



MISSISSIPPI NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
1410 RIVERSIDE DRIVE  
JACKSON, MISSISSIPPI 39202



Toll free: 866-403-1289 ♦ CM: 601-313-6183 ♦ DSN: 312-293-6183 ♦ CM: 601-313-6442

## GoArmyEd - FEDERAL TUITION ASSISTANCE

### MAJOR CHANGES:

1. Due to a recent determination by the Department of Defense (DoD), Soldiers can no longer use **Federal Tuition Assistance (FTA)** and **GI Bill benefits (Chapters 1606 and 1607)** for the SAME course. Soldiers may use both FTA and GI Bill benefits during a semester, as long as they **don't use both benefits** at the **same time** for the **same course**. If this applies to you, please contact your VA School Certifying Official (SCO) at your school for further information.

2. **ALL** GoArmyEd Tuition Assistance (TA) Requests **MUST BE APPROVED PRIOR** TO THE COURSE START DATE.

Courses **NOT** approved **BEFORE** the course start date are **SELF-FUNDED** by the Soldier.

Soldiers may **input TA requests up to 60 days prior**, but **no later than 14 days BEFORE** the course start date. This will allow education counselors adequate time to process the TA request **PRIOR** to the course start date. For example, if a course begins on 17 August, TA requests **MUST** be submitted no later than 3 August. TA requests are processed on a first-come, first-served basis. There's no guarantee TA requests will be approved for Soldiers that wait until the last minute to submit TA requests.

Keep in mind, Soldiers must already have an approved course planner if a course planner is required before they can request tuition assistance.

3. Soldiers **CANNOT** use an AKO email, i.e. [john.smith@us.army.mil](mailto:john.smith@us.army.mil) as their preferred email address. Soldiers must use either a mail.mil, civ.mil, or a .com email as their preferred email address. They can also use a civilian email such as gmail, hotmail, bellsouth, AOL, etc.

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## DO I QUALIFY FOR FEDERAL TUITION ASSISTANCE (FTA)?

- **IF YOU HAVE SUCCESSFULLY COMPLETED ONE YEAR OF SERVICE AFTER GRADUATION FROM AIT, WOBC, OR BOLC.**
- If you are **applying** for tuition assistance for a **master's program**, you **MUST** have **completed a minimum of 10 YEARS OF SERVICE**. This **ONLY** applies if TA was used previously to pay for any portion of undergraduate course work.
- If you are serving in a **SATISFACTORY** status and have **NO FLAGGING ACTIONS** in the Army National Guard and don't have an Expiration Term of Service (ETS) or Mandatory Removal Date (MRD) **prior** to the completion of course(s).
- If you are **NOT** assigned to the ING or IRR.
- If you are a CW2 or 1LT or above you will be subject to a 4 year Reserve Duty Service Obligation (RDSO) or a 2 year Active Duty Service Obligation (ADSO).
- If you are **NOT** a recipient of an ROTC scholarship.
- If you have **NOT** already earned a master's degree or higher. Exceptions are **initial** state teacher certification and chaplain certification (**Chaplain Candidates are not eligible**).

## WHAT WILL FTA PAY FOR?

- **100 percent of tuition costs up to \$250.00 per semester hour, \$167.00 per quarter hour, or \$5.55 per clock hour, not to exceed 16 SEMESTER HOURS PER FISCAL YEAR (1 October – 30 September).**
- FTA may pay towards the cost of tuition if the college/university is regionally or nationally accredited **AND** is an active GoArmyEd participant.
- Funded courses **must be listed** on your **documented degree plan** from the school.
- FTA may pay towards the first Associate, Bachelor, Certificate, or Master's credential/degree with limitations of up to **130 undergraduate** hours and **39 graduate** hours. **FTA will not pay for a second degree or credential in any of these categories, regardless of the funding source used for the first degree or credential.**

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## GRADE REQUIREMENTS

- **Undergraduate students** must maintain a **2.0 or above GPA** on a four-point scale for TA-approved courses. Students that receive a grade of **"D" or "F"** for a course will be **recouped** for the amount of tuition assistance paid for the course.
- **Graduate students** must maintain a **3.0 or above GPA** on a four-point scale for TA-approved courses. Students that receive a grade of **"C", "D", or "F"** for a course will be **recouped** for the amount of tuition assistance paid for the course.

