Submitting a Federal Tuition Assistance Request

1. If this is the first time that you have applied for Federal Tuition Assistance, follow these steps to set up your account on GoArmyEd.com

If your TA application has already been approved, skip this and go to #2

◆Go to www.GoArmyEd.com and select "New User"

◆Complete the required information for a base role GoArmyEd account, which results in the creation of your GoArmyEd user name and password. The base role access will allow you access to training, helpdesk, on-duty classes, and testing. To request TA level access to register for college classes, the following steps must be completed:

◊ Log in to www.GoArmyEd.com using your user name and password

◊ Click the "Request TA Access" Smart Link, where you will be presented with the following steps:

■ Verification of TA Eligibility
■ Review of Training
■ Submission of your Statement of Understanding (SOU)
■ Selection of home school and degree plan
■ Completion of the Common Application

◆After completing the steps listed above, your Army Education Counselor/ESS/ESO will review your application and pending approval, activate your GoArmyEd account. You will receive an email when your application has been approved and you have access to request TA.

2. Once your TA application is approved, you must submit your classes

- Login to GoArmyEd.com
- Submit TA request:

This must be done no later than 14 days after classes begin

◆Select the "Request TA" Smart Link

◆Confirm your school is pre-populated, enter the class Subject, Catalog and the Class Start Date and select "Next"

◆The TA Request displays. Complete each required field in the Class Information and Class Cost sections. Select "Calculate Cost" to populate the Invoice section so you can see the final Army and Soldier cost.

Although VMI does not charge per credit hour, input $250 per hour to avoid confusion on the GOARMYED end.
9/18/12 Note from GOARMYED--For future reference for students per credit amount, for VMI we usually take the semester tuition cost of $6880 and divide it by the number of credits the student is taking. (This is for In-state students. If you are Out-of-state, use the $250 per hour figure)

◆Review your TA Request for accuracy and then select "Submit"

◆IMPORTANT: You must upload cost verification for the class to your GoArmyEd e-File (See "How to use e-File"). Verify that all information provided in the TA Request matches the information in your school's class schedule. Valid cost verification may include one or more of the following: statement of tuition of fees from school's catalog or website; screenshot from an online account with the school; an itemized receipt or current invoice from the school.

Failure to provide cost verification will result in your TA Request being denied.

◆When the TA Request is approved by the Army, you will receive a confirmation email

◆You must print and submit a copy of the approved TA Request to your school (Major McKelvey) when registering for classes

Note: If TA does not cover the entire cost of the class, you are responsible for the remainder, which will be billed directly by the school

3. Steps to take if your classes are rejected

Check the Support Summary section and your email account to see if GoArmyEd has sent you a notice regarding the reason for the rejection. If nothing has been sent, open a Helpdesk case and ask what is missing. Once you have provided the missing information, follow the steps below to have your TA request reviewed again:

- Login to GoArmyEd homepage
- Select “Request TA” in the Smart Links section
- Select the “View Historical TA Request Authorization Forms” link
- Select the "Search" button. (All TA requests will appear.)
- Select the title of the class and change the status from “Rejected” to “Pending” and select “Submit.” This will put your classes back into our queue for approval. Your request must be resubmitted prior to the course end date or the HQ ACES announced end of fiscal year cutoff date, whichever comes first.

4. If you drop a class or change your schedule after uploading the courses, please go back into the GOARMYED site and make the changes. When you do not it causes them to expect a grade for a class which you did not complete. Call 1-800-817-9990, if you are unsure of how to do this.

5. Documents which should be uploaded to your e-file:
    - Statement of Understanding (SOU)—once per year
    - Program Evaluation—SOCAD/Documented Degree Plan
    - Current Semester schedule with semester start and end dates
    - Account Summary from Post View