan ✓  
Step 5: Common Application ✓  
Step 6: Submit Request

You have successfully completed the TA Account Request Wizard. Your request has been submitted to an Army Education Counselor for review and approval.

A case has been created on your behalf. **The case number is 1746497**. You can track the status of your request from the "View Helpdesk Cases" link on your homepage.

You will receive an automated email when your account request has been approved or denied. If your account request is denied, your email will include a reason and instructions for resolving any issues with your request.

If your account is approved, you will be able to log into GoArmyEd with your username and password and may be able to start using TA benefits. However, if there are issues with your Army personnel record your GoArmyEd account will be placed on hold and you will receive specific instructions about how to address the hold. Holds prevent Soldiers from using TA benefits until they are resolved.

**Submit For Approval**    Return to Homepage



### 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	
<input checked="" type="checkbox"/> After You Enroll in a Class	
<input type="checkbox"/> Before You Enroll in a Class	
<a href="#">Complete/Update Common Application</a>	The "Complete/Update Common Application" link allows you to view the status of your application. It is your responsibility to ensure that all required information is submitted. Click the "Update Application" button at the bottom of the page to update your application.
<a href="#">View Application Status</a>	The "View Application Status" link allows you to view the status of your application. It is your responsibility to ensure that all required information is submitted. Click the "Update Application" button at the bottom of the page to update your application.
<a href="#">View Hold History</a>	The "View Hold History" link allows you to view the history of your holds. It is your responsibility to ensure that all required information is submitted. Click the "Update Application" button at the bottom of the page to update your application.
<a href="#">View Financial Status...</a>	The "View Financial Status" link allows you to view the status of your financial aid. It is your responsibility to ensure that all required information is submitted. Click the "Update Application" button at the bottom of the page to update your application.
<a href="#">View Student Agreement/Degree Progress Report</a>	The "View Student Agreement/Degree Progress Report" link allows you to view the status of your student agreement. It is your responsibility to ensure that all required information is submitted. Click the "Update Application" button at the bottom of the page to update your application.
<a href="#">Access PReP</a>	The "Access PReP" link allows you to access the PReP program. It is your responsibility to ensure that all required information is submitted. Click the "Update Application" button at the bottom of the page to update your application.
<a href="#">View TA Detail...</a>	The "View TA Detail" link allows you to view the details of your tuition assistance. It is your responsibility to ensure that all required information is submitted. Click the "Update Application" button at the bottom of the page to update your application.
<a href="#">View Class Evaluations by Soldiers</a>	The "View Class Evaluations by Soldiers" link allows you to view the evaluations of your class. It is your responsibility to ensure that all required information is submitted. Click the "Update Application" button at the bottom of the page to update your application.
<a href="#">Score Request</a>	The "Score Request" link allows you to request your scores. It is your responsibility to ensure that all required information is submitted. Click the "Update Application" button at the bottom of the page to update your application.



### 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 SOCAD Student Agreement or Documented Degree Plan, Degree Progress Report (class requirements you have and have not met), 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 SOCAD Student Agreement or a Documented Degree Plan; or
2. The Degree Progress Report is not available for your degree plan.

Other Links	
Link Name ▾	
<a href="#">➕ After You Enroll in a Class</a>	
<a href="#">➖ Before You Enroll in a Class</a>	
<a href="#">Complete/Update Common Application</a>	The "Complete/Update" button at the bottom of the page is your responsibility.
<a href="#">View Application Status</a>	The "View Application Status" button is used to view missing documents for Documented Degree Plans.
<a href="#">View Hold History</a>	The "View Hold History" button is used to view the issue that prevents you from enrolling in a class.
<a href="#">View Financial Status...</a>	Select the "View Financial Status" button to view in-state tuition assistance.
<a href="#">View Student Agreement/Degree Progress Report</a>	The "View Student Agreement/Degree Progress Report" button is used to select degree plans.
<a href="#">Access PReP</a>	The "Access PReP" button is used to view a Soldier's technical skills.
<a href="#">View TA Dollars</a>	The "View TA Dollars" button is used to view the amount of TA dollars available.



## Topic 1: TA Overview

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### 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?

**Army National Guard Soldiers can begin requesting TA through GoArmyEd on 1 August 2011 for all TA-funded classes that start on or after 1 October 2011**



### Topic 2: TA Request Requirements

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#### Summary

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

#### Annual Requirements

- ✓ Complete your TA Annual Statement of Understanding (SOU). You will be prompted by messages in GoArmyEd and through emails to print out a TA SOU from GoArmyEd each year and return it to an Army Education Center by your annual deadline.
- ✓ Ensure you have a SOCAD Student Agreement (SA) or Documented Degree Plan in your GoArmyEd Student Record prior to the end of the sixth semester hour taken at your home school, or before completing nine semester hours at multiple schools using TA, whichever comes first.