## WHAT WILL FTA NOT PAY FOR?

- FTA will **NOT** pay towards:
  - **Courses leading to a lower, lateral, or duplicate postsecondary credential or degree that has been documented in your education record, regardless of funding source.**
  - **First Professional degrees are NOT eligible.** This includes, but is not limited to, Doctor of: Chiropractic, Dental Science, Dental Medicine, Juris Prudence (also known as Juris Doctor), Medicine, Optometry, Osteopathic Medicine/Osteopathy, Pharmacy, Podiatric Medicine/Podiatry, and Veterinary Medicine.
  - **Any program that bundles costs (the charges for the program must be charged by the course and NOT as a lump sum for the program).**
  - Continuing Education Units (CEUs).
  - **Any Fees (Tuition assistance pays toward the costs of tuition only).**

## WHAT DO I DO TO GET STARTED?

**START NOW!** A little work on your part **WILL** pay big dividends. You **MUST** begin the process early.

**TAKE ADVANTAGE OF THE EDUCATION BENEFITS YOU'VE EARNED!**

TA REQUESTS MUST BE APPROVED BY AN EDUCATION COUNSELOR **PRIOR** TO THE CLASS START DATE.

Soldiers may **input TA requests up to 60 days prior**, but **no later than 14 days BEFORE** the course start date. For example, if a course begins on 17 August, TA requests **MUST** be submitted no later than 3 August.

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Courses **NOT** approved **BEFORE** the course start date are **SELF-FUNDED** by the Soldier.

TA requests are processed on a **first-come, first-served** basis. There's no guarantee TA requests will be approved for Soldiers that wait until the last minute to submit TA requests.

Keep in mind, Soldiers must already have an approved course planner if a course planner is required before they can request tuition assistance.

- **Let's Begin**. If you don't already have a GoArmyEd account:
  - **Establish a GoArmyEd Tuition Assistance Account.**
    - Go to [www.GoArmyEd.com](http://www.GoArmyEd.com). SCROLL DOWN, on the right side of screen check **"Student"**, click **Create/Activate Account**. Enter SSN and Date of Birth, click submit. Complete the required training for a base role GoArmyEd account, which results in the creation of your GoArmyEd user name and password. **Don't lose your password! This is extremely important!**
    - Ensure you input your **preferred email address** with **good contact numbers**. You **CANNOT** use an AKO email, i.e. [john.smith@us.army.mil](mailto:john.smith@us.army.mil) as your preferred email address. You must use either a mail.mil, civ.mil, or a .com email as their preferred email address. You can also use a civilian email such as gmail, hotmail, bellsouth, AOL, etc.
  - To request TA-level access to register for college classes, the following **steps MUST be completed**.
    1. Log in to [www.GoArmyEd.com](http://www.GoArmyEd.com) using your user name and password.
    2. Select the **"Request TA Access"** Smart Link, where you will be presented with the following steps:
      - \* **Verification of TA Eligibility**
      - \* **Review of Training**
      - \* **Selection of home school and degree plan**
      - \* **Completion of the Common Application**
      - \* **Submission of your TA Statement of Understanding (SOU)**
    3. After you complete the steps listed above, an Army Education Counselor will review your application. Upon approval, your GoArmyEd account will be activated.

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## AFTER YOUR ACCOUNT IS ACTIVATED

- You will receive an email advising your account has been activated.

Depending on the school you attend and the degree you pursue, you will be presented with one of several enrollment paths. GoArmyEd will determine your path automatically and all approved TA will be paid directly to your school by the Army upon successful class completion. If you are required to complete the Course Planner, the Course Planner must be approved to enroll in classes.

View “**GoArmyEd’s Class Enrollment Guide Overview**” reference document for more information on enrolling in a class by selecting the “**View Reference Documents**” link located in the **Training Resources** section on your **GoArmyEd homepage**.

