

www.GoArmyEd.com

Completing a Tuition Assistance
Application on GoArmyEd

Smart Links

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My Smart Links [\[Edit\]](#)

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

[Class Enrollment Guide \(PDF Version\)...](#)

Click Request TA...

Help Desk Resources

- [View GoArmyEd Introductory Slides](#)
- [Launch Quick Start Training](#)
- [View Reference Documents](#)
- [Test Schedule](#)
- [Create a Helpdesk Case](#)
- [Track Helpdesk Case\(s\)](#)

System Status

GoArmyEd Scheduled Downtime - 17 December 2011 from 8:00 a.m. to 2:00 p.m. Eastern Time
GoArmyEd will be down from 8:00 a.m. to 2:00 p.m. Eastern Time, 17 Dec...[View](#)

Tip of the Day

Search	Enroll	My Academics
my class schedule	add	drop

Add Classes



1. Select classes to add

 Officers incur a Duty Service Obligation when using Federal Tuition Assistance. The obligation will be calculated from the end date of the last course for which Tuition Assistance is used based on Reserve and/or active/mobilized time served. By proceeding with this enrollment request, the officer accepts a (4) year Reserve Duty Service Obligation (RDSO) or two (2) year Active Duty Service Obligation (ADSO) for AGR officers.

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)

Complete all lines with asterisk *

Click Next Button

Next

[View Historical TA Request Authorization Forms](#)

Jul - Sep 2011 Class Schedule

You are not registered for classes in this term.

Requesting Tuition Assistance



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[Add to Favorites](#)

[Close Window](#)

TA Request

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.

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

Student Information

EmpID:	Soldier Status:	Guard	
Name:	SGT Soldier		
Rank:	SSN:	-0039	
Phone:	Email:		
Current PA Type:	Traditional eCourse	Original PA Type:	Traditional eCourse
PA Migration Date:	06/11/2011		
UIC Title / Code:	TITLE UNKNOWN / WPXTHD		
Geo Ed Center:	NG-Iowa Education Services Office		
Army Location:			

Soldier Mailing Address

! 123 Army St
, Washington, DC 12345

Scroll down

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School Information

School: WPU02 School of Army
 Degree Name: Master of Business Leadership
 Address: 987 School St
 Washington, DC 12345
 School Primary URL: www.school.edu School Secondary URL:
 POC Name: Sally School Official
 POC Phone: 515-555-5555
 POC EMail: School@school.edu

Class Information

*Subject: MBL EX: HIST *Start Date: 01/30/2012 Fiscal Year: FY12
 *Catalog Nbr: 536 EX: 225 *End Date: Control Number:
 *Class Title:
 *Instruction Mode: Degree Plan

Class Cost

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
Semester Hour	0.00	\$0.00	0.00	\$0.00

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

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

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

Calculate Cost

Complete all lines with asterisk *

If your school uses quarter hours or clock hours, change drop down to reflect. Most schools use Semester Hour.

Enter number of credits the class is.

Enter the cost per credit hour.

*For schools that only list the tuition amount, take the tuition divided by the number of credits that is considered full time at your school. (Most universities list 12 credits as full time)
 Ex. \$3,204 tuition per semester / 12 credits(full time) = \$267 per credit hour

If applicable, enter fees that are associated with class only.

Select if applicable **Do not list State Assistance amount if your state's STA can go towards Cost of Attendance**

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

Requesting Tuition Assistance

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

Comments

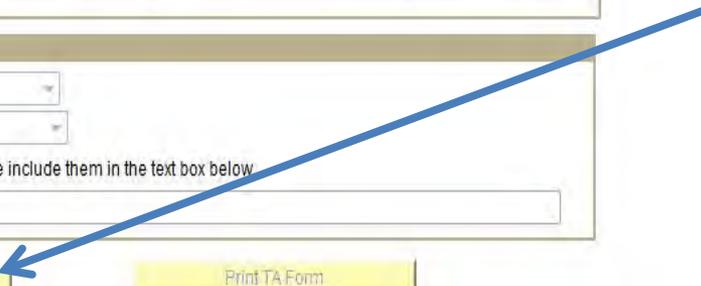
Reduction Amount Reduction Reason
\$0.00

Final Adjusted Class Cost Final Army Cost Final Soldier Cost
\$0.00 \$0.00 \$0.00

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

Invoice Details				Customize	Find	First	1 of 1	Last
Invoice Number	Process Date	Status	Army Cost					
1			0.00					

Click Submit



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-down reason or enter free-form comments.

Official Grade:

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The fields below are for any external funding, state or VA benefits.

State TA Funding

\$0.00

Outside Funding

\$0.00

Comments

Reduction Amount

\$0.00

Reduction

Final Adjusted Class Cost

\$0.00

Final Army Cost

\$0.00

Final Soldier Cost

\$0.00

Invoice Details

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

Invoice Details

Customize | Find

First 1 of 1 Last

Invoice Number	Process Date	Status	Army Cost
1			0.00

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

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 Grade:

Windows Internet Explorer

Tuition amount may be adjusted based on course level approved. (25000,734)

You must upload cost verification to your GoArmyEd e-File for this course and verify that all information provided on this TA Request Form matches the information in your school's course schedule. Valid cost verification may include one or more of the following: statement of tuition and fees from the school's catalog or Web site; screenshot from an online account with the school; an itemized receipt or a current invoice from the school. Failure to provide accurate information and cost verification will result in your TA Request being denied.

OK

Make sure you upload your detailed course schedule, your billing statement that includes the cost in tuition and fees per each class, and your *personalized degree plan under your eFile in GAE.

*You may not have a degree plan if this is your first term at school.

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Please update your contact information if there has been any change.

Note: Fields marked with an asterisk (*) are required.

Mailing Address

If you are using an APO address, make sure you have selected APO in the City field and USA in the Country field. Any address containing a PO Box number must also include a valid street address. This restriction does not apply to individuals using the APO mail system.

Please do not include symbols or characters such as the pound sign (#), dashes (-), or any parentheses () in your mailing address.

Full Name

SGT Soldier

*Address:

123 Army St

*City

Washington

*State

DC

*Zip

12345

*Country

USA

Contact Information

Note: Do NOT enter DSN for Primary Phone. If OCONUS, use civilian country code format.

*Primary Telephone Number

515-555-5555

Phone 1

Phone 2

Preferred Email

Personal@yahoo.com

Alternate Email

soldier@us.army.mil

Account Information Verified

Review your account information and click Account Information Verified.
*Screen only appears once per day.

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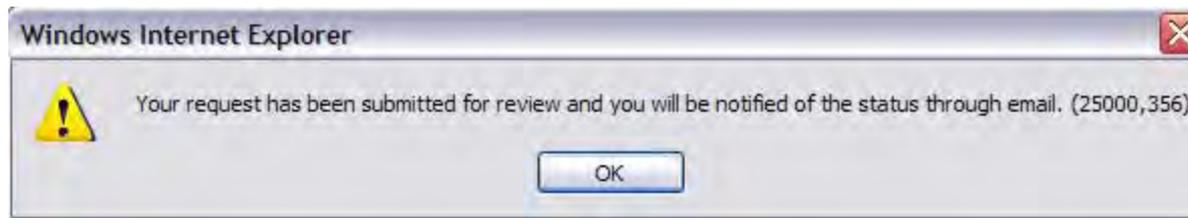
Close Window

New TA Request (25000,716)

Would you like to submit a TA Request for another class?

Yes

No



OK

Click OK

Click Yes to add another class or No if you are finished adding classes. If adding another class, return back to slide 2 and repeat process.