

Effective October 1, 2011 the Army National Guard Tuition Assistance program will transition to the GoArmyEd portal. Applications will need to be filed on the www.GoArmyEd.com portal.

The Department of Defense (DoD) has directed a uniform Tuition Assistance (TA) fiscal policy across the military services. Per semester hour cap is \$250 and the fiscal year ceiling is \$4,500. The Army will pay 100 percent of the tuition and authorized fees charged by a college up to the established per semester hour cap and fiscal year ceiling.

Authorized fees covered by TA are mandatory fees that are associated with an individual course enrollment. Non-refundable fees and fees that are not linked to individual course enrollments (e.g., application fees, graduation fees) are not covered by TA.

Soldiers in a recoupment status without a repayment arrangement are not eligible for FTA.

View the [GoArmyEd Process Handout](#) below for instructions.

All Army National Guard should contact the National Guard Education Office for further information or questions.

Steps for FTA

1. Soldiers must request TA through www.GoArmyEd.com, prior to the course start date or before the school's late registration period.
2. TA is requested on a course-by-course basis.
3. GoArmyEd will notify the Soldier whether the TA is approved or not. If the TA request is not approved, GoArmyEd will advise the Soldier of the reason and next steps.
4. All drops/withdrawals must take place through GoArmyEd. Soldiers who receive an "F" grade will be required to repay TA. Soldiers who are unable to complete a course due to military duties must ensure that they withdraw from the course through GoArmyEd to ensure that they will not be charged.
5. If the Soldier wishes to take a class with a school that does not participate in the electronic GoArmyEd course schedule, a TA Request form must be completed in GoArmyEd. The TA request will be routed to an Army Education Counselor to be reviewed and approved. Soldiers should allow extra time for this. If TA is approved, the Soldier will be notified by email. Soldiers must print the approved TA Request Form from GoArmyEd, provide the form to the school and enroll directly with the school.
6. Soldiers must submit a new, signed TA SOU each year (SFC and above may sign for themselves and the commander). No further TA will be authorized until the TA SOU is approved. GoArmyEd will send a notice to students 90 days before the due date.
7. Further details regarding TA procedures are outlined in the GoArmyEd Training.

Note 1: FTA is capped at 150 hours for undergrad, 45 hours for graduate and limits certificates to one undergrad and zero graduate level.

Note 2: Depending on which internet browser you are using, you may need to add a "Security Exception" when prompted to view the above site(s).

GoArmyEd Process Guide for Soldiers

Tuition Assistance

1. What you need to get started

- User name and password for GoArmyEd (Create an account if you don't have one)
- Class schedule (Must contain: Course's name, number, credits, and beginning/ending dates)
- Itemized Bill (Must contain: A breakdown of tuition and fees)
- Degree Audit/Student Agreement (Must contain: Your name and a personalized list of all classes you've completed and need to complete to graduate with your degree)
- Current Statement of Understanding (Located on your homepage and must contain your signature and your Commander's signature and the date)

2. Upload Needed Documents

- Click on "My Student Record" (A drop down menu will appear)
- Click on "Account Information" (A new screen will appear)
- Click on the tab at the top labeled "eFile"
- Upload all documents listed under "What you need to get started" (Make sure to properly label your documents and upload separately)

3. Prep for Requesting Tuition Assistance

- Click on "My Virtual Education" (A drop down menu will appear)
- Click on "Before you Enroll in Courses"
- Complete the checklist (All documents should be in e-file before entering classes.)

4. Request Tuition Assistance

- Click on "My Virtual Education Center" (A drop down menu will appear)
- Click on "Enroll or Drop/Withdrawal from a Course" (A new screen will appear)
- Click on "Request TA and Enroll in a Course"
- If you need detailed instructions, please refer to the Enrollment Guides
- If you have properly requested Tuition Assistance you should be able to view each course listed under your "Personnel" tab, under education.

5. Application Response

- Once your application has been reviewed you will receive an email to your primary account listed in GoArmyEd
- Print your Approved Tuition Assistance
- Click on "My Virtual Education" (A drop down menu will appear)
- Click on "After you Enroll in a Course" (A new screen will appear)
- Click on "View TA Request" (A new browser will appear)
- Find the appropriate approval; **PRINT & BRING TO YOUR SCHOOL**

QUESTIONS

- ❖ If you have a question regarding: eFile document reviews, holds, account activations, recoupments, home college & degree changes, or payments PLEASE CREATE A HELPDESK CASE by calling, 1-800-817-9990 or clicking on "Helpdesk Case Creation" under your Related Links on the right-hand side of your homepage.
- ❖ If you have questions regarding the 5 step process listed above please contact your Education Center