**The following instructions apply if you are attending a Non-LOI school.** The term Non-LOI school refers to accredited, postsecondary education schools that have not signed a Letter of Instruction (LOI) with the Army to integrate their schedule of classes, tuition costs, and course registration processes within the GoArmyEd program. **Most public and private universities within the State of Mississippi are Non-LOI schools and require a Course Planner.**

*Letter of Instruction (LOI) schools usually do not require that you input a Course Planner, because the degree plans, class schedules, tuition costs, and course registration processes are already integrated into the GoArmyEd system. Contact a GoArmyEd Education Counselor if you have any questions.*

## DOWNLOADING DOCUMENTS TO DESKTOP

To expedite your Tuition Assistance process for a Non-LOI school, start by **scanning and saving** the following **three (3)** documents as **separate PDF files** to your computer desktop.

**In most cases, you’ll have to download and print the documents from your school web account, and then scan and save the documents as PDF documents to your desktop.**

- You’ll need these files later when you input your course information and upload documents in GoArmyEd to your eFile.
  - DOCUMENTED DEGREE PLAN/STUDENT AGREEMENT.** A documented degree plan must include **four (4)** items:
    - Soldier’s name
    - Listing of all of the requirements for degree completion
    - Evaluation of transcripts, to include military training and college credits previously earned
      - Note: Your military training is evaluated on your **Joint Services Transcript (JST)**. To get a copy of your JST, go to:

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- <https://jst.doded.mil> AND submit the transcript to your school's registrar for evaluation.
  - Endorsement by the school (hand-written or digital signature of a school official) OR degree plan generated directly from the school's online automated degree audit system. **See official policy on page 14.**
- 2) **COURSE TUITION COSTS.** The detailed bill consists of official school documentation with student's name, such as an itemized receipt, a current invoice, or a statement of tuition and fees specific to your enrollment. **When uploading the DETAILED BILL, tuition and fees MUST be listed separately** with courses identified showing a breakdown of cost-per-semester/quarter/clock-hour and fees. **The bill must specify Tuition = X amount of dollars.** A page out of the school catalog will not suffice. **See an example on page 16.**
- 3) **CLASS SCHEDULE** with student's name showing all courses with the **START** and **END** dates, course department and numbers, course names, course hours and days/times for each class. **See an example on page 16.**

## UPLOADING DOCUMENTS TO EFILE

Next, upload the **THREE (3)** documents to your **eFile**:

STEP 1: Login to [www.GoArmyEd.com](http://www.GoArmyEd.com).

STEP 2: Select "My Education Record" Smart Link

STEP 3: Select the "eFile" tab and scroll down

STEP 4: **Under Upload eFile.** Complete the required fields (**Title** and **Description**).

Ensure you select the correct transaction type for **EACH** file you upload. Only one file can be uploaded at a time.

STEP 5: Select "**Browse**" to find the following PDF file you have **previously scanned** and saved to your computer desktop.

✓ **DEGREE PLAN**

Transaction Type - **Course Planner Student Agreement/Documented Degree Plan**

STEP 6: Select "**Upload File**".

Repeat steps 4-6 for School Tuition/Fee Cost and Class Schedule.

✓ **COURSE TUITION & FEE COSTS**

Transaction Type – **Cost Verification and Course Schedule**

✓ **CLASS SCHEDULE**

Transaction Type – **Cost Verification and Course Schedule**

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Once **EACH** document with the **CORRECT** transaction type has been uploaded to your eFile, you are ready to apply for tuition assistance!

**NOTE: If you already have an approved degree plan, you don't have to upload another degree plan unless your degree plan changes.**

### **HOW TO INPUT THE COURSE PLANNER**

**STEP 1.** Login to [www.GoArmyEd.com](http://www.GoArmyEd.com) with your Username and Password

**STEP 2.** To determine if a course planner is required, click on the Request TA Tab, if it takes you to the Course Planner page, a Course Planner is required. If not, proceed to Step 4 below.

