The logo for the Army Continuing Education System is a circular emblem. It features a central shield with a red and white striped pattern, flanked by two blue vertical bars. The shield is set against a yellow background with the words "ARMY CONTINUING EDUCATION SYSTEM" written in a circular path. The emblem is topped with a green laurel wreath.

Education Services Quick Reference Guide For Deployed Soldiers November 2012

Fort Riley Education Services
217 Custer Avenue

Fort Riley, KS 66442
Phone: 785.239.6481 (DSN: 856) Fax:
785.239-3307 (DSN: 856)

Website:
<http://www.riley.army.mil/UnitPage.aspx?unit=DHR.Educ&nav=Svcs-Ed1>
Email: usarmy.riley.imcom.mbx.education-service@mail.mil

Fort Riley Education Services Quick Reference Guide

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Introduction

Education is everywhere, even for the deployed Warfighter. This guide is a tool to provide assistance and advice in the area of Army Education for use anytime, anywhere. It provides information on the most common activities and questions for Soldiers in an easy to read and reference format.

This guide explains most typical forms of financial assistance available to Soldiers, the limitations and the mandatory guidelines. General information is outlined in a question and answer format with the specific instructions to accomplish a task included in the appendices. Look for *TIPS* within the guide for further explanation or suggestions.

It is very important to stress that the Soldiers are not alone on their educational journey. If additional questions arise, the Fort Riley Education Center has well-qualified Education Counselors available to assist the deployed Soldier either through email channels, Facebook postings or telephonically.

It is also important to note that policies and procedures can change often. To find the most current electronic edition of this guide, go to www.riley.army.mil, the Education Services web page. In addition, as changes occur, distribution of a mass notification through Go Army Ed and notices on our Fort Riley Education Services Facebook page.

General Questions and Answers Army Tuition Assistance

1. What types of education funding is available while deployed?

Answer: Tuition Assistance is the most common form of financial assistance an active duty Soldier can use while deployed. All tuition assistance is administered through the Go Army Ed portal. Prior to deployment, every Soldier should have an active Go Army Ed account and a Statement of Understanding signed by their Commander. If this has not occurred, this guide provides step-by-step instructions on how to establish an account. (Appendix A: New Users)

TIP: Effective 1 October 2013, tuition assistance caps per hour limit. For undergraduate work the cap is 130 hours, for Masters level work the cap is at 39 hours.

2. I have an active Go Army Ed account, what next?

Answer: Your Go Army Ed account allows you \$4,500 in tuition assistance per fiscal year with a semester hour cap of \$250. When your account was established, a home school and degree plan were declared. You will need to ensure the classes you select meet the degree plan as outlined in your Statement of Understanding. If you are unsure of your selections, this guide provides with some information on how to select a degree plan (Appendix B: Deciding on a Home School and Degree Plan)

3. I have identified the class on my degree plan, how do I enroll using tuition assistance?

Answer: In most instances there are two avenues you need to complete when enrolling in a class. First, you must complete the enrollment in the Go Army Ed (GAE) portal. There are two types of enrollments in Go Army Ed; those schools that have signed a Letter of Instruction (LOI) and those that have selected to be in a non-LOI status. A step-by-step instruction is included in this guide for each type of enrollment (Appendix C: Steps to Complete an LOI enrollment and Appendix D: Steps to Complete a non-LOI enrollment)

TIP: The Military Advisor at the school can be the deployed Soldier's best friend when trying to manipulate the maze of higher education.

Secondly, you must ensure enrollment with the school. Each school will have their own individual methods for completing enrollments; the most comprehensive information for the deployed Soldier is contained on the school's website.

TIP: An LOI school has agreed to maintain the GAE portal; they will upload the classes, the financial information and process all payments through the portal. A non-LOI school has agreed to the rules of tuition assistance and provides limited amount of support through the portal. The Soldier must provide the appropriate documentation in the eFile to include a fully documented degree plan and the actual invoice or cost by semester hour for the course. If either of these items are missing or unacceptable, the course will be rejected.

TIP: Some schools may have you sign a statement of commitment indicating you will pay for the tuition regardless of the circumstances, ensure you have your tuition assistance approved prior to signing a commitment.

4. I have selected my college and degree plan but the hourly tuition assistance rate has exceeded the semester hour cap, is there any additional financial assistance available?

Answer: One method of paying for your classes in this situation can be to use your Veteran's benefits through the GI Bill program to "Top-Up" or match the exceeded amount. (Appendix E: VA "Top Up")

TIP: The amount of Top-Up entitlement is calculated strictly on a calendar basis and that one month of Top-Up entitlement is used for each month for courses in which you are enrolled in for reimbursement. Example: A course totals \$900, you would like to Top-Up to pay the \$150. The course starts 1 January and ends 31 May, the cost of the Top-Up would be 5 months from your GI Bill benefits (probably not the best use of your benefits in this case!)

5. I went to enroll in my class, completed all of the steps and received a Warning indicating that I am required to pay for the class, what now?

Answer: Generally there are a couple of reasons why you would have to pay for a class. Some of them can be overcome others can't. Typically, the cause is that your account is on hold for some reason, the class is not part of your degree plan or you have exceeded the semester hour limitation guidelines. This guide provides information on what to do when your account is on hold or if you need a class outside of your degree plan. (Appendix F: Lifting "Holds", Course and Semester Hour overrides)

6. I started a class and decided I am unable to complete it successfully, can I drop the class?

Answer: Yes, you can drop the class but usually there are some repercussions. When you signed your Statement of Understanding, you entered into a contract with the Army stating you will reimburse the Army “if I withdraw from or fail to complete a course for academic or personal reasons to include; receipt of “F” for nonattendance, failure to remove an “I” for incomplete grade within the time stipulated by the school, or 120 days,....” Any of these reasons may require you to pay back the cost of the course, or a portion of the cost. At the Masters level a D grade is considered unsuccessful and will initiate recoupment.

The other side is that if there is a military or medical reason for failing to successfully complete the course, you may be able to process a military withdraw or request an Exception to Policy for Recoupment. These options are required to be documented by your first LTC in your chain of command and the exceptions require approval by the Army Education Center. (Appendix G: How to Drop a Class and Appendix H: TA Recoupment)

7. How do I include information into my Go Army Ed account such as documentation for military withdraws, degree plans, invoices and the Statement of Understanding?

Answer: Every account has an electronic repository for items such as these and many more called the eFile. This is a place to upload mandatory documents and also other educational items such as school transcripts to keep everything in one place. This guide provides instructions on how to upload items to your eFile. (Appendix I: Uploading documents into the eFile)

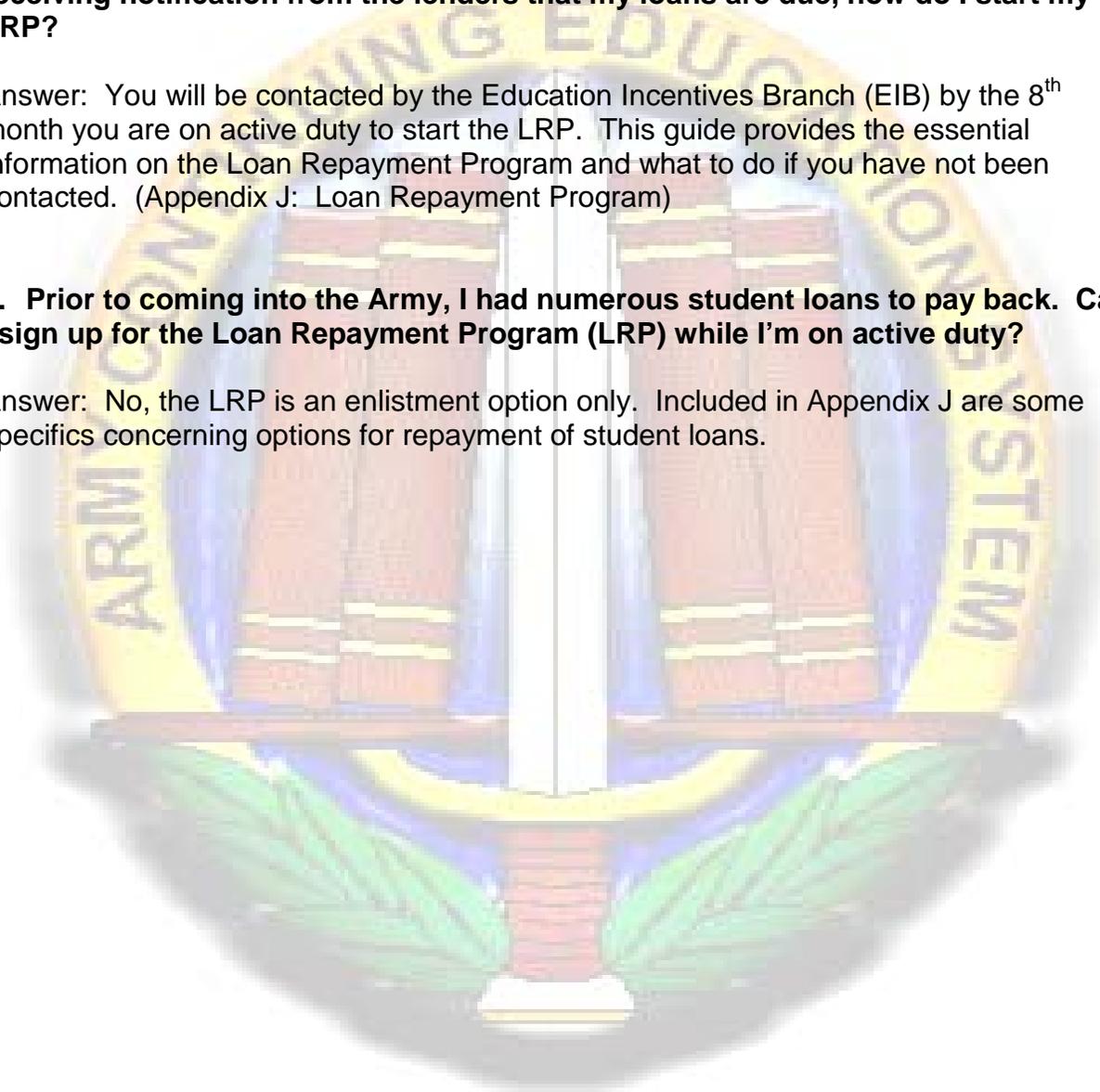
General Questions and Answers Loans and Loan Repayment Program