## Topic 2: TA Request Requirements

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### Summary (continued)

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

#### 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 SOCAD Student Agreement or Documented Degree Plan, Degree Progress Report, 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 2: TA Request Requirements

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#### Summary (continued)

There are two methods of enrolling in a class depending on the school you attend. You must not bypass GoArmyEd if you plan to use TA. View the **Class Enrollment Guide** for detailed step-by-step instructions on any process listed below.

#### Register for a class directly in GoArmyEd

- Some schools upload classes and tuition costs to an online class schedule in GoArmyEd, enabling Soldiers to search and register for the class through GoArmyEd without requiring Army Education Counselor's review and approval, and without requiring registration for the class at the school.



### Topic 2: TA Request Requirements

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#### Summary (continued)

##### Process a TA Request Form in GoArmyEd

- Some schools do not upload classes and tuition costs to GoArmyEd. Soldiers must enter the class and tuition cost information on a TA Request form in GoArmyEd and receive Army Education Counselor approval for the request.
- **Important:** Soldiers are required to provide proof of the tuition cost prior to approval of the TA Request form. The information clearly must be from the school as it applies specifically to each class (e.g., a memo on school letterhead, an invoice/itemized receipt from the school, or documentation from your online account with the school). Soldiers are responsible for uploading the information to the eFile in their Student Records.
- After providing the school the approved Army Tuition Assistance Authorization form, Soldiers then register for the class directly with the school.



### Topic 3: Class Enrollment Guide for Requesting TA

#### Step-by-step Instructions

You can access the step-by-step instructions for requesting TA and enrolling in a class three ways.

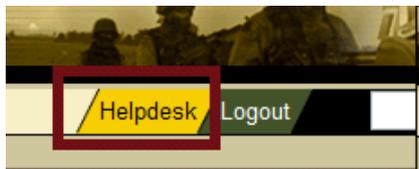
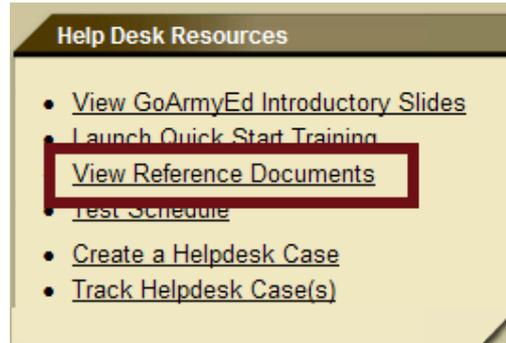
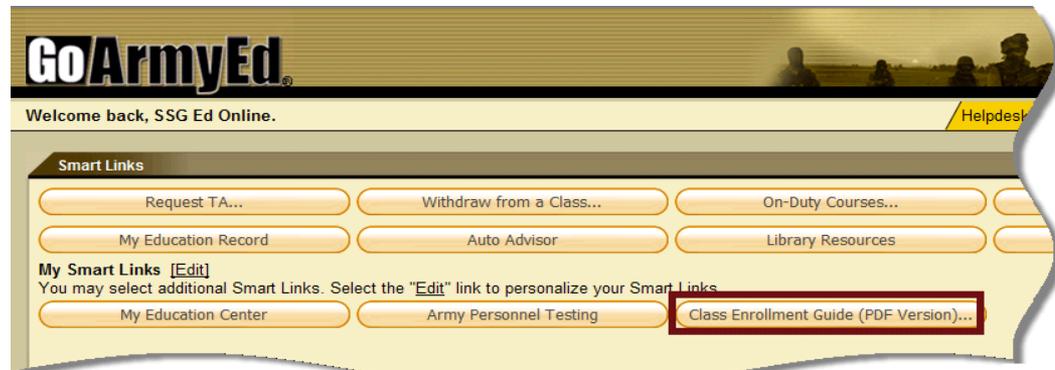
- From your homepage, select the **“Class Enrollment Guide (PDF Version)”** Smart Link.

Or

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

Or

- Select the yellow **Helpdesk** tab located at the top right.