**STEP 3.** Complete the Course Planner. Select the **"How to use Course Planner"** link under **Training Resources** on your screen for assistance using the Course Planner.

#### **Basic Steps:**

- a. Get an official Student Agreement / Documented Degree Plan from your school.
- b. Select the Course Planner Smart Link on your GoArmyEd homepage.
- c. The first step on your Course Planner is to upload your degree plan unless you have already uploaded one to your eFile.
- d. Next enter the number of **REMAINING** units you need to graduate (this should be provided by your school on the degree plan). **ENSURE** you input **ALL** the course **hours** you have **remaining**.
- e. Click the **"Select School"** button to select the school from which you plan to take a course.
- f. If the course you wish to take has been uploaded to GoArmyEd by your school, you will be prompted to search for the course to add it to your Course Planner. **If the school has not uploaded the course you need, manually enter the required course information. Ensure the course you input is listed on your degree plan.**
- g. To enter the information for the other courses listed on your degree plan, you **REPEAT** the process by clicking **"Select School"** and again entering the course information. After entering all your remaining courses, click and place a checkmark by each course. Now, click **SUBMIT**. The status will change from **"NEW"** to **"PENDING"**.
- h. Once the status is showing **"PENDING"**, it is sent to an education counselor for approval.

**STEP 4. YOU WILL NOT BE ABLE TO REQUEST TUITION ASSISTANCE UNTIL YOU HAVE AN APPROVED COURSE PLANNER.** Once your course planner is approved or one is not required, select the **"Request TA"** button from your GoArmyEd home page.

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**Note:** When you select the “Request TA” smart link and you don’t have an approved Course Planner, the Course Planner page will appear and you’ll have to complete a Course Planner as noted above in STEP 3.

## HOW TO REQUEST TA

**STEP 1.** Login to [www.GoArmyEd.com](http://www.GoArmyEd.com) with your Username and Password.

**STEP 2.** Select **"REQUEST TA"** page. If required, sign your SOU using your GoArmyEd password. You will then be taken to the **"COURSE PLANNER"** page.

**STEP 3.** Select the course from the **"Course Planner"** page you wish to take and click enroll. Then, **confirm** school, class subject, and class number, and number of hours are pre-populated. Enter the Class **Start** and **End** dates.

**STEP 4.** Complete each required field in the Class Information and Class Cost Sections.

**SEARCH** your **eFile** and **ATTACH** your **Course Schedule** AND **Course Tuition** Costs.

**Class Schedule – Transaction Type – Costs and/or Course Enrollment Verification** showing all courses with student’s name with the course **START** and **END** dates, **course department and numbers, course names, course hours,** and days/times for each class.

**Course and Fee Cost – Transaction Type – Costs and/or Course Enrollment Verification** consisting of official school documentation with student’s name such as an itemized receipt, a current invoice, or a statement of tuition and fees specific to your enrollment. **Tuition and fees must be listed separately with courses identified showing a breakdown of cost-per-semester/quarter/clock-hour and fees.** **The bill must specify Tuition = X amount of dollars.**

**Unit Type** will be **Semester, Quarter, or Clock.** **Unit** will be the number of hours for the course, i.e. 3.00. **Unit Cost will be the cost per hour, NOT per course.** Select **“Calculate Cost”** to populate the invoice section so you can see the final Army and Soldier’s costs. **To determine the cost per hour, divide the tuition costs by the total number of hours listed on the schedule.** The unit cost per semester hour is calculated based on the **total** number of hours **listed on the class schedule.** For example, a school charges **\$3,372.00** for students that take 12-18 semester hours. **A student’s schedule reflects 16 semester hours.** To determine the **unit cost,** the Soldier divides **\$3,372.00** by **16** which equals **\$210.75** per semester hour. In this case, if the Soldier requested tuition assistance for all 16 hours listed on the schedule, the amount of tuition assistance approved would be \$3,372.00 which would cover the entire tuition amount.  **$\$210.75 \times 16 = \$3,372.00$**

**However,** if the Soldier only requested tuition assistance for **12** of the **16** hours listed on the schedule, the Soldier would **only** receive \$2,529.00.  **$\$210.75 \times 12 = \$2,529.00$**

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**STEP 5.** Verify all the information you provided in the TA Request matches the information you've uploaded to your eFile.