1. When I enlisted, I signed up for the Loan Repayment Program (LRP). I am now receiving notification from the lenders that my loans are due, how do I start my LRP?

Answer: You will be contacted by the Education Incentives Branch (EIB) by the 8th month you are on active duty to start the LRP. This guide provides the essential information on the Loan Repayment Program and what to do if you have not been contacted. (Appendix J: Loan Repayment Program)

2. Prior to coming into the Army, I had numerous student loans to pay back. Can I sign up for the Loan Repayment Program (LRP) while I'm on active duty?

Answer: No, the LRP is an enlistment option only. Included in Appendix J are some specifics concerning options for repayment of student loans.



General Questions and Answers Veteran's Assistance Benefits Montgomery GI Bill and Post-9/11 Part I

1. Which GI Bill is better....the Montgomery GI Bill or the Post-9/11?

- Each case should be considered individually when deciding which the best benefit is.
- For example, some states will pay for tuition for veterans which may cause the Montgomery GI bill to be the biggest "bang for the buck".
- Take the time to weigh each benefit and talk to the VA representative at the university you plan on attending.

2. How do I become eligible for the Post-9/11?

- The Post-9/11 GI Bill is a time served benefit for any Soldier on active duty after September 11, 2001.
- In a nutshell, it is based on time served with as little as 90 days for 40% and is prorated. To reach the 100% level you must have served 36 months on active duty.
- There are extenuating circumstances that may require additional service such as if the service member was enlisted under the Loan Repayment Program and time for basic training cannot be considered until the 24 month mark is reached.

3. How do I know if I have the Montgomery GI Bill?

- When you first enlisted in the military, you must have actually declined the benefit in writing. Also, do you remember making a payment out of your check of \$100 a month for 12 months when you first came into the military?
- To check your status in the Montgomery GI Bill, go into AKO and pull up your personnel records. Look for a DD Form 2366, Montgomery GI Bill Act of 1984. If you accepted the Montgomery GI Bill, item 3., Statement of Understanding is signed; otherwise, item 5., Statement of Disenrollment is completed.

4. How much does the Post-9/11 pay?

- If you are a full-time student using the Post-9/11 GI Bill, you will receive a stipend equal to the Basic Allowance for Housing equivalent to an E-5 with dependents in the area where your college is located. This is based off of the zip code of your school. You will receive up to \$1,000 a year in books and equipment and the tuition and fee at the in-state undergraduate rate. You will receive the full Monthly Housing Allowance for full-time status, a prorated amount for half time status but none for less than half time.
- To figure the Basic Housing Allowance the VA website has the link to the Defense Travel Management Office that provides a BAH calculator.

5. How much does the Montgomery GI Bill pay?

- If you are a fulltime student, the monthly rate is around \$1,500 and is prorated for less than fulltime. You will then pay out pocket your tuition, books, etc.
- The Montgomery GI Bill **will** pay if you attend school at a less than half time basis as well; whereas, the Post-9/11 **will not**.

6. Can I use my GI Bill benefits while on Active Duty?

- You can use your benefits while on active duty. It is always wise to first utilize all of your active duty tuition assistance benefits and save your GI Bill benefits for when you are released from the service or as an absolute necessity, such as, using your benefits to cover tuition costs over the hourly tuition assistance cap. This is known as a “top-up” and additional paperwork is required to process.
- Even though you may use your benefits while on active duty, you may only receive tuition and books, no additional stipend.

TIP: Remember, using your VA benefits for “top-up” subtracts months from your GI Bill benefits, use this option wisely!

7. Why would I ever consider using my Montgomery GI Bill when I qualify for the Post-9/11?

- There are certain circumstances where the Montgomery GI bill may pay more per month than the Post-9/11, for instance, if an individual attends a school in a state that offers free or a reduced rate of tuition for veterans, the Montgomery GI bill may in the long run pay more. Also, if you are attending school at a less than half time basis, you can still earn a prorated stipend.

8. Can I use the Post-9/11 taking on-line classes?

- Yes you can use the Post-9/11 GI bill for distance or online schools but you will only receive half of the national average of the Basic Allowance for Housing. At this time in 2012 it is \$684 per month.
- If you take at least one class in the classroom towards your degree, you will then qualify for the full entitlement.

9. Can I ever get my \$1,200 that I paid into the Montgomery GI Bill refunded?

- The money you paid into the Montgomery GI Bill is nonrefundable.
- The good news is, for those individuals that use their entire Post-9/11 benefits, the \$1,200 paid into the Montgomery GI bill will be refunded in their last check under that program; furthermore, for those that transferred to the Post-9/11 after using some of the MGIB may be entitled to a partial reimbursement.

10. What is the process to apply and use my GI Bill benefits?

- The application process is all done through the GI Bill website at [HTTP://www.gibill.va.gov](http://www.gibill.va.gov) through the Veterans On Line Application, the VONAPP.
- When applying you will have the option to select either the Montgomery GI Bill or the Post-9/11. We always advise Soldiers if they are unsure of what school, major or their status in school (full vs. part-time) to apply for the Montgomery GI bill. You can always change your mind and switch to the Post-9/11; however, be aware that the decision to elect the Post-9/11 is irrevocable....because once you sign up for the Post-9/11 you can never revert back to the Montgomery GI Bill.
- After the application is completed, you will receive the certificate of eligibility 6-8 weeks later. Once received you will present the certificate to your school. The

VA representative at the school will play a very large part in assisting with obtaining your benefits.

11. What are the requirements for transferring my Post-9/11 benefits to my Family Members?

Appendix K contains the eligibility requirements and procedures for transferring benefits.



General Questions and Answers

Miscellaneous

1. How do you get college credit for military service?

Answer: The American Council of Education has reviewed just about every type of military training and makes recommendations to schools concerning the type of credit that should be granted based on their review. This is titled the Army/American Council on Education Registry Transcript System (AARTS).

AARTS is a computerized transcript system that produces official transcripts for eligible Soldiers upon request by combining a Soldier's military education and job experience with descriptions and college credit recommendations developed by the American Council on Education (ACE). In addition to name and SSN, the transcript contains the following information:

- Current or highest enlisted rank
- Military status (active or inactive)*
- Additional Skill Identifiers (ASI) and Skill Qualification Identifiers (SQI)
- Formal military courses
- Military Occupational Specialties (MOS) held
- Standardized test score descriptions and credit recommendations developed by ACE

This guide provides instructions on how to obtain your AARTS transcript. (Appendix : L: How to Access your AARTS).

2. Where can I go for additional assistance?

Appendices P thru T provide information such as Points of Contact, Forms, Links, Brochures and Acronyms.

