

1 - Accessing the TA Request Form

1

Smart Links

- Request TA...
- Change Degree/School...
- Course Planner...
- Withdraw from a Class...
- On-Duty Courses...
- Recoupment-Information...
- My Education Record
- Student Agreement/Degree Progress Reports
- Other Links

Select the **“Request TA...”** Smart Link under the Smart Links section of your GoArmyEd Homepage.

Note: Your TA request must be approved prior to the start date of the class. All requests made after the start date of the class will be required to be Soldier funded.

Note: A Statement of Understanding is due Quarterly. If it appears, scroll down the screen and select the radio button to acknowledge that you agree to the terms of the Statement of Understanding when using Tuition Assistance and **“Submit”**.

2

Search my class schedule | Enroll add | My Academics drop

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: Allied American University

Subject: (example: BIO)

Catalog Number: (example: 101)

Start Date Between: 03/05/2014 and 05/04/2014
(MM/DD/YYYY) (MM/DD/YYYY)

GoArmyEd Class Number: (example: 1136)

Next

[Advanced Search](#)

[View All TA Requests](#)

Jan - Mar 2014 Class Schedule

You are not registered for classes in this term.

The Select Classes to Add page appears. You are required to enter information in every field with an asterisk (*). When you have entered all required information, select the **“Next”** button to continue.

Note: You will receive a message noting your request is subject to the availability of funds. Select the **“OK”** button to continue.



How to Request TA Using the TA Request Form

1 - Adding Courses to the TA Request Form

One of two screens will appear.

1 A

Select the Search button when you have completed the fields. Then select the "Enroll" button next to the class you wish to enroll in.

The Non-LOI Class Search page will be displayed. You can search for a class using the fields available. The magnifying glass allows you to search for terms and the calendar icons allow you to search by start or end date.

OR

B

If the Request TA page appears, you must complete the entire form.



2 - Completing the TA Request Form

1

Student Information		
Empl ID:	1050727	Soldier Status: Active
Name:	Saucedo,Byrne	
Rank:	SFC	SSN: -0727
Phone:	249/062-8100	Email: saucedo_byrne_1050727@eau.com
Current PA Type:	eArmyU eCourse	Original PA Type: Traditional eCourse
PA Migration Date:	03/17/2011	
UIC Title / Code:	OTHER / OGE76P	
Geo Ed Center:	Not Identified Geo Ed Center	
Army Location:	CHEVAK G1	
Soldier Mailing Address		
381 N. Cass Street Dover, DE 19904		

School Information		
School:	MSU02	Dakota College at Bottineau
Degree Name:	Associate of Arts in General Studies - Business Administration	
Address:	105 Simrall Boulevard Bottineau, ND 583181159	
School Primary URL:	http://www.dakotacollege.edu/	School Secondary URL: SDN: ATA4DAKOTACXXN
POC Name:	Mansi Gaugin	
POC Phone:	9248561393	
POC Email:	Gaugin_Mansi_L1731300@eau.com	

The Student Information and School Information sections are pre-populated. **Note: DO NOT** use your Social Security Number. Enter your Student Identification Number provided by your school in the "School Student ID" field.

School Student ID:

2

Class Information			
Subject:	MTH	<i>EX: HIST</i>	Start Date: 03/01/2014
Catalog Nbr:	101	<i>EX: 225</i>	Fiscal Year: FY14
Class Section:	1	Class Title: College Algebra	End Date: 06/30/2014
Instruction Mode:	DL - Correspondence		
Degree Plan			

Upload Cost and/or Course Enrollment Verification Information

[Click Here for Cost Verification Information and Example](#)

The Class Information section is populated based on your search. If you did not use the search function, you must enter the "Start/End Date", the Class Section, and Class Title.

Note: Before your TA Request can be approved, you must attach a cost and course verification that includes your name and the name of your school.

3

Upload Cost and/or Course Enrollment Verification Information

*Title [Click Here for Cost Verification Information and Example](#)

*Description

Enter a Title and Description and select "Add Attachment" to upload cost verification and course schedule documents. File size is limited to 4096 KB. Reduce the file size or zip the file.

All Personally Identifiable Information (PII) must be removed. PII is any unique identifier to an individual to include, but not limited to, social security number (SSN), date of birth, place of birth, mother's maiden name and medical records.