**STEP 6.** Review your TA Request for accuracy and then select **"Submit"**.

**IF YOU RECEIVE A RED POP-UP MESSAGE THAT STATES  
THE COURSE IS SELF-FUNDED, DO NOT PROCEED  
UNLESS YOU INTEND ON PAYING FOR THE COURSE.**

Contact an education counselor if you have **ANY** questions regarding your TA request.

**STEP 7.** Confirm your email address information and your contact information.

**STEP 8.** Click **"Account Information Verified"** button. Click **OK**.

**STEP 9.** If you need to request TA for another class Click **YES**. If not, exit the screen. ENSURE you input **ALL** the courses listed on your schedule you wish to receive tuition assistance for.

**STEP 10.** When the TA Request is approved by the Army, you will receive a confirmation email.

**SUBMIT TA APPROVAL FORM TO SCHOOL'S BUSINESS OFFICE**

**STEP 1.** To print the TA Approval Form, select the **"Other Links"** Smart Link from your **home page**, then select the **plus icon** next to **"After You Enroll in a Class"** and select the **"View All TA Requests"** link.

**STEP 2.** Select **"Search"** and then select **one course** from the desired term and a new screen will open. Place a check in the **"Print Select"** checkbox for the courses you want to print on your TA Form.

**STEP 3.** Select the **"Print TA Form"** button and a report will run. A link will be displayed when the report is done. Select the link to view the report, **"Click here to view report"**.

**STEP 4.** Print or save the PDF form to your computer.

**STEP 5. Submit the approval form to your school's business office!**

**Ensure the data on the TA Approval Form is correct. If you identify an error, it is your responsibility to notify the education office to see if a correction can be made.**



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## ANSWERS TO YOUR GOARMYED QUESTIONS

On the GoArmyEd home page, in the Training Resources Block, click on View Reference Documents. For Reference Document Category, Select "ALL". Click on "Date Updated" on the far right twice. You want to sort the documents with the most recent on top. Select the PDF or video for the information you wish to view.

The use of these resources will answer many of your questions and serve as a tremendous help as you navigate the tuition assistance process.

### HOW TO CHANGE CONTACT INFO/PREFERRED EMAIL ADDRESS

The use of email is the primary means of communication in GoArmyEd. Soldiers **CANNOT** use an AKO email, i.e. [john.smith@us.army.mil](mailto:john.smith@us.army.mil) as their preferred email address. Soldiers must use either a mail.mil, civ.mil, or a .com email as their preferred email address. They can also use a civilian email such as gmail, hotmail, bellsouth, AOL, etc.

1. **Log into your GoArmyEd account.** The Welcome Screen appears.
2. Under Smart Links, Click on **My Education Record** tab.
3. The Student Record Screen appears. On the right side of screen, under Personnel, click on **Account Information**. The Account Information Screen appears.
4. **Verify the mailing address is correct.** Make necessary changes.
5. **Verify Primary and Alternate Phone numbers.** Make necessary changes.
6. **Verify Alternate and Preferred Email Addresses.** If the addresses are incorrect, enter another email address in the Alternate Email box. Then, click **Update Account Information**. The Account Information screen appears with a message, "Your account information was successfully updated."
7. Click back on **Return to Account Information**. Verify your changes. Under Preferred Email, click on the drop down box. Choose the email address you want as your Preferred Email. Now, click **Update Account Information**. Once you've done that, you are taken back to the Account Information Screen. The Account Information screen appears with a message, "Your account information was successfully updated." Click on **Return to Account Information** once again and verify the changes. If your Preferred Email address is reflected in the Preferred Email box then the update is complete.

### HOW TO CHANGE HOME SCHOOL AND DEGREE PLAN

- Soldiers who wish to change their home school and/or degree plan in GoArmyEd can create a helpdesk case or contact an Army Education Counselor to discuss options. An Army Education Counselor is the only one that may approve a request to change a degree plan. **IF** a degree plan is **changed**, a **NEW Course Planner** is required.

