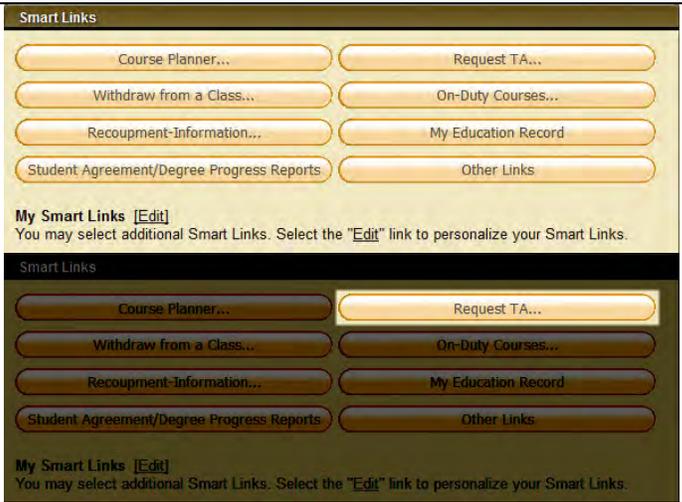
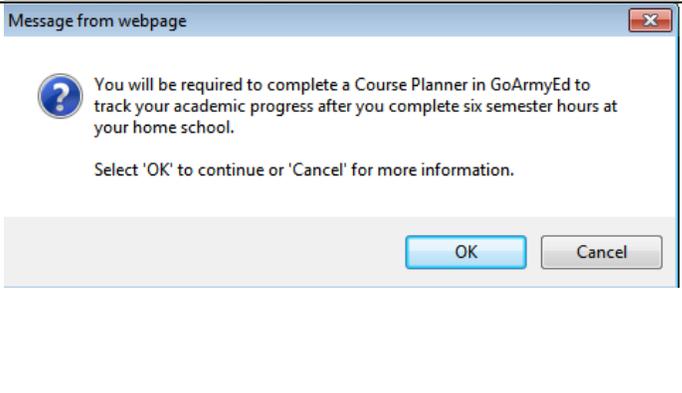


How to request Tuition Assistance through the Tuition Assistance Request process in GoArmyEd

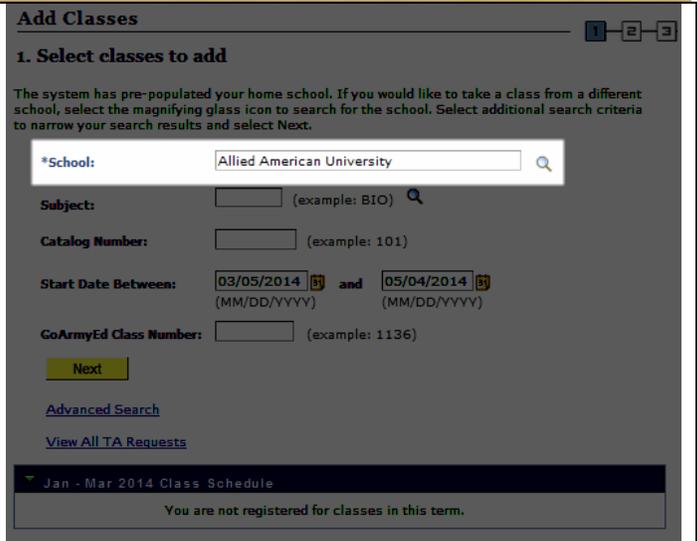
This instructional video explains how to request Tuition Assistance through the Tuition Assistance request process in GoArmyEd.

Step	Screenshot
<p>1. Welcome to this video tutorial on how to request tuition assistance using the tuition assistance request form.</p> <p>This training applies to those Soldiers who have completed less than six semester hours at their home school or nine semester hours at any school.</p> <p>If at anytime you need to stop this video, select the pause button.</p>	
<p>2. From your GoArmyEd homepage, select the “Request TA” button in the Smart Links section.</p>	
<p>3. A pop-up message appears indicating that you will be required to complete a Course Planner in GoArmyEd to track your academic progress after you complete six semester hours at your home school.</p> <p>Select the “OK” button to continue with the TA Request process or the “Cancel” button for more information on Course Planner.</p>	

<p>4.</p>	<p>If the quarterly online Statement of Understanding screen appears, carefully read the information concerning the use of Tuition Assistance.</p>	
<p>5.</p>	<p>Scroll down the screen and enter your password in the “Password” field to acknowledge that you agree to the terms of using Tuition Assistance.</p> <p>Select the “Submit” button to proceed.</p>	
<p>6.</p>	<p>The Select classes to add screen appears.</p> <p>There are multiple ways to request Tuition Assistance in GoArmyEd based on your school choice and degree plan.</p>	

7. If the school field is the only field with an asterisk, you can register for a class directly in GoArmyEd.

On your GoArmyEd homepage, select the **“View Reference Documents”** link in the Training Resources Section. Scroll to the resource titled **“How to enroll in a Class through GoArmyEd”** to view the video or select the PDF to access Step-by-step Instructions.