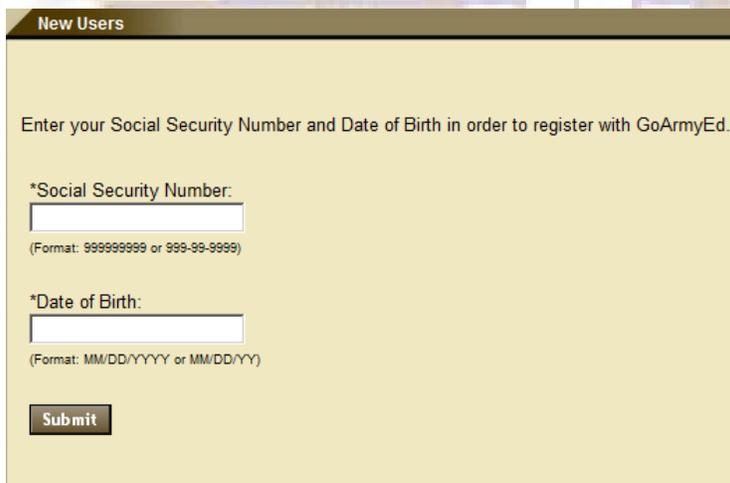
Appendix A New Users

1. Soldiers that are on Active duty, Army National Guard, and Army Reserve can request Tuition Assistance (TA) through the virtual www.goarmyed.com website. In order to have access to the website, Soldiers must have a goarmyed “user name” and “password”. Listed below are the steps to establish a goarmyed account:

- a. Log on to www.goarmyed.com.
- b. Select the icon for New User



- c. Enter your Social Security Number and Date of Birth

A screenshot of the GoArmyEd registration form for new users. The form has a tan background with a dark header bar that says "New Users". Below the header, there is a text prompt: "Enter your Social Security Number and Date of Birth in order to register with GoArmyEd." There are two input fields: one for the Social Security Number and one for the Date of Birth. Below each field is a small text indicating the required format. At the bottom of the form is a "Submit" button.

Enter your Social Security Number and Date of Birth in order to register with GoArmyEd.

*Social Security Number:

(Format: 999999999 or 999-99-9999)

*Date of Birth:

(Format: MM/DD/YYYY or MM/DD/YY)

d. Create your user password (Password must contain 14 Characters with at a minimum of 2 Capital letters, 2 Numbers and 2 Special Characters). If you forget your password in the future, utilize the “Forgot your user name and/or password?” on the main page of GoArmyEd.

2. After you have created your password, you must log into your GoArmyEd account to complete the rest of the six steps to establish your actual account to utilize tuition assistance.

- a. Log into your account.
- b. Select the Request TA button.



- c. Step 1: TA Benefits Verification. Acknowledge acceptance.
- d. Step 2: Select the Launch Video or Launch Presentation



Pay close attention to the training either by video or Power Point, this training will be invaluable at the time TA is requested.

- e. Step 3: Statement of Understanding.

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Your Guide for Army Tuition Assistance, version 2
November 2012

Request TA Benefits

Step 1: TA Benefits Verification ✓
Step 2: Training ✓
Step 3: Statement of Understanding
Step 4: Home School and Degree Plan
Step 5: Common Application ✓
Step 6: Submit Request

Step 3: Statement of Understanding

The Annual Tuition Assistance Statement of Understanding (Annual TA SOU) serves to apprise your Commander of the requirements of Army Tuition Assistance as stipulated in AR 621-5 and the conditions that support successful completion of your educational goals. It also serves to confirm your own understanding of TA policies and duty requirements which may prohibit class attendance. Soldiers are required to upload a signed Annual TA SOU to their eFile in GoArmyEd each year to continue using TA Benefits.

Download Annual TA SOU

Download the Annual TA SOU using the link below.
[Annual TA SOU Form](#)

AND

Upload Signed Annual TA SOU

After your Annual TA SOU is signed, upload it below.

Transaction Type: Tuition Assistance Statement of Understanding

Select a file to upload:

Note: File size is limited to 4096KB. Please zip the file if it exceeds 4096KB. Upload time will vary depending on the connection speed.

OR

Choose Existing Annual TA SOU

Could not find any existing Annual TA Statement of Understanding (TA SOU)

The Statement of Understanding (SOU) must be signed by you and your Commander. It is a very important document that explains your responsibilities while using tuition assistance. From this step, it provides the ability to download a SOU to obtain signatures and the ability to either Upload the SOU or Choose an Existing SOU in GoArmyEd.

Tip: If you do not have your SOU signed at this time, you can skip this step and complete the final steps and come back to step 3 at a later date. Your GoArmyEd account will not be activated until all steps are completed.

f. Step 4: Home School and Degree Plan.

Request TA Benefits

Step 1: TA Benefits Verification ✓
Step 2: Training ✓
Step 3: Statement of Understanding
Step 4: Home School and Degree Plan
Step 5: Common Application ✓
Step 6: Submit Request

Step 4: Home School and Degree Plan

*Home School: [Link to Search Schools...](#)

*Degree Type:

*Degree Plan:

*Degree Level:

[Return to Homepage](#) [Save and Continue](#)

Enter your Home School, Degree Type, Degree Plan and Degree Level.

Tip: Army Education Counselors have the ability to update Home Schools and Degree Plans if you require a future change. Remember, while using tuition assistance, you are only eligible to earn one type of degree at each level, e.g., Undergraduate Certificate, Associate's degree, Bachelor's degree and Master's degree. The maximum hours for which tuition assistance can be used are 130 for Associate and Bachelor degrees and 39 hours Master's degree.

g. Step 5: Common Application.

Request TA Benefits

Step 1: TA Benefits Verification ✓
Step 2: Training ✓
Step 3: Statement of Understanding
Step 4: Home School and Degree Plan
Step 5: Common Application
Step 6: Submit Request

Step 5: Common Application

Contact Information **Demographic Information** **Prior Education** **Additional Information**

Your Common Application is used to process school admissions and class enrollments. You may save your application to complete it at a later time.

All fields marked with an asterisk (*) are required and must be completed before submitting this form.

General Information

Last Name:

First Name:

Middle Name or Initial:

List other names under which transcripts, exam scores, or other academic records (Separate each full name with a comma.)

Mailing Address

Current Address:

Contact Information

Primary Phone Number:

Geographic Education Center:

*Military Occupation Specialty (MOS):

[Return to Homepage](#) [Save and Continue](#)

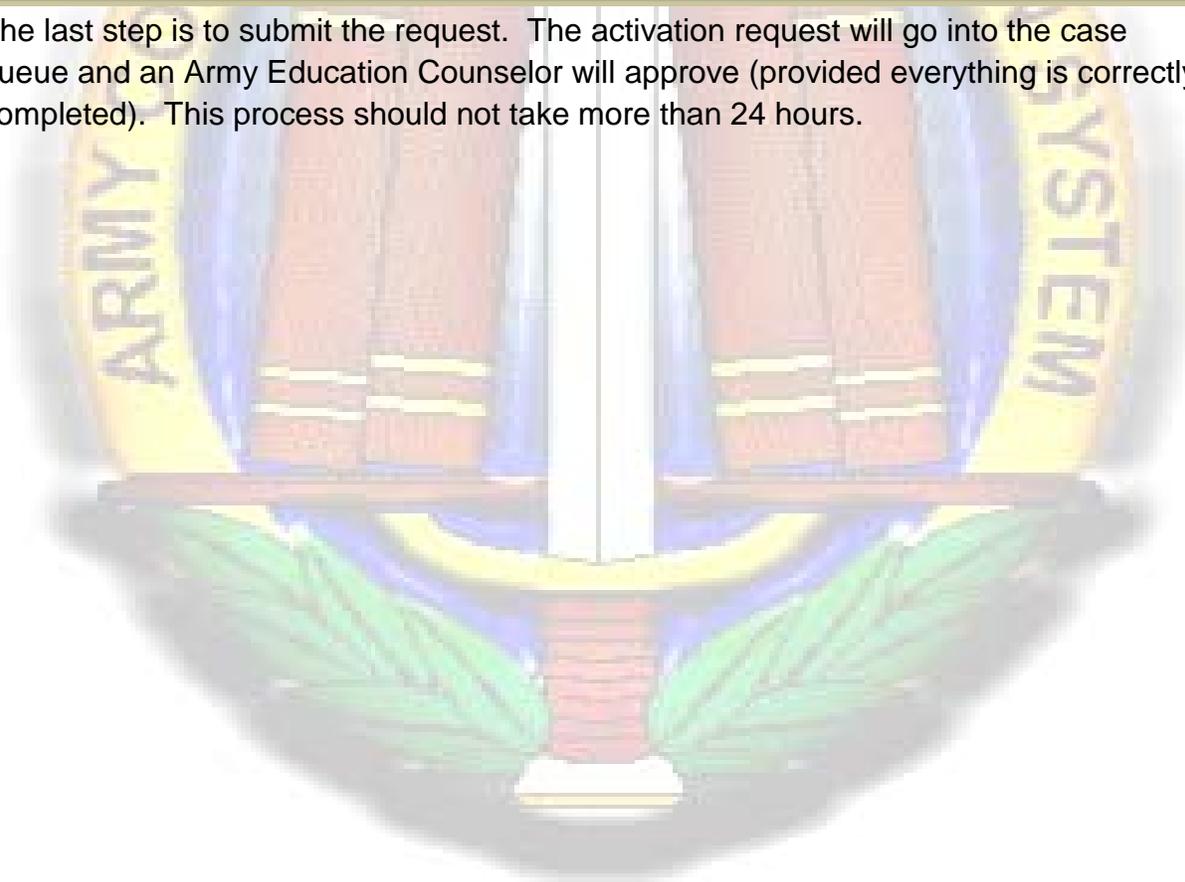
Completion of all information containing an asterisk (*) is required on each tab (Contact Information, Demographic Information, Prior Education and Additional Information).