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## HOW TO WITHDRAW OR DROP A CLASS

- A **drop** is defined as a cancellation of a class **before** any TA financial obligations have occurred. The TA applied toward your class tuition cost is fully refunded to your account.
- A **withdrawal** is defined as cancellation of a class **after** a financial obligation has been incurred. Depending on when you process a withdrawal, you may or may not receive a partial refund of TA benefits applied toward the class tuition costs.
- **If possible, you want to drop a class without a financial penalty. Deadlines for dropping classes without financial penalty are specified in your school's tuition refund schedule.** Each college has its **own** tuition refund schedule for classes dropped after the drop deadline.
- Soldiers **MUST** drop **each individual** class they want dropped through GoArmyEd **AND** the **school** before the class end date. **BEFORE** dropping a class, notify the **GoArmyEd representative in the Education Office to ensure you follow proper procedures.**

## PROCEDURES TO WITHDRAW OR DROP A CLASS

- **STEP 1.** Login to [www.GoArmyEd.com](http://www.GoArmyEd.com) and select the **"Withdraw from a Class"** Smart Link located on the homepage. The Select Classes to Drop screen appears.
- **STEP 2.** Select the checkbox in the "Select" field next to the class you want to drop.
- **STEP 3.** Select the "Drop Selected Class" button.
- **STEP 4.** The **Confirm your Selection** screen appears.
  - a. **If you decide to drop or withdraw from a class but don't have an approved military reason for canceling, you must repay the Army for any tuition assistance used to fund the class.** If this is the case, select the drop down arrow in the "Action" field and select the **Withdrawal – Personal Reasons** option. Select the **"OK"** button to continue. Select the **"Finish Dropping"** button.
  - b. **If you are dropping a class for approved military reasons which are due to unexpected military events/family emergencies and not scheduled military training,** select the drop-down arrow in the "Action" field and select the **Withdrawal – Military Reasons** option. Carefully read the pop-up message stating you must upload the signed Request for TA Recoupment Waiver – Withdrawal for Military Reasons form to your eFile. **Select the "OK" button to continue.** Select the "Request for TA Recoupment Waiver for (WM) Military Reasons" link to access and download the form. Select the **"Finish Dropping"** button to complete the process of withdrawing. Soldiers **MUST** have the military withdrawal approved by the Army **within 60 days of the initiation of the withdrawal to prevent recoupment.**



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c. Download and complete the Request for TA recoupment Waiver – Withdrawal for (WM) Military Reasons Form. Upload the signed waiver request to your eFile, along with supporting documentation, (i.e. orders, medical documentation) from the battalion commander or first LTC/O5 in the chain of command. The eFile transaction type is Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons. If not on Active Duty, the form can be signed by your unit commander. Once the form is uploaded, the Education Services Officer will approve/disapprove the request. A military withdrawal form is also located on page 15.

### **FORGOT YOUR USERNAME OR PASSWORD?**

- Click on “Forgot your username and/or password?”
- Enter the last 5 digits of your Social Security Number and your Date of Birth, and then click “Submit”.
- Create your new password and click “Submit”.
- A confirmation email will be sent to your preferred email account with your username and new password.

### **HOW TO CHECK YOUR TA BALANCE**

- Login to [www.GoArmyEd.com](http://www.GoArmyEd.com) and look in the My Education section to see how many semester hours you have remaining to request tuition assistance for.

### **HOW TO SUBMIT A TA STATEMENT OF UNDERSTANDING**

When the TA SOU is due, Soldiers will be prompted to review and acknowledge an electronic version of the Tuition Assistance Statement of Understanding. Soldiers will enter their GoArmyEd password as their electronic signature.