If you are having trouble opening an attached document when using Internet Explorer 8, hold the CTRL button down as you select the document link or read the Recommended Browser Settings for IE8 under the Help Resources/General Technology Support pages. This will guide you in updating your computer's security settings to enable the download of documents.

Class Cost:

Complete the "Title" and "Description" fields and then attach your document using the "Add Attachment" button.



2 – Completing the TA Request Form

4 A

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	Residency Status
Semester Hour	0.00	\$0.00	0.00	\$0.00	No Residency
Total Class Cost			Additional TA-eligible Fees		Additional Soldier Fees
\$0.00			\$0.00		\$0.00
Original Army Cost			Original Soldier Cost		
\$0.00			\$0.00		

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

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

If your school uploads Tuition Rates, the "Unit" and "Unit Cost" fields will be pre-populated. If these fields are not pre-populated, you must enter the information from your system-generated cost and course verification.

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

B

WARNING: YOU MUST PAY!

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	Residency Status
Semester Hour	3.00	\$250.00	3.00	\$250.00	No Residency
Total Class Cost			Additional TA-eligible Fees		Additional Soldier Fees
\$750.00			\$0.00		\$0.00
Original Army Cost			Original Soldier Cost		
\$500.00			\$250.00		

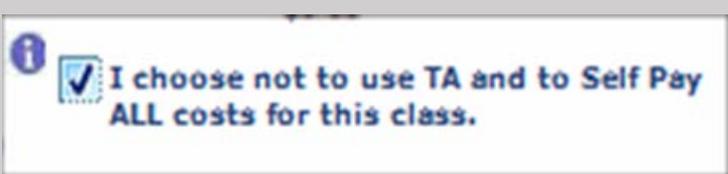
*Class Level Undergraduate Lower

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

I choose not to use TA and to Self Pay ALL costs for this class.
 Self Pay to TA

You will receive a warning notification warning you will be responsible for paying for the class.
Note: Tuition Assistance does not cover the cost of fees, including supporting instructional fees.

You have the option to not use TA for your course(s). If you would like to pay for all costs associated to this course(s), select the checkbox.





2 – Completing the TA Request Form

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Select the **“Submit”** button to submit your TA Request. Review your account information for accuracy when the Account Information page is displayed and select the **“Account Information Verified”** button when complete.

When your TA Request is approved, you will be required to submit the Army Tuition Assistance Authorization to your school and enroll in classes directly through your school.

3 – Important Information

Before your TA Request can be approved, you MUST attach system-generated cost and course verification that includes your name and the name of your school.

The cost and course verification can be separate documents or combined into one document; however, the documents cannot be manually-created by your school.

- 1. The cost verification (bill) must list your tuition and fees separately. Acceptable cost verification includes:**
 - A personalized receipt or screenshot from your school’s online account
 - A personalized invoice from your school’s online account
 - A statement of tuition and fees from your online student account
- 2. The course verification (schedule) must list all classes with the start dates, end dates, and number of credit hours for each.**



4 – Course/Cost Verification Examples

1

Examples of Acceptable Separate System-Generated Cost and Course Verification

ACCEPTABLE

ID: 121142
As of date: 01/04/2017 11:17 AM

Charge History for Spring 2017

Term	Description	Charge	Payments/ Financial Aid	Balance
2017 Spring	Bookstore-SIA-Tampa	\$253.20	\$0.00	\$253.20
2017 Spring	FA Trust ASU/KOnline A	\$48.00	\$48.00	\$0.00
2017 Spring	Special Class Fee (GER 101)	\$30.00	\$30.00	\$0.00
2017 Spring	Special Class Fee (GER 102)	\$30.00	\$30.00	\$0.00
2017 Spring		\$50.00	\$50.00	\$0.00
2017 Spring		\$3,500.00	\$3,500.00	\$0.00
2017 Spring		\$3,500.00	\$450.00	\$3,041.00
2017 Spring	e-Course Fee	\$40.00	\$40.00	\$0.00
Total:		\$7,851.20	\$4,157.00	\$3,694.20

Schedule for Spring 2017

Class #	Course	Title	Units	Instruc	Days	Times	Detail	Location
27195	GER 101	Elementary German	4.0	Wess, Staff			15/17 - 2/20/17	
27192	GER 102	Elementary German	4.0	Wess, Staff			3/13/17 - 4/26/17	
24160	HST 406	American Revolution 1763-1789	3.0	Van Cl		12:00 AM - 12:00 AM	3/13/17 - 4/26/17	
23903	HST 409	Civil War & Reconstruction	3.0	Slivens		12:00 AM - 12:00 AM	15/17 - 2/20/17	
Total Units: 14.0								

ACCEPTABLE

Account Detail for T... Oct 06, 2015 12:19 pm

Transactions on your account, including current and future balance totals for the term and other terms.