h. Step 6: Submit Request.



The screenshot shows a web application interface for 'Request TA Benefits'. On the left, a vertical list of steps is shown: Step 1: TA Benefits Verification (checked), Step 2: Training (checked), Step 3: Statement of Understanding, Step 4: Home School and Degree Plan, Step 5: Common Application (checked), and Step 6: Submit Request (highlighted). The main content area is titled 'Step 6: Submit Request' and contains the following text: 'Please verify and make any corrections if needed by clicking on the wizard steps. If you are satisfied with your application, please submit for final review and approval. Your request will be routed to an ACES Counselor.' Below this, it states: 'Account approval decisions are made within two business days of receipt. You can track the status of your request from the Track Helpdesk Case(s) link on your homepage.' At the bottom of the content area is a yellow button labeled 'Return to Homepage'.

The last step is to submit the request. The activation request will go into the case queue and an Army Education Counselor will approve (provided everything is correctly completed). This process should not take more than 24 hours.



Appendix B

Deciding on a Home School and Degree Plan

School Accreditation. School accreditation is a very important factor to consider when selecting a college. Schools undergoing accreditation are required to adhere to the strictest guidelines as determined by the Department of Education and the Council on Higher Education Accreditation (CHEA). There are six regional accreditors and national accreditors (usually distance education and continuing education). Anyone utilizing TA is required to attend (either physically or online) a school that is accredited.

National vs. Regional Accreditation. When choosing between national accreditation and regional accreditation, consider your future goals. If your current degree is the final degree, or you plan to complete your education at the same school, then either choice is generally acceptable. If you plan to change schools before completing your degree, or you may want to pursue further education after graduation, or you will seek employment with companies concerned about accreditation issues, look closely at the type of accreditation for future degrees.

Degree Mills. Degree or diploma mills are schools that are not accredited, you are not able to use TA or VA benefits at those schools and frankly are not legitimate institutions of higher learning. These schools will offer you the moon in terms of granting an excessive number of credits for work experience and use very aggressive marketing techniques.

Home School and Degrees. A home school is one that you will declare to obtain your degree. In the SOC Degree Network System Associate and Bachelor's Degrees for the Army (SOCAD) you can locate either a two year or four year college. Although you are not limited by the SOCAD network, these are schools that have flexible policies for the mobile Soldiers and Family Members to complete degrees without suffering a loss of credit. There is a wide range of traditional and distance learning degrees and courses shared this network in which you are required to complete a minimum of 25% with your home school and the rest can be completed anywhere within the network.

Tip: For more information on accreditation visit the U.S. Department of Education on the web at www.ope.ed.gov/accreditation.

Appendix C

Steps for Completing an LOI Enrollment

1. Log in to www.GoArmyEd.com
2. Select the button **Request TA....**



3. Acknowledge your Statement of Understanding, reenter password if necessary.
4. Enter the appropriate information on the course.

Tip: The more specific you get, the easier to find the appropriate class. If it fails to retrieve a course, try widening your search parameters and look through the list. If the course is still not available, contact your school.

Sergeant Online

Search	Enroll	My Academics
my class schedule	add	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:** 

Subject: (example: BIO) 

Catalog Number: (example: 101)

Start Date Between:  and 
(MM/DD/YYYY) (MM/DD/YYYY)

GoArmyEd Class Number: (example: 1136)

Next

5. The next screen will show the class(es) that fit your search. You **must review very carefully** to ensure you are selecting the right class.

The following classes match your search criteria School: **Central Texas College**, Show Open Classes
 Only: **Yes**, From Start Date: **03/15/2012**, To Start Date: **04/14/2012**

[Return to Add Classes](#) START A NEW SEARCH

Open Closed

Before requesting a class, please review all of the details including start date, end date, instruction mode, description, and prerequisites. To do so, select the Class Details button for the class.

Select the Request Class button to enroll. indicates an enrollment section.

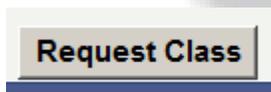
▼ **ACCT 2301 - Principles of Financial Accounting**

Class Sections										First	1 of 1	Last
GoArmyEd Class Nbr	Subject	Catalog Number	Section	Description	Semester Hours	Start Date	End Date	Seats Available				
<input checked="" type="radio"/>	118936	ACCT	2301	T071	Principles of Financial Acct	3	03/19/2012	06/08/2012	5			
School			Class Type		Instruction Mode		Instructor Name			Class Details		
Central Texas College			TA		DL - Online					Prerequisites		
Class Cost/SH			Class Total Cost			Proctored Exam			Add Materials			
\$59.00			\$177.00			<input checked="" type="checkbox"/>						
TA Eligible Fees			Soldier Funded Fees			Open Registration Date						
None			None			01/19/2012						
Last Day to Drop for Full Refund:			03/18/2012			Close Registration Date						
						03/15/2012						

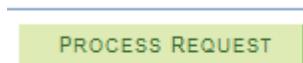
Request Class

Tip: In this example, the course is ACCT 2301 – Principles of Accounting, start date 3/19/2012 with an End Date of 06/08/2012. The class is online as shown in instruction mode.

6. Select “Request Class”.



7. Review your request for accuracy. Select “Process Request”.



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8. View Results.

✔ Success: enrolled
 ✘ Error: unable to add class

GoArmyEd Class Number	School	Subject/Catalog Number/Section	Title	Start/End Date	Semester Hours	Message	Status
118936	Central Texas College	ACCT 2301 Section: T071	Principles of Financial Acct	03/19/2012 - 06/08/2012	3.00	Success: This class has been added to your schedule. Class added on 03/15/2012 at 12:12pm EST.	✔

[PRINT PAGE](#)
 [MY CLASS SCHEDULE](#)
 [ADD ANOTHER CLASS](#)



Appendix D

Steps for Completing a non-LOI Enrollment

Part I

1. Log in to www.GoArmyEd.com
2. Prepare prior to starting non-LOI request. Upload school invoice and degree plan into your eFile. Each course must show cost per hour and total from the school. **These are required documents, without complete and accurate information the request will be rejected.**

*TIP: Approval is only granted for tuition costs and any additional fees directly related to the cost of the course and are applicable to all students, such as a lab fee. The invoice **must** contain all fees associated with the course so a determination can be made which are allowed payment.*

3. Select the button **Request TA....**



4. Acknowledge your Statement of Understanding, reenter password if necessary.
5. Enter the appropriate information on the course. An asterisk (*) requires you complete the field.

Add Classes

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. Complete the additional required fields and select Next.