Add Classes [1] [2] [3]

1. Select classes to add

The system has pre-populated your home school. If you would like to take a class from a different school, select the magnifying glass icon to search for the school. Select additional search criteria to narrow your search results and select Next.

*School:

Subject: (example: BIO)

Catalog Number: (example: 101)

Start Date Between: and
(MM/DD/YYYY) (MM/DD/YYYY)

GoArmyEd Class Number: (example: 1136)

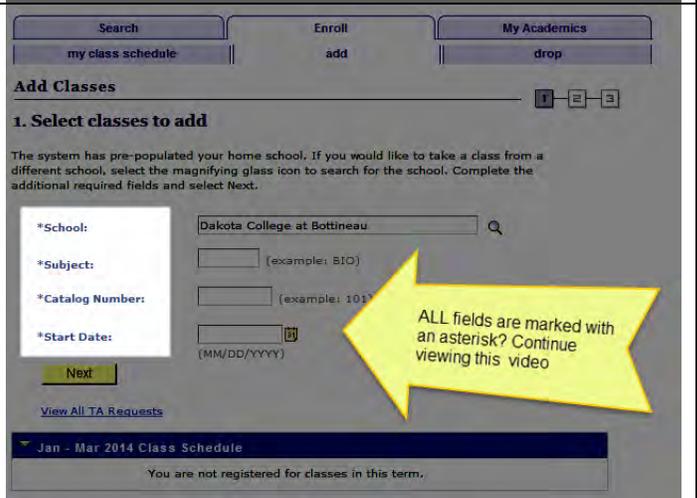
[Advanced Search](#)

[View All TA Requests](#)

Jan - Mar 2014 Class Schedule

You are not registered for classes in this term.

8. If **ALL** the fields are marked with an asterisk (*), continue to view this video. You must complete all the fields and your Request TA form must be completed in GoArmyEd.



Add Classes [1] [2] [3]

1. Select classes to add

The system has pre-populated your home school. If you would like to take a class from a different school, select the magnifying glass icon to search for the school. Complete the additional required fields and select Next.

*School:

*Subject: (example: BIO)

*Catalog Number: (example: 101)

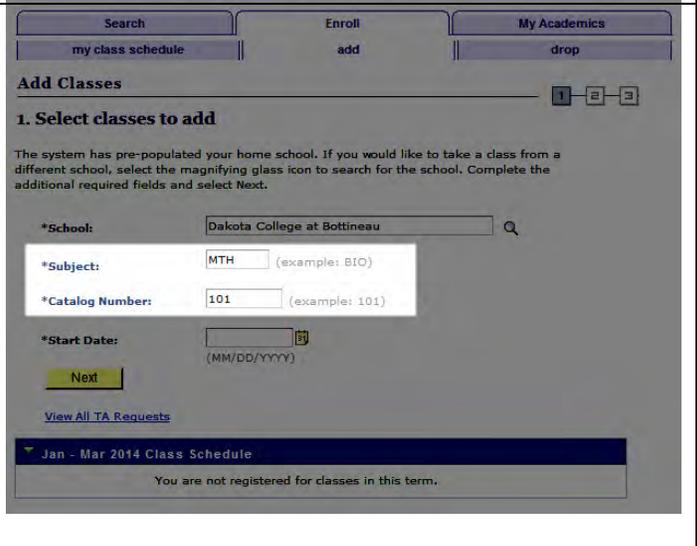
*Start Date:
(MM/DD/YYYY)

[View All TA Requests](#)

Jan - Mar 2014 Class Schedule

You are not registered for classes in this term.

9. Enter the class subject in the **“Subject”** field and the class catalog number in the **“Catalog Number”** field.



Add Classes [1] [2] [3]

1. Select classes to add

The system has pre-populated your home school. If you would like to take a class from a different school, select the magnifying glass icon to search for the school. Complete the additional required fields and select Next.

*School:

*Subject: (example: BIO)

*Catalog Number: (example: 101)

*Start Date:
(MM/DD/YYYY)

[View All TA Requests](#)

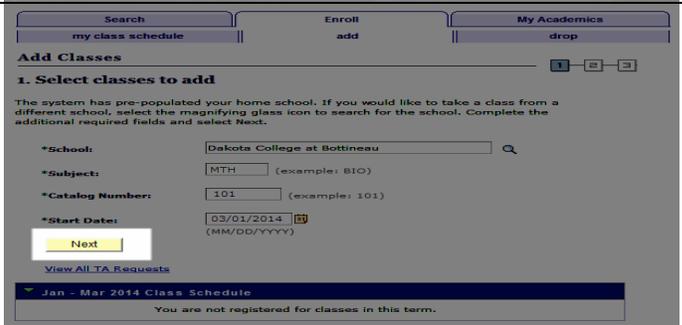
Jan - Mar 2014 Class Schedule

You are not registered for classes in this term.

