

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
1.	Welcome to this video tutorial on how to request tuition assistance using the tuition assistance request form. 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.	GOATMYED How to request Tuition Assistance through the Tuition
	If at anytime you need to stop this video, select the pause button.	Assistance Request process in GoArmyEd
2.	From your GoArmyEd homepage, select the " Request TA " button in the Smart Links section.	Smart Links Course Planner, Request TA Withdraw from a Class On-Duty Courses Recoupment-Information My Education Record Student Agreement/Degree Progress Reports Other Links My Smart Links [Edit] You may select additional Smart Links. Select the "Edit" link to personalize your Smart Links. Smart Links Course Planner Withdraw from a Class On-Duty Courses My Education Record Student Agreement/Degree Progress Reports Other Links Other Links My Smart Links [Edit] You may select additional Smart Links. Select the "Edit" link to personalize your Smart Links.
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. Select the " OK " button to continue with the TA Request process or the " Cancel " button for more information on Course Planner.	Message from webpage 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. Select 'OK' to continue or 'Cancel' for more information. OK Cancel



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4.	If the quarterly online Statement of Understanding screen appears, carefully read the information concerning the use of Tuition Assistance.	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><text><text><text><text><text></text></text></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>
5.	Scroll down the screen and enter your password in the " Password " field to acknowledge that you agree to the terms of using Tuition Assistance.	T. REQUESTING TUITION ASSISTANCE: It is my responsibility to request TA and withdraw from classes via GoArmyEd and my school, if required by the school. I AGREE TO THE ABOVE CONDITIONS FOR THE USE OF TUITION ASSISTANCE AS VERIFIED BY MY AUTHENTICATION. Please enter your password before. Password: Sidmit
	Select the "Submit" button to proceed.	A HEADE-STING TOTION ASSISTANCE: The may exaponed billy to maynest TA and withdraw from classes like Goldmy/Ed and my school. If required by the school Ingree TO THE ABOVE CONDITIONS FOR THE USE OF TUTTION ASSISTANCE AS VERIFIED BY MY AUTHENTICATION. Place enter your password below. Password:
6.	The Select classes to add screen appears.	Search Enroll My Academics my class schedule add drop Add Classes 1-2-3 1. Select classes to add
	There are multiple ways to request Tuition Assistance in GoArmyEd based on your school choice and degree plan.	The system has pre-populated your home school. If you would like to take a class from a different school, select the anglifying glass icon to search for the school. Select additional search criteria to narrow your search results and select Next. *School: Allied American University Subject: (example: BIO) Catalog Number: (example: 101) Start Date Between: 03/05/2014 (MM/DD/YYYY) (MM/DD/YYYY) GoArmyEd Class Number: (example: 1136) Next Advanced Search Yiew All TA Requests You are not registered for classes in this term.



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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 Add C
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.	Search Enroll My Academics my class schedule add drop Add Classes Implement of the schedule add drop Add Classes Implement of the schedule Implement of the schedule Implement of the schedule Add Classes Implement of the schedule Implement of the schedule Implement of the schedule Add Classes to add Implement of the schedule Implement of the schedule Implement of the schedule School: Implement of the school. Complete the schedule Implement of the school. Complete the schedule Implement of the school. Complete the schedule Subject: Implement of the school schedule Implement of the school. Complete the an asterisk? Continue the schedule Implement of the school. Complete the an asterisk? Continue the schedule Implement of the school schedule Implement of the schedule Implement of the schedule Implement of the schedule Implement of the schedule You are not registered for classes in this term. Implement of the schedule Implement of the schedule
9.	Enter the class subject in the " Subject " field and the class catalog number in the " Catalog Number " field.	Search Enroll My Academics my class schedule add drop Add Classes Image: Classes of the school