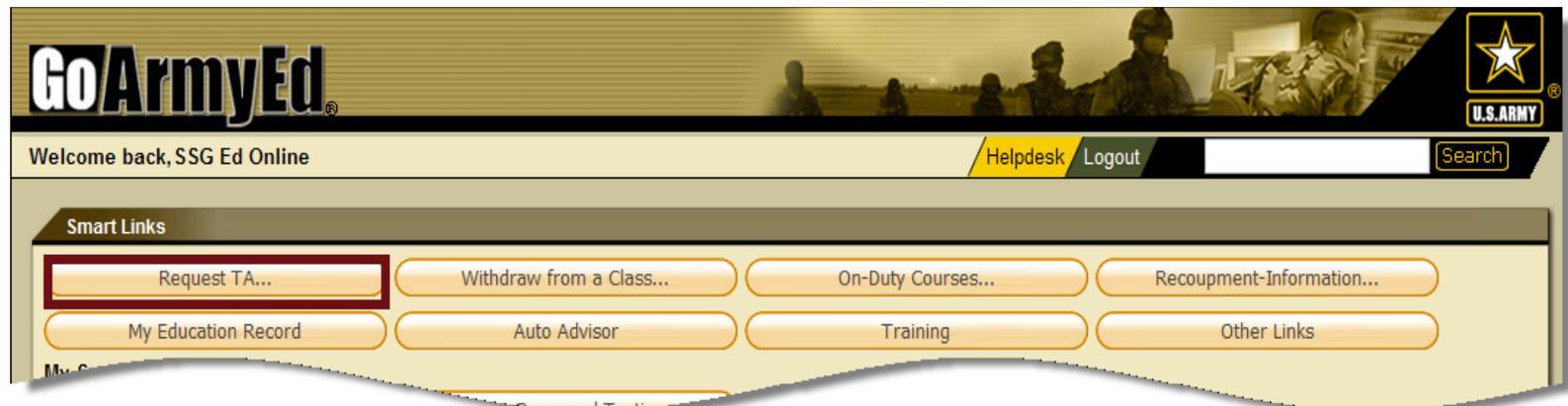


### Topic 4: Register for a Class Directly in GoArmyEd

#### 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.





### 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.

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.

Search
Enroll
My Academics

my class schedule
add
drop

**Add Classes** 1 2 3

**2. Confirm classes**

WARNING: YOU MUST PAY!

Open
 Closed

GoArmyEd Class Number	School	Subject/Catalog Number	Title	Start/End Date	Semester Hours	Status
3633	Central Texas College	CJSA 1312	Crime In America	05/27/2011 - 08/16/2011	3.00	<span style="color: green;">●</span>

Cost per Semester Hour:	300.00
TA Eligible Fees:	0.00
Soldier Funded Fees:	0.00
<b>Total Amount:</b>	<b>900.00</b>

YOU MUST PAY

150.00

TA will pay

750.00

I AGREE TO PAY
CANCEL REQUEST

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.

[Select here for an explanation of tuition calculation](#) i

[Select here for current Financial and Residency Information](#) i

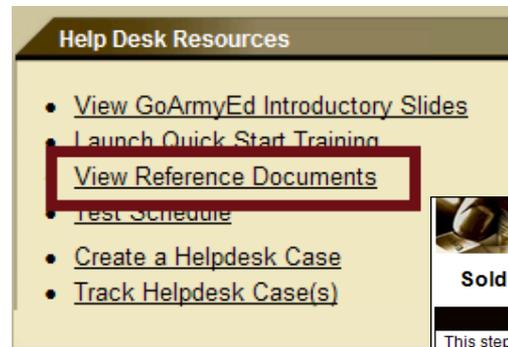


### Topic 4: Register for a Class Directly in GoArmyEd

#### 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.

- From the GoArmyEd homepage, select “**View Reference Documents**” in the Helpdesk Resources section.
- Select the step-by-step instruction titled: “**Using Auto Advisor.**”





## Topic 5: School Admissions and Rejections

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### 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 TA Request Form in GoArmyEd

#### Requesting TA

##### The TA Request Form

If your school does not upload classes and tuition costs in the GoArmyEd Class Schedule, you **must** process a TA Request form through GoArmyEd to request TA for the school.

A TA Request form must be requested prior to the class start date or the school's last day of registration, whichever comes first.

View the section in the Class Enrollment Guide titled, *“Requesting TA for a Class Through GoArmyEd,”* pages 3-4 and 10-15, to complete a TA Request form.

**GoArmyEd** Home | Add to Favorites | Close Window

### TA Request

Upon entering the course 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 Course 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 Course 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 'Back' button on your browser.

To generate a new TA request, click the 'Add' button at the bottom of the page.

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**Student Information Section:** Your personal information is pre-populated.

<b>Student Information</b>	<b>EmpID:</b> 0001234	<b>Soldier Status:</b> Active
	<b>Name:</b> Doe, John	
	<b>Rank:</b> SSG	<b>SSN:</b> -0022
	<b>Phone:</b> 270-123-2345	<b>Email:</b> jdoe@efutureed.com
	<b>Current PA Type:</b> Traditional eCourse	<b>Original PA Type:</b> Traditional eCourse
	<b>PA Migration Date:</b> 08/23/2010	
	<b>Unit:</b>	
	<b>Geo Ed Center:</b> Ft Knox Geo Ed Center	
	<b>Army Location:</b> Ft Knox	
<b>Soldier Mailing Address</b>		
123 Moon Drive RADCLIFF, KY 40161		

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**School Information Section:** The school's information is pre-populated.