10. Select the calendar icon for the “**Start Date**” field to configure the class start date correctly.



11. Select the “**Next**” button.



12. One of two screens will appear.

If the **Non-LOI Class Search** screen appears, you can search for a class by Term, Class Section or Start/End date. Use the magnifying glass and/or the calendar icons to search for term or date.

Select the “**Search**” button.

Select the “**Enroll**” button next to the class you wish to enroll into.

Enroll	School	Class Title
<input type="checkbox"/>	Dakota College at Bottineau	College Algebra
<input type="checkbox"/>	Dakota College at Bottineau	College Algebra
<input type="checkbox"/>	Dakota College at Bottineau	College Algebra
<input type="checkbox"/>	Dakota College at Bottineau	College Algebra

If the class you want does not appear, you need to manually enter the information directly in the Request TA form discussed later in this video.

Review the pop-up advising you that the enrollment is provisional and select the “**OK**” button. The **Request TA** screen appears.

If the **Request TA** screen appears you will need to complete the entire form.

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 'Back' button on your browser.



13. The Student Information section is pre-populated.

Students requesting TA from a school that does not use a student's SSN, enter your School issued Student Identification number in the "**School Student ID**" field on the Request TA form.

Student Information

Empl ID: 1050727 Soldier Status: Active School Student ID:

Name: Saucade, Syme

Rank: SFC SSN: 40727

Phone: 248/062-8100 Email: saucade_syme_1050727@eau.com

Current PA Type: ofArmy/ eCourse Original PA Type: Traditional eCourse

PA Migration Date: 03/17/2011

UIC Title / Code: OTMEX / 030798

Geo Ed Center: Not Identified Geo Ed Center

Army Location: CHEVAK 01

Soldier Mailing Address

381 N. Cass Street
Dover, DE 19904

14. The School Information section is pre-populated.

School Information

School: MSU02 Dakota College at Bottineau

Degree Name: Associate of Arts in General Studies - Business Administration

Address: 105 Simrall Boulevard
Bottineau, ND 588181109 SDN: AT44NAKOTACXXM

School Primary URL: <http://www.dakotacollege.edu/> School Secondary URL:

DOC Name: Mansi Gaugin

POC Phone: 9248561393

POC Email: Gaugin_Mansi_1731300@eau.com

15. Scroll to the Class Information section.

If you found the class you wanted in the search function, the class information is populated based on your search.

If you did not use the search function or did not find the class, only the Subject and Catalog number will be populated. Select the calendar icon to choose the date to populate the "**Start/End Date**" field.

Enter the Class Section.

Class Information

Subject: MTH EX: HIST Start Date: 05/01/2014 Fiscal Year: FY14

Catalog Nbr: 101 EX: 225 End Date: 06/30/2014 Control Number:

Class Section: 1 Class Title: College Algebra Degree Plan:

Instruction Mode: DL - Correspondence

Upload Cost and/or Course Enrollment Verification Information

Class Information

Subject: MATH EX: HIST *Start Date: Fiscal Year:

Catalog Nbr: 200 EX: 225 *End Date: Control Number:

Class Section: Class Title: Into to Cal Degree Plan

*Instruction Mode:

Upload Cost and/or Course Enrollment Verification Information

Class Information

Subject: MATH EX: HIST *Start Date: Fiscal Year:

Catalog Nbr: 200 EX: 225 *End Date: Control Number:

Class Section: Class Title: Into to Cal Degree Plan

*Instruction Mode:

Upload Cost and/or Course Enrollment Verification Information

	<p>Enter the Class Title.</p> <p>Select the instruction mode from the “Instruction Mode” drop-down menu. If the instruction mode is classroom-based, you will be required provide additional information.</p>	<p>If the instruction mode is classroom-based, you will be required provide additional information.</p>
<p>16.</p>	<p>Scroll to the Upload Cost and/or Course Enrollment Verification Information section.</p> <p>Enter a Title and Description of the document in the “Title” and “Description” fields.</p>	
<p>17.</p>	<p>You are required to upload documentation of the cost of your tuition and fees in this section in order to submit the Request TA form.</p> <p>Valid cost verification WILL include one or more of the following:</p> <ul style="list-style-type: none"> • itemized receipt or screenshot from an online account with the school • current invoice from the school, or • statement of tuition and fees specific to your enrollment or account with the school <p>Tuition and fees must be listed separately. The course start date and number of credit hours is also required for each request.</p>	<p>Valid cost verification WILL include one or more of the following:</p> <ul style="list-style-type: none"> • An itemized receipt or screenshot from an online account with the school • A current invoice from the school • A statement of tuition and fees specific to your enrollment or account with the school <p>Tuition and fees must be listed separately. The course start date and number of credit hours is also required for each request.</p>