201601 Fall 2015 Term Detail

Detail Code	Description	Charge	Payment	Balance
2401		\$1,168.00		
7025	Netel payment payment(AGS)	\$233.61	\$934.39	
Net Term Balance:			\$934.39	
Net Balance for Other Terms:			\$0.00	
Account Balance:			\$934.39	
Current Amount Due as of Oct 06, 2015:			\$934.39	

Student Detail Schedule: Fall 2015
Oct 06, 2015 12:31 pm

Total Credit Hours: 8.000

College Chemistry I - CHEM 1806 - 0

Associated Term: Fall 2015
CRN: 18241
Status: **Registered** on Oct 01, 2015
Assigned Instructor: Karpi L. Marshall
Grade Mode: Normal (A-F)
Credits: 3.000
Level: Undergraduate
Campus: Virtual Campus

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	78A					

Trigonometry - MATH 1830 - 0

Associated Term: Fall 2015
CRN: 18332
Status: **Registered** on Oct 01, 2015
Assigned Instructor: [Redacted]

Grade Mode: Normal (A-F)
Credits: 3.000
Level: Undergraduate
Campus: Virtual Campus

Scheduled Meeting Times



4 – Course/Cost Verification Examples

2

Examples of Acceptable Consolidated System-Generated Cost and Course Verification

ACCEPTABLE

Statement of Charges
Student Account Services

Statement Date: Summer 2016 05/16/2016 - 08/05/2016

Student ID: [REDACTED]
UCF #: [REDACTED]

Class Schedule						
Class	Course	Session	Description	Days	Time	Hrs
5414	HSA 4250C	D	Coding Procedures II		12:00 AM - 12:00 AM	3.0
6224	HSA 3423	C	Health Law			3.0
6134	HSA 4702	C	Health Sci Research Methods			3.0
Total Hours						9.00

Tuition and Fee Charges				
Description	Hours	Rate	Amount	Total
UGRD Tuition	3.0	\$105.07	\$315.21	
UGRD Tuition	6.0	\$166.07	\$996.43	
UGRD Differential Tuition Fee	3.0	\$44.20	\$132.60	
UGRD Differential Tuition Fee	6.0	\$44.20	\$265.20	
UGRD Capital Improvement Fee	3.0	\$6.76	\$20.28	
UGRD Capital Improvement Fee	6.0	\$6.76	\$40.56	
UGRD Financial Aid Fee	3.0	\$5.16	\$15.48	
UGRD Financial Aid Fee	6.0	\$5.16	\$30.96	
UGRD Activity and Service Fee	3.0	\$11.67	\$35.01	
UGRD Activity and Service Fee	6.0	\$11.67	\$70.02	
UGRD Transportation Fee	3.0	\$9.10	\$27.30	
UGRD Transportation Fee	6.0	\$9.10	\$54.60	
UGRD Health Fee	3.0	\$10.84	\$32.52	
UGRD Health Fee	6.0	\$10.84	\$65.04	
UGRD Athletic Fee	3.0	\$14.32	\$42.96	
UGRD Athletic Fee	6.0	\$14.32	\$85.92	
UGRD Technology Fee	3.0	\$5.16	\$15.48	
UGRD Technology Fee	6.0	\$5.16	\$30.96	
Distance Learning Fee WWW	3.0	\$18.00	\$54.00	
Distance Learning Fee WWW	3.0	\$18.00	\$54.00	
ID Service and Access Fee		\$10.00	\$10.00	
Total Tuition and Fee Charges			\$2,028.52	

Payments, Waivers, Third Party & Financial Aid		
Description	Amount	Total
Credit	\$0.00	
Total Payments		\$0.00
Total Unpaid Tuition and Fee Charges		\$2,028.52

ACCEPTABLE

MATRICULA

Facultad: [REDACTED] ID: 5003
 Nivel: [REDACTED] ESCUELA: ESTUDIOS PROFESIONALES AHORA PRIMER SEMESTRE 15-16 (201611)
 Campus: [REDACTED] PROGRAMA DE ESTUDIOS: PUBLIC HEALTH