<b>School Information</b>	<b>School:</b> ASC02 Adams State College	
	<b>Degree Name:</b> Associate of Arts in General Studies (AA-AGS) (AGS)	
	<b>Address:</b> 208 Edgemont Boulevard Alamosa, CO 811022373	<b>SDN:</b> ATA1ADAMSSTCXN
	<b>School Primary URL:</b> www.adams.edu	<b>School Secondary URL:</b> www.adams.edu
	<b>POC Name:</b> Judy Phillips	
	<b>POC Phone:</b> 7195877671	
	<b>POC Email:</b> jlphilli@efutureed.com	



### Topic 6: Process a TA Request Form in GoArmyEd

#### Requesting TA

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

- You must provide the Army Tuition Assistance Authorization form 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.

**TA Request By Submit Date**

The information on this page provides a summary of your TA requests that have been submitted for Army Education Council approval within the same day (Eastern Time) and the course status for each request. A course status may either be Pending (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 out a TA Request Report for your own records or to provide to a school. Please note that if you select Print for TA Requests of more than one school or fiscal year, a separate report will print for each school and only list the courses 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.

**Student Information**

EmpID: 0001234 [Current Degree Plan](#)  
 Name: Doe, John  
 Rank: SSG SSN: -0022  
 Phone: 270-123-2345 Email: jdoe@efutureed.com  
 Current PA Type: Traditional eCourse Original PA Type: Traditional eCourse  
 PA Migration Date: 08/23/2010 Home School: Vincennes University  
 Unit:  
 Geo Ed Center: Ft Knox Geo Ed Center  
 Army Location: Ft Knox Submission Date: 04/13/2011

**Soldier Mailing Address**

123 Moon Drive  
 RADCLIFF, KY 40161

Print Select	TA Request Details	School	Course Status	*Course Level	Subject	Course Nbr
<input checked="" type="checkbox"/>	<a href="#">Details</a>	Adams State College	Approved	Undergraduate Lower Division	ART	100

[Print TA Form](#)



### 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 TA Request form. If you have any questions, please contact your Army Education Counselor.

Follow the steps in the Class Enrollment Guide titled, *“How to Resolve a TA Request Form Rejection,”* pages 21-24.

- A TA Request form must be submitted prior to the class start date or the school’s last day of registration, whichever comes first.
- You must provide the Army Tuition Assistance Authorization form to the appropriate office at your school.

The screenshot shows the GoArmyEd web interface for a TA Request. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Close Window' links. Below the header, the page title is 'TA Request'. The main content area contains instructions: 'Upon entering the course 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 Course Status. If you do not wish to submit this request, close the window without clicking the 'Submit' button below.' It also states: '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 download it. If you are using a shared computer, please ensure privacy.'

The form itself is titled 'TA Request Status' and includes the following fields and buttons:

- \*Course Status:** A dropdown menu with 'Rejected' selected. A red box highlights the dropdown arrow.
- Reject Reason:** A dropdown menu with 'Rejected' selected.
- Note:** 'If there are additional comments please include them in the text box below.'
- Text Box:** A text area containing the text 'Cost verification not provided in the Student Record in eFile. Please provide and change status to Pending to resubmit.'
- Buttons:** A yellow 'Submit' button (highlighted with a red box) and a yellow 'Print TA Form' button.
- Grade Information:** A section with the instruction 'Enter an official grade. If entering a non-standard grade, please specify grade type. If rejecting a TA request, select a drop-down reason or enter free-form comments.' and an 'Official Grade:' text box.
- Footer:** Partially visible fields for 'Dates' and 'Updated By'.



### Topic 8: Top-Up Form

#### Excess Class Costs

If eligible, you may use a Top-Up Form to request reimbursement from Veterans Affairs (VA) for excess class costs.

To access the Top-Up Form from GoArmyEd, select the “**Other Links**” Smart Link. Next, select the plus sign icon next to “**Enroll or Drop/Withdraw from a Class**” link, then select “**Top-Up Form.**” Follow the instructions on the Student Top-Up Form Generation screen.

Contact your Army Education Counselor for additional information on the VA Top-Up program and on other financial support that is available to you.

Other Links	
This page displays all of the key links available to you within... Click the plus icon + to expand a group of links. Click on a link to go to that page.	
<a href="#">Return Home</a>	
Other Links	
<a href="#">Request TA...</a>	Select... Class Enrollment Guide for enrolling in... The "Request TA" link is used to search... classes offered by schools that do not...
<a href="#">TOP-UP Form...</a>	Select the "View Reference Document... Class Enrollment Guide. The Class E... classes through GoArmyEd. If you... GoArmyEd TA Request process to...
	The "Top-Up Form" link is used by... they have paid. A Top-Up Form to request reimb... both you and the Army. If you ha... click the SELECT box to the left of... your Army Education



### Topic 9: Summary

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#### 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)