18. Select the **“Cost Verification Information and Example”** link to view a sample of what is required.



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

SCHOOL NAME MUST APPEAR

YOUR NAME/ ADDRESS MUST APPEAR

CLASS START DATES AND CREDITS MUST BE LISTED

TUITION AND FEES MUST BE LISTED SEPARATELY

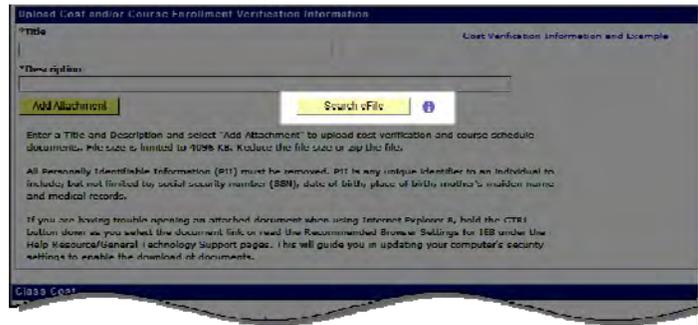
Class	Grade	Term Dates	Credits	Cost		Total Amount
				Cost	Fee	
ACT 309 Principles of Financial Accounting	Enrolled	2/4/13 - 3/31/13	3	\$250.00	\$750.00	
ITS 315 Intro to Networks	Enrolled	2/4/13 - 3/31/13	3	\$250.00	\$750.00	
ITS 210 Laptop Fee						\$30.00
Fitness and Recreation Fee						\$75.00
ID Fee						\$11.00
Student Service Fee						\$232.00
Medical Service Fee						\$43.00
Total				6		\$1,900.00

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

19. You can upload the document directly from your computer and attach it to the TA Request or

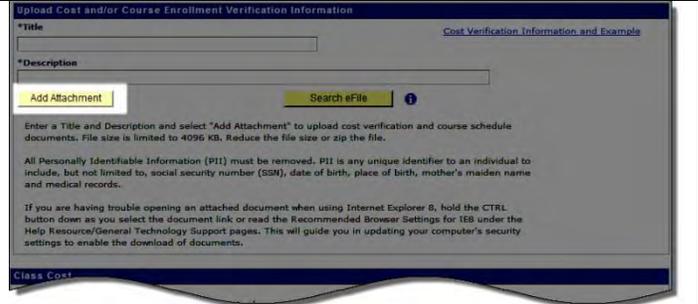
Upload the document to eFile so it appears when you select the **“Search eFile”** button to attach it to your TA Request.

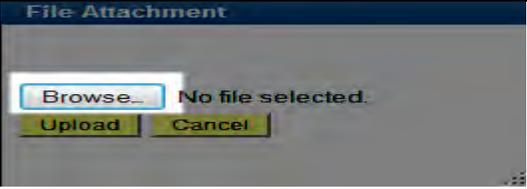
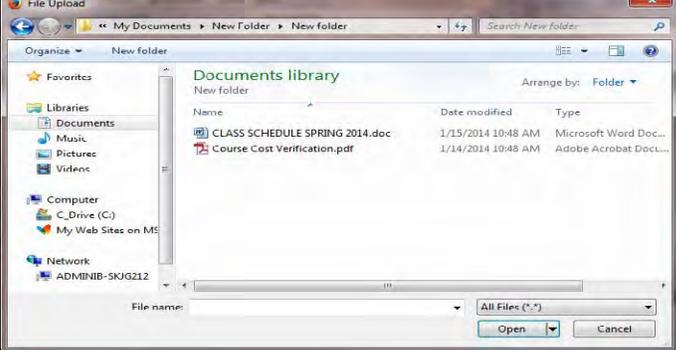
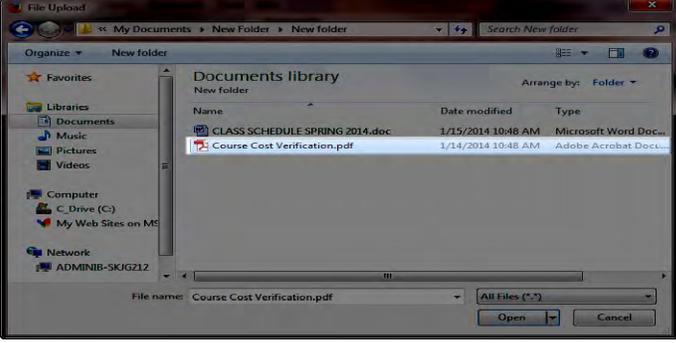
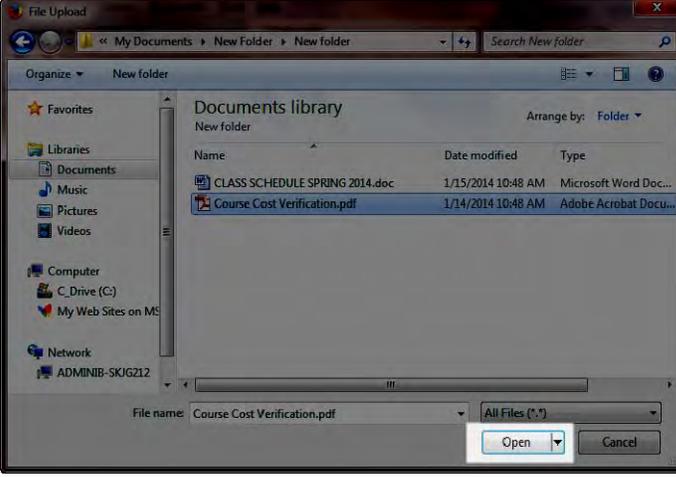
If you need help in using eFile, view the training video titled **“How to upload a document to eFile.”** Make sure to select the transaction type **“Cost and/or Course Enrollment Verification”**.