*School: 

*Subject: (example: BIO)

*Catalog Number: (example: 101)

*Start Date: 
(MM/DD/YYYY)

6. Complete all required items. You must have your cost verification sheet available.

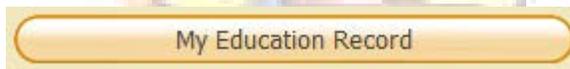
Class Information					
*Subject:	ENGL	EX: HIST	*Start Date:	03/15/2012	Fiscal Year: FY12
*Catalog Nbr:	101	EX: 225	*End Date:	05/20/2012	Control Number:
*Class Title:	English				
*Instruction Mode:	DL - Online				Degree Plan
Upload Cost and/or Course Enrollment Verification Information					
*Title	Invoice from A Cut Above Beauty College				
*Description	English 101				
Add Attachment		Search eFile			
Enter a Title and Description and select 'Add Attachment' to upload cost and/or course enrollment verification documents. File size is limited to 4096 KB. Reduce the file size or zip the file.					
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 "T".					
Unit Type	Unit	Unit Cost	SH	SH Cost	
Quarter Hour	3.00	\$300.00	1.98	\$454.55	
			Additional TA-eligible Fees	Additional Soldier Fees	
			\$0.00	\$0.00	
Total Class Cost	Original Army Cost	Original Soldier Cost	Calculate Cost		
\$900.01	\$495.00	\$405.01			
<input type="checkbox"/> I intend to use State/Outside Funding <input type="checkbox"/> 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 may be state or VA benefits.					
State TA Funding	Outside Funding	Chapter 33 (Post 9/11)			
\$0.00	\$0.00	\$0.00			
Comments					

This unit type used by this school is in Quarter Hours. Once you selected the Calculate Cost button, calculations to convert into semester hours (1.98) were completed. In this Sample, the semester hour cost is \$454.55, well above the \$250 tuition cap as established in the Statement of Understanding. The Army will pay \$495 and the cost to the Soldier is \$405.01. If you have arranged for other sources of funding for the Soldier cost, select the appropriate box.

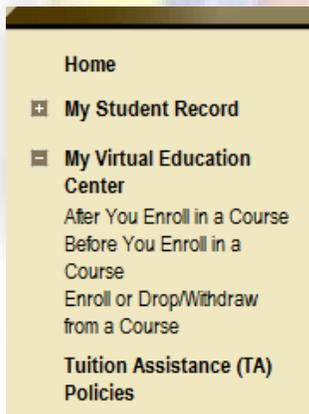
7. Once selected, an Education Specialist for the Army will review the information and approve, reject, or return incomplete request.

Steps for Accessing and Printing a Non-LOI Request Part II

1. Once your request is approved it is **your** responsibility to print and ensure the school receives the tuition request.
2. Log in to www.GoArmyEd.com account.
3. Select the button “My Education Record”.



4. Expand My Virtual Education Center and select “After You Enroll in a Course”



5. Select View Historical TA Request Authorization Forms (this may also read Non-LOI requests)

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- [Access Classes](#)
- [Launch Drop Request...](#)
- [Library Resources](#)
- [Requests for TA Recoupment Waiver-Withdrawal for \(WM\)](#)
- [Track eArmyU Course Material Orders...](#)
- [View Army TA GPA...](#)
- [View Grades...](#)
- [View Historical TA Request Authorization Forms...](#)
- [View My Class Schedule...](#)
- [View Previous Alternate Enrollment Form Requests...](#)
- [View Recoupment...](#)
- [View Required Course Materials...](#)

6. You can leave all fields blank and select Search. Select the course you want to access.

<u>Name</u>	<u>Geo Ed Center</u>	<u>School</u>	<u>School Name</u>	<u>Subject</u>	<u>Catalog</u>
Online.Sergeant	Fort Belvoir Geo Ed Center	DC01	Darton College	BIO	101
Online.Sergeant	Fort Belvoir Geo Ed Center	BCC04	Butler Community College**	EG	101
Online.Sergeant	Fort Belvoir Geo Ed Center	ACA01	A Cut Above Beauty College	ENGL	101

7. Check the box next to the TA Request you would like to print and select Print TA Form.

1	<input type="checkbox"/>	Details	Butler Community College**
2	<input type="checkbox"/>	Details	A Cut Above Beauty College

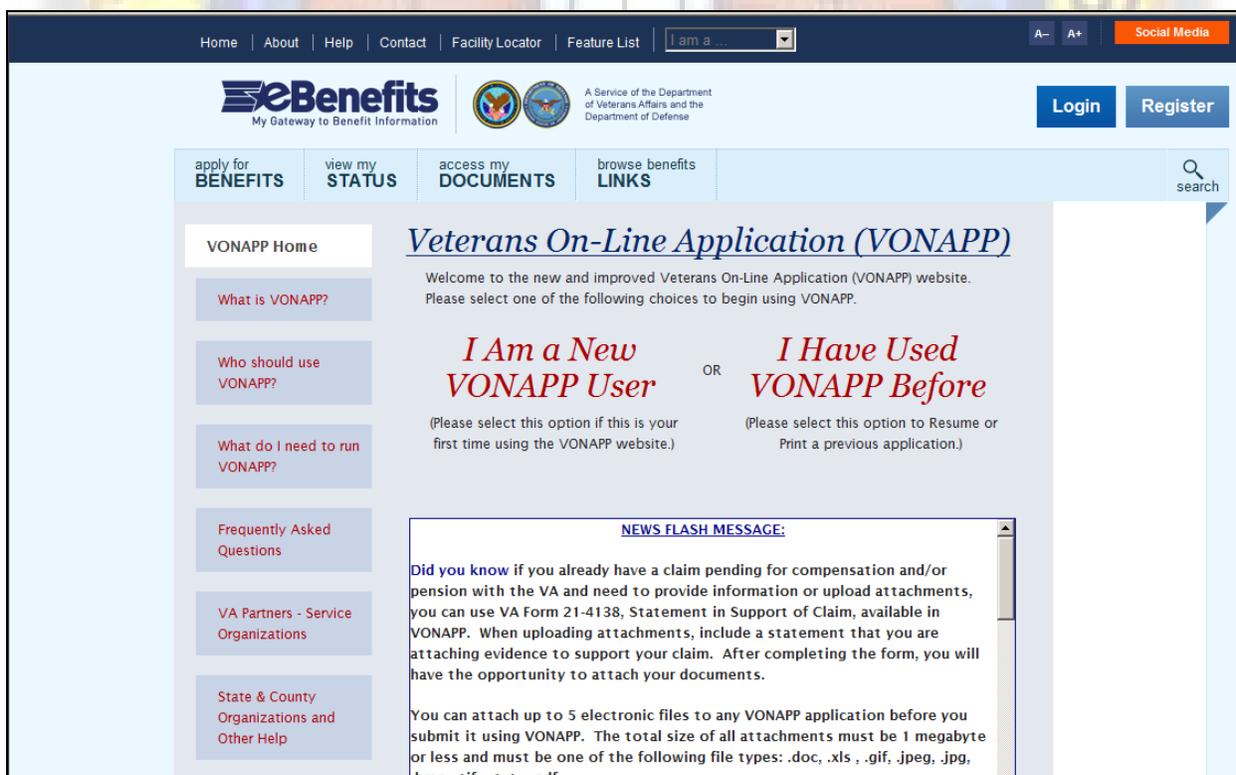
[Print TA Form](#) [Return to Search](#)

Appendix E VA Top-up

1. VA Top-Up allows the Soldier to use the Chapter 30, Montgomery GI Bill benefits to pay for all or any portion of the difference between the tuition assistance amount paid by the Army and the total cost of the tuition and related charges. For example, tuition assistance will pay a maximum of \$750 per three hour class. If the cost per credit is \$300 and the total class cost is \$900, you can use Top-Up benefits to pay the difference or \$150 in this case.

TIP: The amount of Top-Up entitlement is calculated strictly on a calendar basis and that one month of Top-Up entitlement is used for each month for courses in which you are enrolled in for reimbursement. Example: A course totals \$900, you would like to Top-Up to pay the \$150. The course starts 1 January and ends 31 May, the cost of the Top-Up would be 5 months from your GI Bill benefits (probably not the best use of your benefits in this case!)

2. To Top-Up, you must first request your VA benefits using the Veterans On-Line Application (VonApp) by accessing www.ebenefits.va.gov.