Go/ArmyEc Instructional Video Steps Select the calendar icon for the "Start 1 my class sc 10. **Date**" field to configure the class start Add Classes 1. Select classes to add date correctly. ystem has pre-populated your home school. If you would like to take a class from a ent school, select the magnifying glass icon to search for the school. Complete the onal required fields and select Next. Q Dakota College at Bottineau MTH (example: BIO) (example: 101) *Start Date: 03/01/2014 Next ALLTAR You are not registered for classes in this te Select the "Next" button. 11. Add Classes 1. Select classes to add stem has pre-populated your home school. If you would like to take a class from a nt school, select the magnifying glass icon to search for the school. Complete the wal required fields and select Next. Dakota College at Bottineau MTH (example: BIO) 03/01/2014 Next 12. One of two screens will appear. If the Non-LOI Class Search screen appears, you If the Request TA screen appears you will can search for a class by Term, Class Section or need to complete the entire form. Start/End date. Use the magnifying glass and/or the calendar icons to search for term or date. GoArmyEd Go/ArmyEd 17. Non-LOI Class Search Request TA et at imput one (i) search or Select your preferred search ortions and select the "Search" button, If yo Upon entering the class information below, press the "Submit button to submit this data as an enrollment request. Yo 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 TOD CONTRINE Submak. LOUGH tion by service OFT DO Once approved, the "Drint 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 ansure privacy. ----Catalogi Tan Section NOTE. East Gate (the or Bafore): To drop this enrollment, update the Class Status to Dropped' and click the 'Submit' button. Bearch | Clour All | To retrieve an existing request, click the 'Return to Search' button at the bottom of the page. Please do NOT press t Select the "Search" button. Back' button on your browser Search lick the 'Add' button at th Select the "Enroll" button next to the class you wish to enroll into. Dekota College at Bottimeau Dekota College at Bottimeau College Algebra Ciakana Chilage at Boltingau College nigeore Balota College at Bottineeu 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. (Fin preparation is accomposing and with the under contrary to ansatz that it contains to all 55 percents, and contrarted terms findly. If the encounter gives over the transmitted term term, the encounter that the reported Review the pop-up advising you that the enrollment Is provisional and select the "OK" button. The Request TA screen appears.



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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.	Stadaul Information Lingd ID: 1050227 Solder Status: Adire School Stadent ID: Name: Baudob, Sime Baudob, Sime Hank: SPC SST: -0727 Prenes: 24/0502-8008 Emails Saccob, Syma, 150077/paal.com Current BA Type: 24/052-8008 Original DA Type: Tool Saccia Current SAC VM Highelin Date: 21/7/2011 UIC Title / Code: OTREN / DOSTRE Date: 21/7/2011 UIC Title / Code: OTREN / DOSTRE Status: Date: 21/7/2011 UIC Title / Code: OTREN / DOSTRE Status: Date: 21/7/2011 UIC Title / Code: OTREN / DOSTRE Status: Date: 21/2012 UIC Title / Code: OTREN / DOSTRE Status: Date: Date: Date: Date:
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 Simmall Boulevard Buttimeau, ND 583181159 SDN: ATA4DAKOTACXXN School Primary URL: http://www.dalostacollege.edu/ School Secondary URL: POC Name: Mansi Gaugin POC Phone: 9248561393 POC EMail: Gaugin_Mansi_1731300@eau.com Common Mansi Common Mansi
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: PTH DC (IIST) starts Dates: 00/00/2014 Control Number: Class Sector: 1 Class Title: College Algebra Instruction Node: 0L - Consequence: Control Number: Poloci Cost and/or Course Excollineat: Verification Information Costs: Site: Poloci Year: Class Information Course Site: Course Site: Course Site: Poloci Cost and/or Course Excollineat: Verification Information Course Site: Course Site: Poloci Cost and/or Course Excollineat: Verification Information Course Site: Course Site: Poloci Cost and/or Course Excollineat: Verification Information Course Site: Dearce Dian Poloci Cost and/or Course Excollineat: Verification Information Mail Automation and Poloci Course Site: Poloci Cost and/or Course Excollineat: Verification Information Mail Automation Information Mail Automatic Subject: MATH EX: HIST *Start Date: Control Number: Class Siction: Class Section: Cost Cost Site: Control Number: Class Siction: Control Number: Class Section: Cost Cost Site: Cost Cost Site: Control Number: Clas





	Enter the Class Title.	Chrise Information Subject: MTII FX: HIST Start Date: Recal Years FY14 A catalog the: 192 FX: 272 A ad Intes: 193 Control Number: Chase Section: Chase Section: Chase Control Number: Insteaction Mode: Insteaction Mode: Insteaction Controls FaceIntesis Vertification Information Insteaction Controls FaceIntesis Vertification Information Insteaction and Bermania
	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.	Class Information Subject: MATTIF EX: HIST * Otart Data: If the cast Years Class State: If the instruction mode is classroom-based, you will be required provide additional information.
16.	Scroll to the Upload Cost and/or Course Enrollment Verification Information section.	
	Enter a Title and Description of the document in the " Title " and " Description " fields.	TTTE Control for Control Foreigner Control Control Attention (International Control Attention) (Internation and Instantial Control Con
17.	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.	Valid cost verification WILL include one or more of the following: • An itemized receipt or screenshot from an
	 or more of the following: 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 	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 Tuition and fees must be listed separately. The course start date and number of credit hours is also required for each request.
	Tuition and fees must be listed separately. The course start date and number of credit hours is also required for each request.	