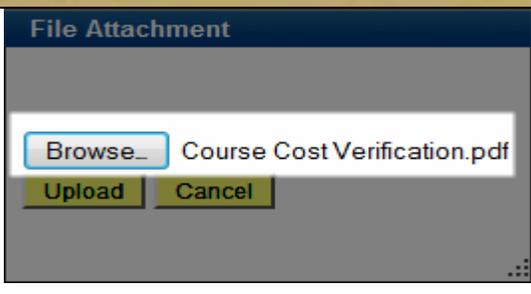
20. To attach the document to the TA Request from your computer, select the **“Add Attachment”** button.

Note: All Personally Identifiable Information (PII) must be removed before uploading a document to eFile. Please ensure your document does not contain any information such as social security number (SSN), date of birth, place of birth, mother’s maiden name and medical records.

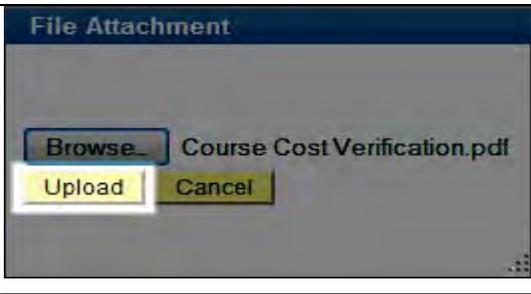


21.	Select the “ Browse ” button to locate the document on your computer.	
22.	Once you locate the document, select it so it is highlighted.	 
23.	Select the “ Open ” button.	

24. The selected document will appear in the field.



25. Select the "Upload" button.



26. The document is now attached to the TA Request.

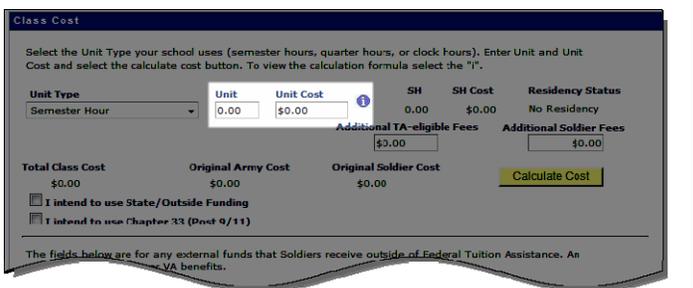
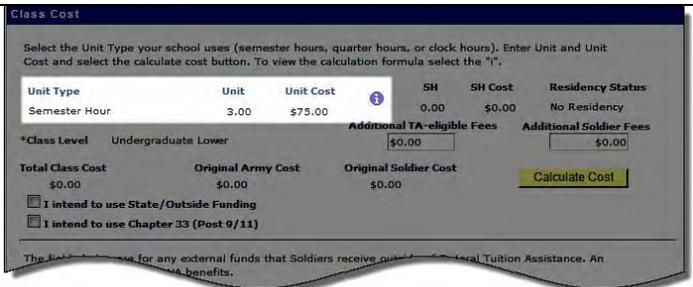


27. Next, scroll to the Class Cost Section.

If your school uploads Tuition Rates then the "Unit" and "Unit Cost" fields will be pre-populated.