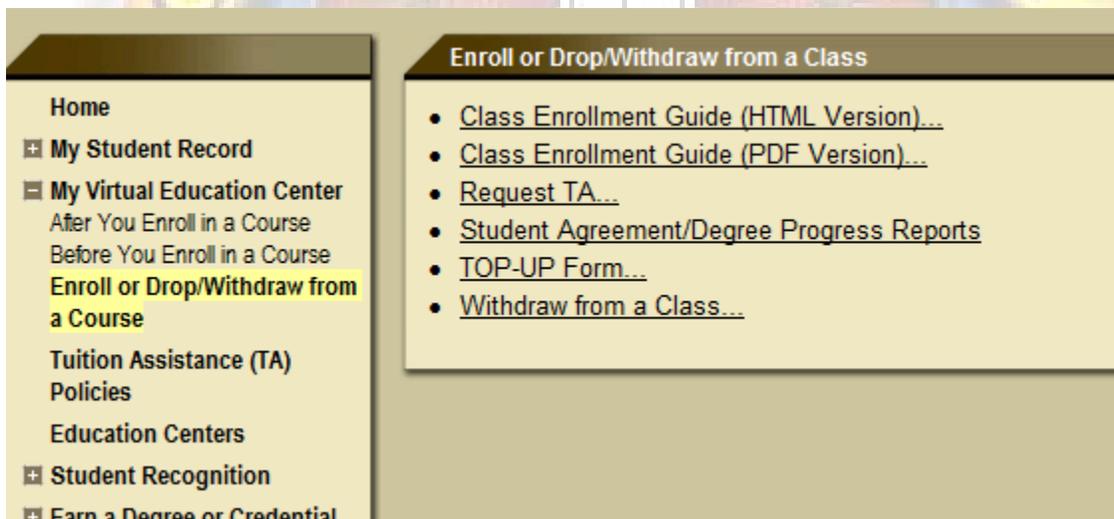
The screenshot shows the homepage of the Veterans On-Line Application (VONAPP) website. At the top, there is a navigation bar with links for Home, About, Help, Contact, Facility Locator, and Feature List. A search bar is also present. Below the navigation bar, the eBenefits logo is displayed, along with the text "My Gateway to Benefit Information" and "A Service of the Department of Veterans Affairs and the Department of Defense". There are "Login" and "Register" buttons. The main content area is titled "Veterans On-Line Application (VONAPP)" and includes a welcome message: "Welcome to the new and improved Veterans On-Line Application (VONAPP) website. Please select one of the following choices to begin using VONAPP." Below this, there are two main options: "I Am a New VONAPP User" and "I Have Used VONAPP Before", with "OR" between them. A "NEWS FLASH MESSAGE" section is also visible, containing information about VA Form 21-4138 and attachment requirements.

3. Complete the enrollment in GoArmyEd.

a. Acknowledge that you plan on using Chapter 33 benefits to pay for the overage.

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

b. Go to My Virtual Education Center, select **Enroll or Drop/Withdraw from a Course** and choose **Top-Up Form**.



c. Select OK to continue to request the Top-Up page.



d. Read the instructions and select the appropriate class.

Student Top Up Form Generation

Sergeant Online

ID: CC07362

A Top-Up Form to request reimbursement for course costs from the VA can be generated only for courses that were paid for by both the student and the Army. If you have taken classes that meet this criterion, they will be listed below. To generate a Top-Up form, simply click the 'Select' box to the left of the desired class. PLEASE NOTE: A Top-Up form is available for print 24 hours after registering for the class. Only one form can be generated at a time.

Please also note that when the Top-Up Form is printed it includes both the form itself and a separate page of instructions.

Print the Top-Up form (front and back) after it is generated and take it to your Army Education Center for Education Services Officer verification and signature. For instructions on where to send the Top-Up form, please refer to <http://www.gibill.va.gov>. No additional documentation is required for submission to VA.

GoArmyEd Courses

Find First 1 of 1 Last

Select	Term	Subject	Catalog Nbr	Course Title	College
<input type="checkbox"/>					



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e. The form will generate. Print out the form, sign and get to an Army Education Counselor for signature. You must send the completed form to the Regional VA office in which the school is located for processing. Amount is deducted from your GI Bill benefits.

REQUEST FOR TOP-UP: Army Tuition Assistance Program Duplicate

PRIVACY ACT STATEMENT

AUTHORITY: 38 USC 3104, Payment of Basic Educational Assistance; 10 USC 3013, Secretary of the Army; 10 USC 4302, Enlisted Schools; 10 USC 2007, Tuition Assistance; AR 621-5, Army Continuing Education System (ACES), and E.O. 9397 (SSN).

PRINCIPAL PURPOSES: To record information required by the Department of Veterans Affairs in order to process "Top-Up" claims from GoArmyEd Army Tuition Assistance participants.

ROUTINE USES: None. The "Blanket Routine Uses" set forth at the beginning of the Army's compilation of systems of records notice apply to the system.

DISCLOSURE: Voluntary. However, failure to furnish personnel identification information may prevent the Department of Veterans Affairs from processing the "Top-Up" claim.

1. APPLICANT INFORMATION:

Name: Sergeant Online SSN: -7362 Address: 2300 Dulles Station W89, Bldg 1, Floor 6, Dulles, Herndon, VA 20171

Email: test@efutureed.com Telephone number: 999999999999 Date Entered on Active Duty (BASD): 02-22-2007

2. SCHOOL INFORMATION:

Name of Home School: A Cut Above Beauty College Name of School Offering Course: _____

Address of Home School: 3810 East Southport Road Address of School Offering Course: _____
 Indianapolis, IN 462373249

3. COURSE INFORMATION:

Name of Course: _____ Course Number: _____ #Semester Hours (or equiv.): _____

Date Course Began: _____ Date Course Was Completed: _____ Final Grade: _____
 (Final Grade is not required for submission to VA)

4. COURSE COST & TUITION ASSISTANCE INFORMATION:

Total Cost of the Course: _____ Total Amount of Tuition Assistance Paid by Army for the course: _____

Total Amount Paid by Soldier for the Course: _____

5. COURSE ENROLLMENT/COMPLETION VERIFICATION OFFICIAL:*

Title: _____ Name: _____ Signature: _____

Telephone Number: _____

6. SOLDIER'S SIGNATURE (By signing below, I affirm that the information on this application is true and complete to the best of my knowledge. I am a Montgomery GI Bill [MGIB] participant and have read the Army Tuition Assistance Information Sheet that accompanies this form. I understand how the use of Top-Up will reduce my remaining entitlement under the MGIB.)

Printed Name: Sergeant Online Signature: _____ Date: _____

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Top-Up Counseling Information Sheet for GoArmyEd Students

*Course Enrollment Verification in Section 5 of the Top-Up form must be verified by the Education Services Officer (ESO) at your Installation Army Education Center prior to return to the Regional Veterans Affairs (VA) Office.

I understand that in order to receive Top-Up benefits, I must be deemed eligible for benefits under the Montgomery GI Bill (MGIB). Part of this eligibility requirement is to have served at least two years on active duty prior to my application for benefits. Additionally, if I have not previously applied to the Department of Veterans Affairs (DVA) for a certificate of MGIB eligibility, I must do so now in conjunction with my request for Top-Up benefits. To apply for this eligibility certificate, I must fully complete and send in VA Form 22-1990 to the appropriate DVA office. Both the VA Form 22-1990 (Certification of MGIB Eligibility Form) and the address of the DVA Office to which this Top-Up form (and, if necessary, accompanying 22-1990) should be sent are available online under the Education Forms section of the following site: <http://www.gibill.va.gov>.