### **HOW TO RESOLVE A HOLD**

Log into your GoArmyEd account. The Welcome Screen appears. Scroll down. Under Tuition Assistance (TA) Status, any holds will be listed. Take appropriate actions to have holds removed. A hold is applied to enforce Army Regulation 621-5 and other tuition assistance policies and regulations. Holds are removed automatically when the issue is resolved. For more information on holds and how they are resolved, go to the My Education section of your GoArmyEd homepage. Holds for suspension of favorable personnel actions are lifted once the GoArmyEd system is updated to reflect the flag has been removed. For this to occur, **SIDPERS must be updated by your unit**. Once SIDPERS is updated, it can take up to 60 days before the change is reflected in GoArmyEd. If you feel you have been flagged in error, you must contact your unit for resolution. Unfortunately, education counselors cannot defer the hold. Contact an education counselor if you have any questions.



MISSISSIPPI NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
1410 RIVERSIDE DRIVE  
JACKSON, MISSISSIPPI 39202



Toll free: 866-403-1289 ♦ CM: 601-313-6183 ♦ DSN: 312-293-6183 ♦ CM: 601-313-6442

## WHERE TO GET HELP

On the GoArmyEd home page, in the Training Resources Block, click on View Reference Documents. For Reference Document Category, Select "ALL". Click on "Date Updated" on the far right twice. You want to sort the documents with the most recent on top. Select the PDF or video for the information you wish to view.

The use of these resources will answer many of your questions and serve as a tremendous help as you navigate the tuition assistance process.

## OTHER RESOURCES:

- Login to [www.GoArmyEd.com](http://www.GoArmyEd.com)
  - Click on the Help Desk Tab
  - Click on Help Desk Resources
- Contact the GoArmyEd Helpdesk:
  - CONUS toll-free: **1-800-817-9990**
  - For the OCONUS toll-free number: Go to [www.GoArmyEd.com](http://www.GoArmyEd.com) and select the "Helpdesk" link and select Help Desk Contact Information
- Create a case from the GoArmyEd Homepage:
  - Select "Create a Helpdesk Case."
  - Provide a description of your concern.
  - An email confirmation of your request and the resolution will be sent to your preferred email account.

Contact YOUR Mississippi Army National Guard Education Office  
Toll free: 866-403-1289 ♦ CM: 601-313-6183 ♦ CM: 601-313-6442

*Joint Force Headquarters, Mississippi National Guard  
ATTN: JFH-MS-G1-OS-ED, 1410 Riverside Drive, Jackson, MS 39202*

## ATTACHMENTS:

- Requirements for Documented Degree Plans and Servicemembers Opportunity Colleges Army Degrees (SOCAD) Student Agreements (SA) dated 28 Jan 2013
- Request for TA Recoupment Waiver – Withdrawal for Military Reasons Form
- Invoice / Schedule Example

## GOOD LUCK IN YOUR STUDIES!

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Ensure your PREFERRED email address in GoArmyEd is correct so you will receive the latest changes!



(UNCLASSIFIED)

INFORMATION PAPER

AHRC-PDE  
28 January 2013

SUBJECT: Documented Degree Plans and Servicemembers Opportunity Colleges Army Degrees (SOCAD) Student Agreements (SA)

1. Purpose: To provide guidance to Army Continuing Education System (ACES) personnel on documented degree plans and student agreements.

2. Facts:

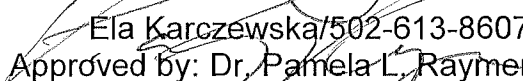
a. A documented degree plan and SOCAD SA include four items: 1) Soldier's name, 2) listing of all of the requirements for degree completion, 3) evaluation of transcripts, to include military training and college credits previously earned and 4) endorsement by the school (hand-written or digital signature of a school official OR degree plan generated directly from the school's online automated degree audit system). Note: Planning worksheets and online student degree planners only become documented degree plans when they include the above four requirements.

b. A Soldier becomes eligible for a documented degree plan or SOCAD SA after completing six (6) semester hours at the home school (AR 621-5); or within 60 days of admission and when all transcripts have been provided (applies to schools that signed DoDI 1322.25, 15 March 2011 or DoDI 1322.25, 6 December 2012, Change 1).