If your school does not upload Tuition Rates into GoArmyEd you will be required to enter in the units in the "Unit" field and unit cost in the "Unit Cost" field.

NOTE: If you submit a TA Request with \$0 in the "Unit Cost" field, the TA Request will be automatically approved as there are no costs to the Army. You will be responsible for the entire cost of the class. If this is not what you intended update the Unit Cost field.



28. If applicable, enter applicable cost in the “**Additional TA-eligible Fees**” and “**Additional Soldier Fees**” fields.

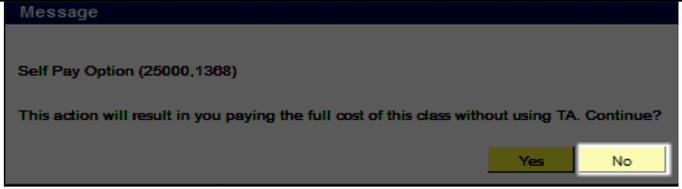
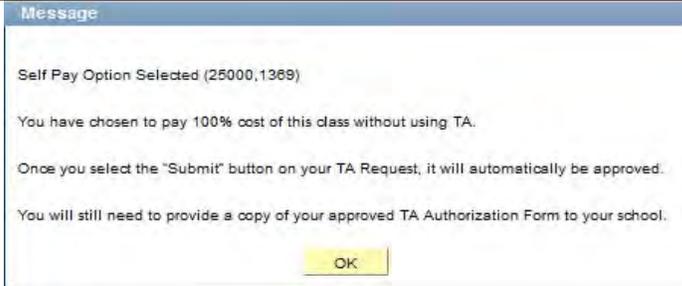
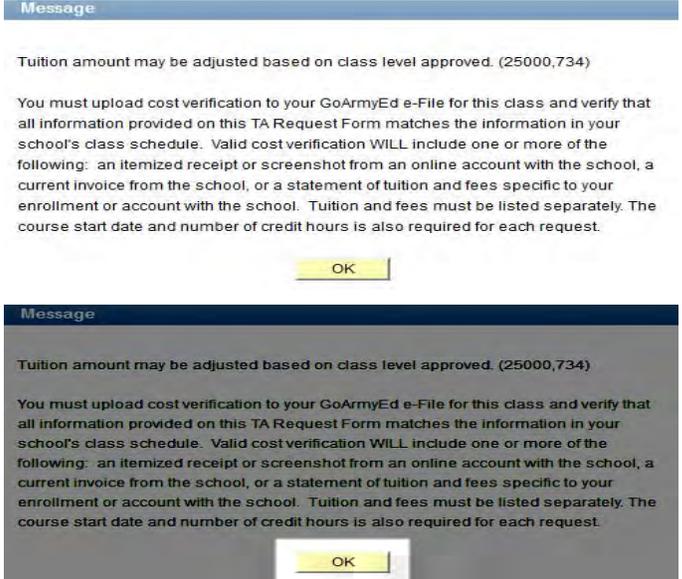
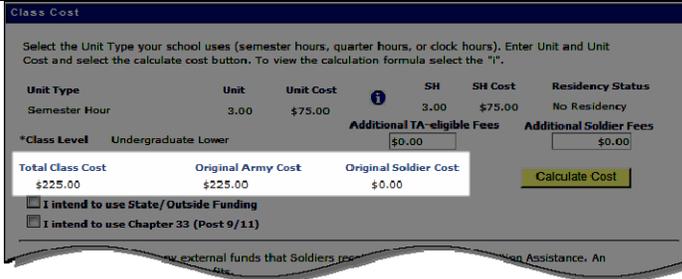
29. Select the “**Calculate Cost**” button.

30. Despite the availability of TA funds, if you would like to NOT use TA and instead pay for ALL costs for this class yourself, select the checkbox.

Select the “**Calculate Cost**” button.

31. A pop-up will appear ensuring that you want to pay the full cost of this class without using TA.

If you want to continue select the “**Yes**” button.

	<p>If you do not want to pay the full cost, select the “No” button and you will be returned to your original Request TA page.</p>	
<p>32.</p>	<p>If you selected the “Yes” button, the following pop-up will appear reminding you that you have chosen to pay 100% of this class cost.</p> <p>Once you select the “Submit” on your TA Request form, it will automatically be approved.</p> <p>You will still need to provide a copy of your approved TA Authorization form to your school.</p> <p>Select the “OK” button to return to your Request TA form.</p>	
<p>33.</p>	<p>If you did not select the option to pay for this class yourself, a message appears stating the TA amount may be adjusted based on the approved class level.</p> <p>Select the “OK” button.</p>	
<p>34.</p>	<p>The Class, Army and Soldier Cost fields have been calculated based on the information you entered. You will be responsible for paying your school the amount listed in the “Original Soldier Cost” field.</p>	

35. If you intend to use other funding such as State/Outside Funding and Chapter 33 (Post 9/11) select what applies and enter the applicable amounts in the fields.

