

Statement of Understanding for Use with Army Tuition Assistance (TA) For use of this form, see AR 621-5; the proponent agency is DCS, G-1

DATA REQUIRED BY THE PRIVACY ACT OF 1974

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| AUTHORITY | 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 2005, Advanced education assistance: active duty agreement; reimbursement requirements; 10 U.S.C. 4302, Enlisted members of Army; schools; AR 621-5, Army Continuing Education System; and E.O. 9397 (SSN). |
| PRINCIPAL PURPOSES | To provide a record for soldiers that agrees to the terms and conditions of the Army Tuition Assistance program. This statement becomes part of the Soldier's military education records used to document Army Education management actions. |
| ROUTINE USES | The DoD "Blanket Routine Uses" that appear at the beginning of the Army's compilation of systems of records apply to this system. |
| DISCLOSURE | Voluntary. However, failure to agree with the terms of the Army Tuition Assistance Statement of Understanding will prevent enrollment and financial assistance. |

1. GUIDELINES FOR TUITION ASSISTANCE: I understand--

a. If I meet current Army Tuition Assistance (TA) eligibility criteria, the Army will pay my tuition IAW Department of Defense Instruction (DoDI) 1322.25, AR 621-5 and Army policies documents. I am responsible for any costs associated with my attendance at an educational institution that are not covered by TA.

b. TA is authorized on a course-by-course basis for classes that support my approved degree plan and must be requested and approved prior to the class start date. If not requested and approved by this time I agree to pay the cost of my tuition to the school.

c. It is my responsibility to request TA and withdraw from classes via GoArmyEd. If required by my home school, I may also have to register and withdraw through the school's system.

d. I will obtain an approved degree plan from my academic institution prior to completing six (6) SHs in a new degree plan.

e. The Army may limit eligibility criteria for the use of TA beyond those identified below:

1. 130 SHs of undergraduate credit or a baccalaureate degree, whichever comes first.
2. 39 SHs of graduate credit or a master's degree, whichever comes first.
3. TA is authorized for up to sixteen (16) SHs per fiscal year at the rate of up to \$250/SH.
4. TA is not authorized for first professional degrees or doctoral programs.
5. I must maintain a grade point average (GPA) of 2.0 upon completion of 15 SHs (or equivalent) of TA funded undergraduate credit, or a GPA of 3.0 after completion of 6 SHs (or equivalent) of TA funded graduate credit.

f. TA is authorized for one degree or for one credential each at the certificate/diploma, associates, baccalaureate or master's degree level. I am not eligible to pursue a lower or lateral degree or credential from the one I currently possess.

g. TA will only be issued to work on one degree or credential at a time.

2. ELIGIBILITY:

a. All active duty Soldiers, AGR Soldiers pursuant to Title 10 and Title 32 and drilling Reserve Component Soldiers coded as "satisfactory participant."

b. I am not attending schooling under provisions of AR 621-1; I am not a Reserve Officers Training Corps (ROTC) scholarship recipient nor in the Green to Gold Program.

c. Soldiers flagged under provisions of AR 600-8-2 are not eligible for TA.

d. I have not received approval for voluntary separation under VSI or SSB programs.

e. Soldiers assigned to the Individual Ready Reserve (IRR) or the Inactive National Guard (ING) are not eligible for Federal TA.

3. TIME CONDITIONS:

a. All Soldiers must have sufficient time in-service to complete all courses.

b. I must have one year of service after completion of Initial Military Training (IMT) or Basic Officer Leaders Course (BOLC) to receive TA.

c. I must complete ten (10) years of service prior to working on a graduate degree if TA was used to pay for any portion of my undergraduate degree.

4. WITHDRAWAL/RECOUPMENT OF TUITION ASSISTANCE (TA):

a. I will reimburse the Army for any TA received if I withdraw from classes for personal reasons or do not successfully complete a class IAW DoDI 1322.25 and AR 621-5. Non-successful grades are defined as an "F" or a "D" (or equivalents) for undergraduate courses, an "F", a "D" or a "C" (or equivalents) for graduate

courses and an unresolved incomplete grade after 120 days from the course end date.

b. I may not have to reimburse the Army if I withdraw from courses for extenuating circumstances beyond my control, as articulated on the waiver request form, and am granted a Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons by Army Education.

c. If I must repay the Army the TA received it will be withdrawn from my pay IAW current DFAS policies. I will be informed by email from GoArmyEd 30 days in advance of a pending collection so I may dispute the debt and to consent to the salary offset repayment plan to reimburse TA.

5. DUPLICATION OF BENEFITS:

a. When combining TA with Veterans Affairs (VA) educational benefits under MGIB Chapter 30 “Top Up” program the combined amount cannot exceed the total cost of the course. The use of funds related to veterans’ education benefits to supplement TA received by active duty and Reserve Component personnel is authorized in accordance with applicable VA guidelines.

b. Tuition Assistance may not be used concurrently with MGIB-SR (Chapter 1606) or REAP (Chapter 1607) for the same course. Soldiers may use TA and 1606/1607 benefits during the same semester, but may not use those benefits for the same course.

c. When using Federal financial aid, such as Pell Grants, the Army TA will be applied first and the Federal aid will be applied to the remaining balance of financial need.

d. For National Guard Soldiers in states that provide state TA benefits, use of Federal and State TA benefits will be applied in accordance with state laws.

e. I understand that TA cannot be authorized for courses that will repeat courses previously taken unless I have reimbursed the Army for the original course.

6. ACTIVE DUTY/RESERVE DUTY SERVICE OBLIGATION (ADSO/RDSO): Active Duty Commissioned Officers or Commissioned Warrant Officers incur an ADSO of two years and Reserve Component Officers or Commissioned Warrant Officers incur a RDSO of four years after completion of the last course for which TA is provided unless involuntarily separated by the Army. If approved for voluntary separation I will be required to reimburse the Army the amount of TA representing the unserved portion of the ADSO/RDSO.

a. The ADSO reimbursement of TA will not take place prior to OPMD Functional Area Division and Army G1 approval of the request for voluntary separation.

b. For National Guard and USAR officers, the service requirement and any recoupment actions with the RDSO will be administered by the component’s officer personnel management office.

7. I AGREE TO THE ABOVE CONDITIONS FOR THE USE OF TUITION ASSISTANCE AS VERIFIED BY MY SIGNATURE BELOW.