c. It is each Soldier's responsibility to request a documented degree plan and to provide all required documents, such as transcripts, to the home college in a timely manner. A school may decline to complete a formal evaluation if it has not received all of the required documents. Army Education Counselors may defer Student Agreement Holds in GoArmyEd after careful consideration of reasons for deferral.

d. Letter of Instruction (LOI) schools receive a weekly report indicating when student agreements are due and have established a systematic process to ensure that Soldiers receive their SOCAD SA in a timely fashion. For Soldiers in fully developed degree plans, schools submit the student agreement file electronically and approval of an Army Education Counselor is not required.

e. Documented degree plans for LOI drop-down degrees and Non-LOI schools are issued in a paper form. The Soldier is responsible for uploading the degree plan to eFile. Army Education Counselors must review and approve documented degree plans.

  
Ela Karczewska/502-613-8607  
Approved by: Dr. Pamela L. Raymer

(UNCLASSIFIED)

**Request for TA Recoupment Waiver – Withdrawal for Military (WM) Reasons**

FROM: Headquarters Army Continuing Education System (HQ ACES)

TO: Battalion Commander/First LTC/Reserve Component Commander

SUBJECT: Waiver of TA Recoupment for College Course Withdrawal due to Military Reasons

1. Purpose: To provide documentation IAW AR 621-5 to verify non-completion of Tuition Assistance (TA) funded course(s) due to military reasons.
2. The approval authority for a waiver of TA recoupment is the installation or state ESO, or RSC ESS. A WM request for recoupment waiver must be endorsed by the Soldier's Battalion Commander, or first LTC in the chain of command, or Unit Commander if in the Reserve Component, based on the following reasons: **Unanticipated/Unscheduled** Military Duties or Deployment, Separation from Service, Emergency Leave (includes death in the family), Illness/Hospitalization, etc.
3. IAW AR 621-5, this Soldier is requesting your review and endorsement for a TA Recoupment Waiver - Withdrawal for Military (WM) Reasons:

Last Name	First Name	Rank	Last 4 of SSN	Signature/Date
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For the following college course(s):

School	Course#	Course Title	Start Date	End Date	Cost

4. Provide details of the reason for the unanticipated/unscheduled withdrawal, **to include dates** of the events below. Provide a separate sheet if additional space is needed:

5. Information concerning payment of the TA debt was sent to the Soldier. An approved request form must be posted to e-File in the Soldier's GoArmyEd record within 60 days after the withdrawal and must be approved by an Education Services Officer (ESO) to cancel the debt. Non-response or disapproval will result in recoupment of TA funds. If recoupment is initiated, Soldiers will have a 30-day due diligence notice of TA debt collection.

6. I recommend approval of this TA Recoupment Waiver: **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

Rank/ Printed Name	Signature	Date
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Unit	Phone	Email
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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

# SAMPLE UNIVERSITY

Your name/  
 address  
 must appear

Joe Online  
 123 Tank Trail Road  
 Jefferson, TX 78711  
 Invoice # 111222W12D

Class start dates and  
 credits must be listed

Invoice Statement  
Winter Term

<u>Class</u>	<u>Grade</u>	<u>Term Dates</u>	<u>Credits</u>	<u>Cost Per Credit</u>	<u>Total Amount</u>
ACT 300 Principles of Financial Accounting	Enrolled	2/4/13 - 3/31/13	3	\$250.00	\$750.00
ITS 315 Intro to Networks	Enrolled	2/4/13 - 3/31/13	3	\$250.00	\$750.00
ITS 310 LabSim Fee					\$59.00
Fitness and Recreation Fee					\$75.00
ID Fee					\$11.00
Student Service Fee					\$232.00
Medical Service Fee					\$43.00
<b>Total</b>			<b>6</b>		<b>\$1,920.00</b>

Tuition and  
 fees must  
 be listed  
 separately

If you need further assistance please contact me at [MilitaryTA@SampleU.edu](mailto:MilitaryTA@SampleU.edu).

Mail Payments To:  
 SU-Student Accounts  
 100 E. Dogwood Ave, Suite 100  
 Greenwood Village, CO 82222