Unit Type	Unit	Unit Cost	SH	SH Cost	Residency Status
Semester Hour	3.00	\$75.00	3.00	\$75.00	No Residency

*Class Level Undergraduate Lower

Total Class Cost \$225.00 Original Army Cost \$225.00 Original Soldier Cost \$0.00

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

I intend to use State/Outside Funding
 I intend to use Chapter 33 (Post 9/11)

36. In the TA Request status section, the status of your TA Request is Pending and is updated as it is reviewed.

TA Request Status

*Class Status: Pending

Reject Reason:

Note: If there are additional comments please include them in the text box below.

Submit Print TA Form

37. Please note the Invoice Details and Grade Information Sections are completed by the school.

Invoice Details

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

Submit

Grade Information

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.

Official Credits:

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

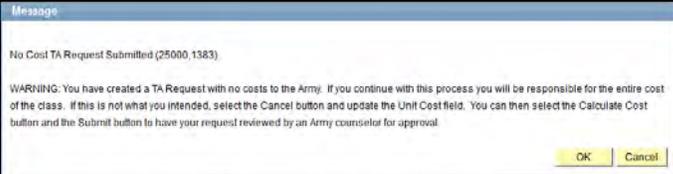
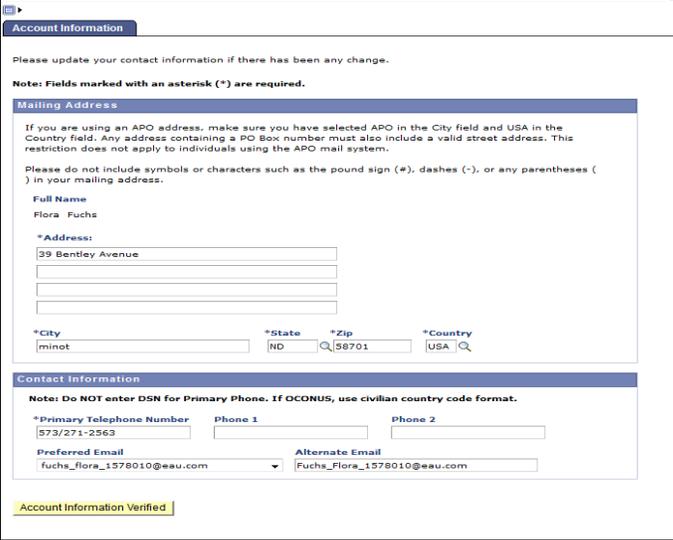
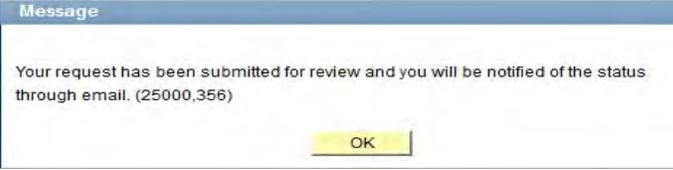
TA Request Status

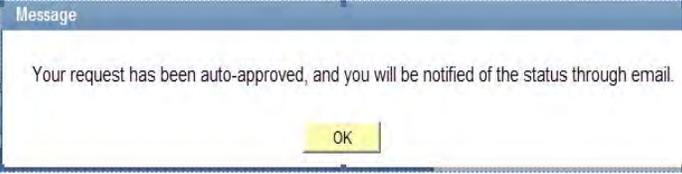
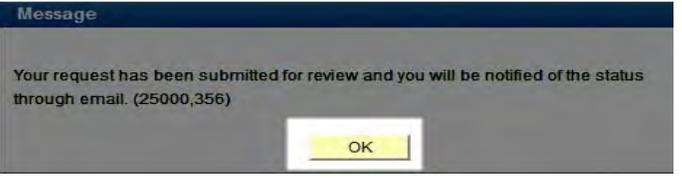
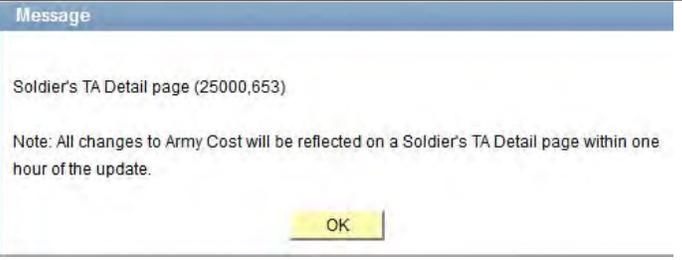
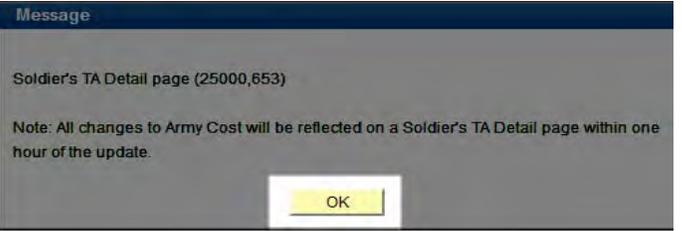
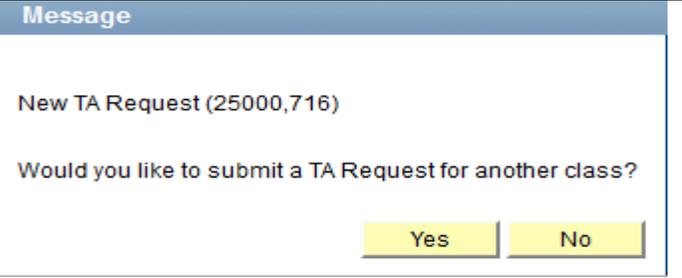
*Class Status: Pending