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18.	Select the " Cost Verification Information and Example" link to view a sample of what is required.	Cost Verification Information and Example Search eFile
		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 School name must include. (Most fees are not TA eligible) Your name must appear Arrow must include. (Most fees are not TA eligible) Pour name must appear Arrow must appear Arrow of the must appear Class that dates and credits must be listed Must appear The formation of the must appear information the formation of the must appear information of the must appear informating the must appear information of the must appear info
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".	Uplied Cost and/or Course benefitment Verification Information *Title Cost Verification Information and Lossmple *Title Cost Verification Information and Lossmple *New rights Scorth offic *AdVAlachment Scorth offic *Descended to the Score Scor
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.	Spload Cost and/or Course Enrollment Verification Information *Tite Cost Verification Information and Example *Description Search #File • Add Alachment Search #File • Enter a Tile and Description and select "Add Attachment" to upload cost verification and course schedule documents. File attack in limited to 4096 KD. Reduce the file size or sig the file. All Personally Identifiable Information (PLI) must be removed. PLI is any unique Identifier to an individual to include, but not limited to acid security muster (SBM), document file or include, but, mother's muster maken name and medical records. File use having trubule opening an attached document date of birth: place of birth, place is file to FIE under the Havin dome a syno salest the document info or read the Recommended Browser Settings for IEB under the Havin dome as you salest the documents. Class Cost



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21.	Select the " Browse " button to locate the document on your computer.	File Attachment Browse_ No file selected. Upload Cancel
22.	Once you locate the document, select it so it is highlighted.	Image: Mew Folder Image: Search New Folder Organize New Folder Documents Documents Name Date modified Type Utdrass Multic Cancel Organize New Folder New Folder Type New Folder Date modified New Folder New Folder Name Date modified Type Utdrass Organize Documents Web Sites on ME Type Network Adobe Acrobat Documents New Folder Yee Stander Yee Cancel Organize New Folder Yee Stander Yee C
23.	Select the " Open " button.	File Upload X Image: Search New Folder > New Folder > New Folder > 4: Search New folder P Organize > New Folder Image: Search New Folder > 1: Search New folder P Image: Search New Folder > New Folder > New Folder > 1: Search New folder Image: Search New Folder > 1: Search >



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24.	The selected document will appear in the field.	File Attachment Browse_ Course Cost Verification.pdf Upload Cancel
25.	Select the "Upload " button.	File Attachment Browse_ Course Cost Verification.pdf Upload Cancel
26.	The document is now attached to the TA Request.	Upload Cost and/or Course Enrollment Vertification Information Take Description Last Update By Last Update Date/Time ENO 101 Course Verification EVGL101-ENG 101 Course Verification Fuchs. Flora 02/20/2014 1:22:42PM File Cost Verification Information and Coample Description Add Attachment Deleto Attachment to suplead com Reduce the file
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. <u>NOTE: If you submit a TA Request with</u> §0 in the " Unit Cost " field, the TA <u>Request will be automatically approved</u> <u>as there are no costs to the</u> <u>Army. You will be responsible for the</u> <u>entire cost of the class. If this is not what</u> <u>you intended update the Unit Cost field.</u>	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 Unit Cost I On Store The Cost Residency Status Semester Hour: 3.00 \$75.00 Original Soldier Cost I Original Army Cost Original Soldier Cost I Original Soldier Cost I I Intend to use State/Outside Funding Inter I Intend to use State/Outside Funding Intend to use State/Outside Funding Intend to use State/Outside Funding I Intend to use State/Outside Funding I Intend to use State/Outside Funding I I Intend to use State/Outside Funding



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	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.	Message Self Pay Option (25000,1368) This action will result in you paying the full cost of this class without using TA. Continue?
32.	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. Once you select the " Submit " on your TA Request form, it will automatically be approved. You will still need to provide a copy of your approved TA Authorization form to your school. Select the " OK " button to return to your	Message Self Pay Option Selected (25000, 1369) You have chosen to pay 100% cost of this class without using TA. Once you select the "Submit" button on your TA Request, it will automatically be approved. You will still need to provide a copy of your approved TA Authorization Form to your school. OK
33.	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. Select the " OK " button.	Message Tuition amount may be adjusted based on class level approved. (25000,734) You must upload cost verification to your GoArmyEd e-File for this class and verify that all information provided on this TA Request Form matches the information in your school's class schedule. Valid cost verification WILL include one or more of the following: an itemized receipt or screenshot from an online account with the school, or a statement of tuition and fees specific to your enrollment or account with the school. Tuition and fees must be listed separately. The course start date and number of credit hours is also required for each request. OK Message Tuition amount may be adjusted based on class level approved. (25000,734)
		You must upload cost verification to your GoArmyEd e-File for this class and verify that all information provided on this TA Request Form matches the information in your school's class schedule. Valid cost verification WILL include one or more of the following: an itemized receipt or screenshot from an online account with the school, a current invoice from the school, or a statement of tuition and fees specific to your enrollment or account with the school. Tuition and fees must be listed separately. The course start date and number of credit hours is also required for each request.
34.	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.	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 Unit Cost SH SH Cost Residency Status Semester Hour 3.00 \$75.00 SH SH Cost Residency Status Semester Hour 3.00 \$75.00 Additional TA-eligible Fees Additional Soldier Fees Class Level Undergraduate Lower Total Class Cost Original Army Cost Original Soldier Cost S225.00 Sum Cost Colspan="2">Calculate Cost I Intend to use State/Outside Funding I Intend to use Chapter 33 (Post 9/11) Nexternal funds that Soldiers per Nexternal Statuce. An