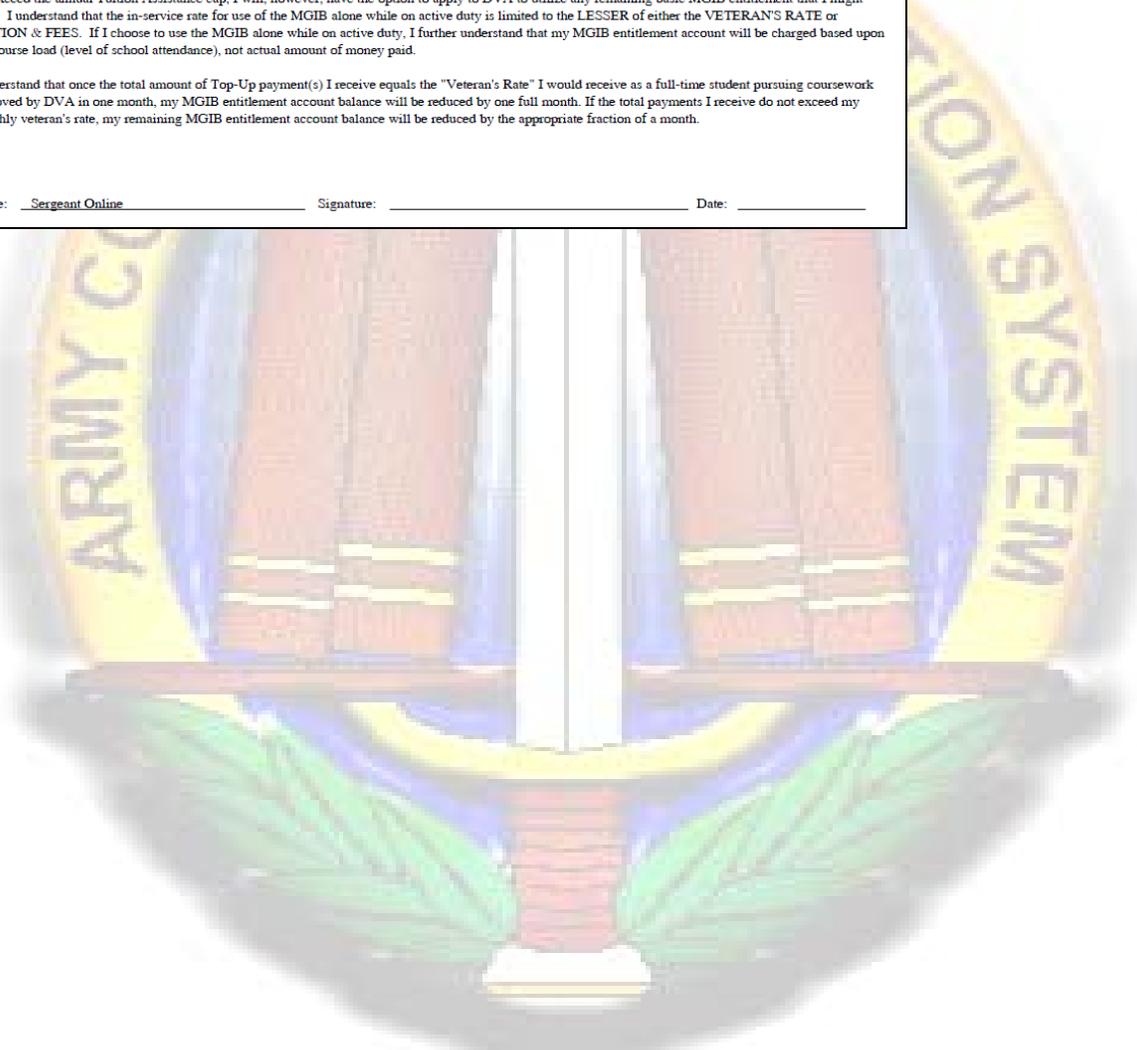
I understand that my "Top-Up entitlement" is limited to 36 months. I understand that "Top-Up" entitlement is calculated strictly on a calendar basis (not course load), and that one month of Top-Up entitlement is used for each month that I am enrolled in a course(s) for which I receive Top-Up reimbursement.

I understand that my Top-Up payment will be limited to the actual portion of the cost of Tuition for the course that is not paid for by the Army, and that it is also further limited by the monthly DVA rate cap that I would receive if I were taking this course as a veteran and were not having any portion of the course paid for by the Army. I also understand that I cannot receive any Top-Up payment for any course that is not covered by Tuition Assistance or paid by the Army and that once I have reached my annual tuition assistance ceiling for the year (currently \$, I will not be able to receive Top-Up payment for any additional coursework.

If I exceed the annual Tuition Assistance cap, I will, however, have the option to apply to DVA to utilize any remaining basic MGIB entitlement that I might have. I understand that the in-service rate for use of the MGIB alone while on active duty is limited to the LESSER of either the VETERAN'S RATE or TUITION & FEES. If I choose to use the MGIB alone while on active duty, I further understand that my MGIB entitlement account will be charged based upon my course load (level of school attendance), not actual amount of money paid.

I understand that once the total amount of Top-Up payment(s) I receive equals the "Veteran's Rate" I would receive as a full-time student pursuing coursework approved by DVA in one month, my MGIB entitlement account balance will be reduced by one full month. If the total payments I receive do not exceed my monthly veteran's rate, my remaining MGIB entitlement account balance will be reduced by the appropriate fraction of a month.

Name: Sergeant Online Signature: _____ Date: _____



APPENDIX F

Lifting “Holds”, Course and Semester Hour Overrides

Part I - Holds

The following table has the most common holds and the requirements and a remedy.

Type of Hold	Remedy
Civilian Education Code	1. Contact your S-1 to update ERB/ORB. 2. Update Civilian Education Level as appropriate. 3. Two areas require updating (populated by eMilpo): a. 4300 –CIVILIAN EDUCATION COURSE/DEGREE DATA b. 4305- CIVILIAN EDUCATION DATA
Army GPA Less than 2.0	Enroll in classes through GoArmyEd but self-pay until GPA is above 2.0.
Course Grade – Fail	Repay Army for TA-funded portion of class.
Course Grade - Incomplete	Contact school and complete any outstanding coursework. Ensure school posts grade to GoArmyEd.
Course Grade – Withdraw	Repay Army for TA-funded portion of class.
No grade	Contact school to ensure grade is posted.
Admission Denied	Contact school to determine why admission was denied and make corrections.
Degree Completed	Develop goals towards next educational step.
SOCAD Student Agreement or Documented Degree Plan	Work with school to upload the SOCAD Student Agreement or degree plan.
TA Statement of Understanding (SOU)	Obtain an updated SOU signed by the Commander and upload into eFile. Contact Army Education Counselor to approve SOU.
9 SH Student Agreement	Ensure SOCAD Student Agreement or degree plan is uploaded.
Army Education Request	Discuss with Army Education Counselor reason for hold.
Flagged Records/Suspension of Favorable Personnel Action	Record is flagged due to unit action, contact your S1 for determination.
ETS Date Passed	Army TA can only be used while in the service. If ETS is incorrect, contact your unit PAC to correct.
Withdrawal for Military request	Ensure appropriate documentation is provided in eFile.

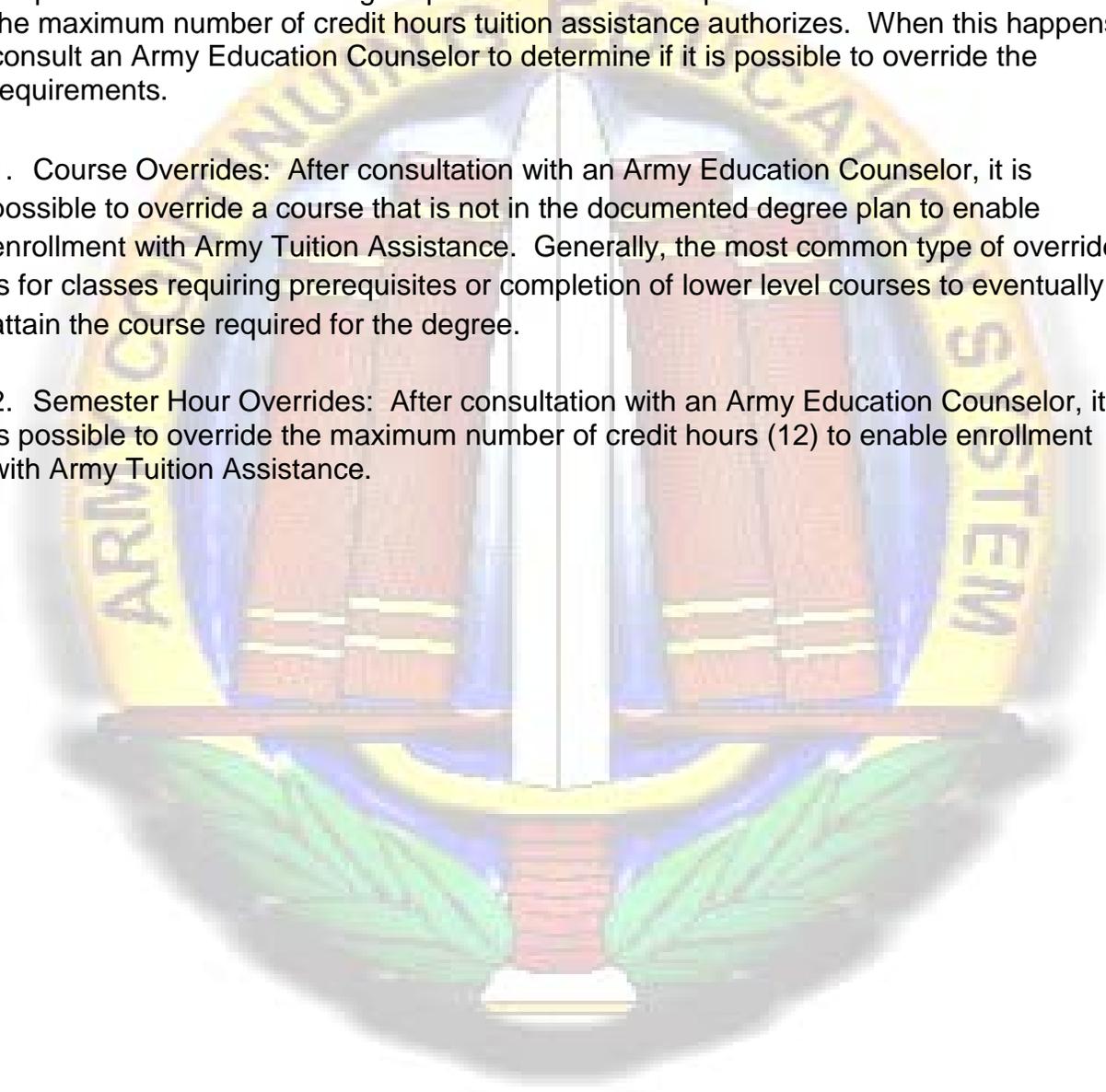
Tip: Many holds can be temporarily lifted by an Army Education Counselor. Contact your Counselor to determine a course of action to lift the hold. Flags cannot be lifted by an Army Education Counselor.