Reject Reason:

Note: If there are additional comments please include them in the text box below.

Submit Print TA Form

<p>39.</p>	<p>If you select the “Submit” button and there are \$0 in the “Unit Cost” field a pop-up will appear advising you that the TA Request will be automatically approved as there are no costs to the Army. If you continue with this process you will be responsible for the entire cost of the class.</p> <p>If this is not what you intended, select the “Cancel” button and update the Unit Cost field. Select the “Calculate Cost” button followed by the Submit button to have your request reviewed by an Army counselor for approval.</p>	
<p>40.</p>	<p>The Account Information screen appears. Review the information and update any fields if applicable.</p>	
<p>41.</p>	<p>Select the “Account Information Verified” button.</p>	
<p>42.</p>	<p>Depending on if your school uploads tuition rates one of two messages will appear.</p> <p>A message stating your request has been submitted for review.</p> <p>OR</p>	

	<p>A message stating that your request has been auto-approved.</p> <p>Regardless, of the message that appears you will be notified of the TA request status through email.</p> <p>Select the “OK” button.</p>	 
43.	<p>Another message appears stating changes to Army Cost will be reflected on your TA Details screen within one hour.</p> <p>Select the “OK” button.</p>	 
44.	<p>If you want to submit an additional Request Tuition Assistance Form, select the “Yes” button.</p>	
45.	<p>If not, select the Close link to return to your GoArmyEd homepage.</p>	
46.	<p>If your TA request is approved, you will need to print the Army Tuition Assistance Authorization, submit it to your school, and enroll in the class directly with the school. For information on printing the form, view the “Printing Approved Tuition Assistance Request” video.</p>	

47. Please take a few moments to review these frequently asked questions on how to request Tuition Assistance using a Request Tuition Assistance form.

GoArmyEd

Frequently Asked Questions on the Tuition Assistance Request process in GoArmyEd

Q: Do I have to submit a Request TA form for my class?
A: Request TA forms must be approved through GoArmyEd to receive tuition assistance for a class.

Q: How long will it take for my Request TA form to be reviewed?
A: Request TA forms will be reviewed as quickly as possible. If your School uploads Tuition Rates your Request TA form will be automatically approved.

Q: How do I know which classes I should take?
A: Base your search on your degree plan to ensure you select classes that fulfill your degree requirements. If you have further questions about which classes to take, contact your school advisor or Army Education Counselor.

Q: How do I self-pay for any amount not covered by tuition assistance?
A: Contact your school.

Q: Do I need to do anything once my Request TA form is approved?
A: After receiving an email stating the Request TA form is approved, provide the form to your school and you must enroll in the class at your school. For information on printing the form, view the "Printing approved Tuition Assistance Request" video by selecting the "Helpdesk" button on your GoArmyEd homepage.

Q: How does my school get paid?
A: Your school will invoice the Army during their invoicing period.

48. Thank you for taking the time to view this video. If you need further assistance, view additional instructional videos and related training documents on the GoArmyEd Reference Documents Page
OR
Contact the GoArmyEd Helpdesk at 1-800-817-9990, 7 am to 7 pm Eastern time, Monday thru Friday.

GoArmyEd

 **Need more assistance?**

If you need further assistance, view additional instructional videos and related training documents on the GoArmyEd Reference Documents Page

OR

Contact the GoArmyEd Helpdesk at
1-800-817-9990
7a.m. to 7 p.m. Eastern Time 
Monday-Friday