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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.	Class Cost Belect the Unit Type your school uses (semester hours, urafter 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 Residency Status Semester Hour 3.00 \$75.00 No Residency *Class Level Undergraduate Lower Additional TA-eligible Fees Additional Soldier Fees \$225.00 Original Army Cost Original Seldier Cost Calculate Cost \$225.00 Intend to use State/Outside Funding Intend to use State/Outside Funding Intend to use State/Outside Funding I Intend to use Chapter 33 (Post 9/11) Nu gesternal funds that Soldiers peer Num gesistance. An The fields below are for any external fund. colliders receive outside of Federal Tuition Assistance. An State TA Funding Outside Funding Chapter 33 (Post 9/11) \$0.00 \$0.00 \$0.00 Solo \$0.00 \$0.00 Solo \$0.00 \$0.00 Comments \$0.00 \$0.00
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: *Class Status: Pending with the state of the state o
37.	Please note the Invoice Details and Grade Information Sections are completed by the school.	Invoice Details This enrollment has not yet beer invoiced or, it was dropped/rejected prior to invoicing.
38.	Select the " Submit " button to submit your TA Request.	Crade Information Experimenta please include them in the text box below. Submit Crade Information Experimenta please include them in the text box below. Submit Crade Information Experimenta please include them in the text box below.



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39.	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. 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.	Message No Cost TA Request Submitted (25000, 1383) WARNING: You have created a TA Request with no costs to the Army. If you continue with this process you will be responsible for the entire cost of the class. This is not why you intended, select the Cancel button and update the Unit Cost field. You can then select the Calculate Cost button and the Submitt button to have your request reviewed by an Army counsetor for approval CK Cancel
40.	The Account Information screen appears. Review the information and update any fields if applicable.	Count Information Home Index your contact information if there has been any change. Nete: Fields marked with an asterisk (*) are required. Index any arguming an APO address, make sure you have selected APO in the City field and UGA in the City field and
41.	Select the " Account Information Verified " button.	*Primary In timber Phone 573/271-2563 Preferred Email fuchs_flora_1578010@eau.com Account Information Verified
42.	Depending on if your school uploads tuition rates one of two messages will appear. A message stating your request has been submitted for review. OR	Message Your request has been submitted for review and you will be notified of the status through email. (25000,356) OK



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	A message stating that your request has been auto-approved. Regardless, of the message that appears you will be notified of the TA request status through email. Select the " OK " button.	Message Your request has been auto-approved, and you will be notified of the status through email. OK Message Your request has been submitted for review and you will be notified of the status through email. (25000,356)
43.	Another message appears stating changes to Army Cost will be reflected on your TA Details screen within one hour. Select the " OK " button.	Message Soldier's TA Detail page (25000,653) Note: All changes to Army Cost will be reflected on a Soldier's TA Detail page within one hour of the update. OK Message Soldier's TA Detail page (25000,653) Note: All changes to Army Cost will be reflected on a Soldier's TA Detail page within one hour of the update. OK
44.	If you want to submit an additional Request Tuition Assistance Form, select the " Yes " button.	Message New TA Request (25000,716) Would you like to submit a TA Request for another class? Yes No
45.	If not, select the Close link to return to your GoArmyEd homepage.	Home Add to Favorites Close Window
46.	If your TA request is approved, you will ne Authorization, submit it to your school, and information on printing the form, view the " Request " video.	ed to print the Army Tuition Assistance enroll in the class directly with the school. For Printing Approved Tuition Assistance



	Please take a few moments to review these frequently asked questions on how to reques
	Tuition Assistance using a Request Tuition Assistance form.
	GOArmyEd
	Frequently Asked Questions on the Tuition Assistance Request process in GoArmyE
	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.
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	 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.
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