PROGRAMA DE CLASES													
PT	COMIENZO	FIN	CRN	CURSO	SEC	TITULO	CR	HC	NIVEL	DÍAS	HORARIO	EDIFICIO	SALON
E02	30/AUG/2015	03/OCT/2015	51438	ACCO-500	20F	FINANCIAL ACCOUNTING	3	3	02	F	06:00-09:59PM	CUB	TBA
E03	04/OCT/2015	07/NOV/2015	51442	HEM-500	20W	LEADER & ORG BEHA HEALTH SERV	3	3	02	W	06:00-09:59PM	CUB	TBA
E04	08/NOV/2015	16/DEC/2015	51443	HEM-600	20S	FUND IN THE EVAL HEALTH SERV	3	3	02	S	08:30-12:29PM	CUB	TBA

Creditos de cursos (CR): 9
Horas Contacto (HC): 9

ESTADO DE CUENTA

CARGOS		PAGOS Y AYUDA FINANCIERA		TOTAL CARGOS ACTUALES	
DESCRIPCIÓN	CANTIDAD	DESCRIPCIÓN	CANTIDAD		
	\$1,029.00	DEBITA CREDIT/DEBIT CARD PAYMENT	\$610.00	BALANCE ANTERIOR	\$ 0.00
	\$450.00			*BALANCE DE TÉRMINO ACTUAL	\$ 1,029.00
	2,439.00	TOTAL PAGOS Y AYUDA FINANCIERA	\$ 610.00	**CANTIDAD DEUDA	\$ 1,829.00

* Cargos Totales - Pagos
** Balance Anterior + Balance de Término Actual

PLAN DE PAGO

Favor de referirse a la Política Fiscal de matrícula en el siguiente enlace: [REDACTED]

ACUERDO/AUTORIZACIÓN

Este Programa/Factura certifica los cursos matriculados en el periodo académico y los cargos adeudados por los mismos. Las ayudas económicas (Pel, SEOG, préstamos, etc.) están sujetas al cumplimiento con la reglamentación federal y las normas académicas. El estudiante es responsable de dar seguimiento a su solicitud de ayuda financiera. Autorizo a la institución a aplicar cualquier reembolso a los cargos de términos presentes o futuros. Un cargo de \$50 será aplicado por vencimiento del plan de pagos.



4 – Course/Cost Verification Examples

3

Examples of Unacceptable Manually-Created Cost and Course Verification

May 13, 2016

UNACCEPTABLE

RE: CHEM 1011 Gen Chem I with lab; start date 6/1/16; end date 9/21/16

Tuition cost per credit hour \$330 @ 4	1,320.00
Registration Fee	25.00
General Service Fee	
Malpractice Insurance	
Technology Fee	
Course Materials	
Other	
TOTAL	1,345.00

Sincerely,

UNACCEPTABLE

College:
Degree Title:
Student Name:
Student ID:

*SIGNATURE OF COLLEGE OFFICIAL:
NAME OF COLLEGE OFFICIAL:

STUDENT SIGNATURE:

Course Code	Subject	Semester	hour	Start Date	End Date
PSYC101	Introductory Psychology	3		5/31/2016	7/09/2016
HEAT111	U.S. History I	3		5/31/2016	7/09/2016

TA BILGIBILE FEES:

ONLY PER SEMESTER	SEMESTER CREDITS	TOTAL CREDITS	TUITION TOTAL
209	3	287	\$267
209	3	287	\$267
			\$534

TA NON BILGIBILE FEES:

PARKING/MEAL FEE	\$30
TECHNOLOGY FEE	\$185
INSTRUCTIONAL	\$30
REGISTRATION FEE	\$30
ACTIVITY FEE	\$4
INSURANCE FEE	\$29
	\$329

UNACCEPTABLE

To Whom It May Concern:

This letter is to confirm that [redacted] is currently enrolled in [redacted] of Arts in Psychology program and is enrolled in the following course for 2017 Spring I term

Course Number	Course Name	Start Date	End Date	Mode of Delivery	Semester Credits	Tuition Cr.	Tuition Course	Fees
PSY316	Cognitive Psychology	1/3/2017	2/28/2017	Online	3	\$250	\$750	0

Please feel free to contact me should you need additional information.

Sincerely,