Lifting “Holds”, Course and Semester Hour Overrides

Part II – Course and Semester Hour Overrides

There are times when a legitimate course is needed or a Soldier that is outside the scope of the documented degree plan or finds that it is possible to take the more than the maximum number of credit hours tuition assistance authorizes. When this happens, consult an Army Education Counselor to determine if it is possible to override the requirements.

1. **Course Overrides:** After consultation with an Army Education Counselor, it is possible to override a course that is not in the documented degree plan to enable enrollment with Army Tuition Assistance. Generally, the most common type of override is for classes requiring prerequisites or completion of lower level courses to eventually attain the course required for the degree.
2. **Semester Hour Overrides:** After consultation with an Army Education Counselor, it is possible to override the maximum number of credit hours (12) to enable enrollment with Army Tuition Assistance.



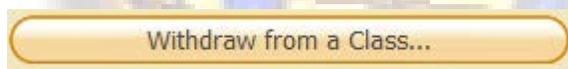
Appendix G How to Drop a Class

All Soldiers must drop classes through the GoArmyEd portal prior to the class end date. There are two types of withdraws within GoArmyed, personal and military.

If a Soldier drops after the add/drop period as established by the school, then a payment to the college will occur. If the drop is a result of personal issues, a recoupment action will occur. If the drop is due to a military withdraw and the Soldier has obtained approval from first LTC in the Chain of Command, the cost may be waived.

If a class is dropped due to a military reason, a memorandum (Appendix Q) signed by the first LTC is the Soldier's Chain of Command must be uploaded into the Soldier's eFile. Failure to have the form in the eFile will result in a recoupment of the tuition cost.

1. Log into www.goarmyed.com.
2. Select "Withdraw from a Class".



3. Check class for drop and Select Drop Selected Class.

Select	School	Subject/Catalog Number/Section	Title	Start/End Dates	Semester Hours	Status
<input checked="" type="checkbox"/>	Central Texas College	ANTH 2351 Section: T102	Cultural Anthropology	03/19/2012 - 05/11/2012	3.00	✓
<input type="checkbox"/>	Butler Community College**	EG 101	English Comp 1	03/23/2012-05/30/2012	3.00	✓
<input type="checkbox"/>	A Cut Above Beauty College	ENGL 101	English	03/15/2012-07/31/2012	1.98	✓
<input type="checkbox"/>	Central Texas College	ENGL 1301 Section: T359	Composition I	03/19/2012 - 05/11/2012	3.00	✓

[DROP SELECTED CLASS](#)

4. Select Enrollment action and Finish Dropping.

Withdrawal - Military Reasons: Request to Withdrawal for Military Reasons (ie: unanticipated military mission, emergency leave, death of a family member, illness/hospitalization, etc.)

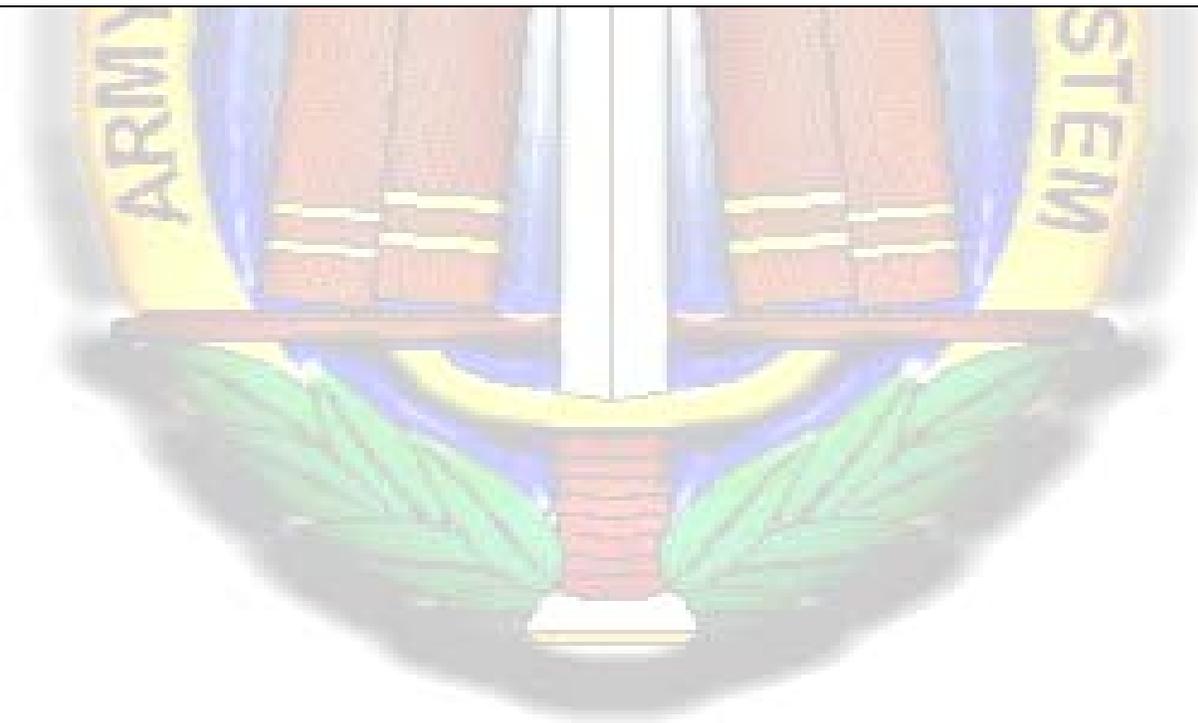
Withdrawal - Personal Reasons: Request to Withdrawal for Personal Reasons (non-military reasons)

Depending on the outcome of your request, you may be required to reimburse the Army for Tuition Assistance used to fund the class.

Select 'Finish Dropping' to process your request. To exit without dropping a class, select 'Cancel'.

Enrolled
 Dropped

Action	School	Subject/Catalog Number/Section	Title	Start/End Date	Semester Hours	Status
-Select enrollment action-	Butler Community College**	EG 101	English Comp 1	03/23/2012-05/30/2012	3.00	✓
-Select enrollment action-						
Withdrawal - Military Reasons						
Withdrawal - Personal Reasons						



Appendix H TA Recoupment

1. Class costs will be recouped from a Soldier for:
 - a. Failing a class or receiving a D in a Master's level course.
 - b. An "Incomplete grade" not resolved within 120 days
 - c. A course dropped for personal reasons
 - d. A class that is not included in the Soldier's degree plan.

2. GoArmyEd will send a notification to the Soldier's email account concerning the recoupment action 30 days prior. Below is a sample of the email that is sent:

You have a Tuition Assistance (TA) debt and are subject to recoupment because you received a failing ("F") grade in ENG 101 – English Comp I. Your GoArmyEd account has also been placed on Hold.

This email serves as official 30-day notification of TA debt to the Government and intent to collect TA debt from your military pay. A TA recoupment will be processed automatically on 05-JAN-2012 because you received a failing grade for ENG 101 – English Comp I. The debt will be deducted from your military pay using a default payment which is 15 installments of \$ 50.00 until TA recoupment has been fully collected.

Select a repayment plan by using the Recoupment page on the GoArmyEd portal. You can accept the default payment listed above, pay the full debt in one lump sum, or change the number of payments. If you do not choose a TA repayment plan to start recoupment, the default payment will be deducted automatically in 30 days. This default payment is based on two factors:

- 1) the period of collection may not exceed the current expected date of separation and
- 2) the monthly payment amount may not be less than \$50. Once the payment option is confirmed it cannot be changed in GoArmyEd. Any changes to the payment arrangement must be made with the local finance office and can only be made once the deductions from your paycheck have begun.

3. A suspense date is determined to begin recoupment and you will have the option of accepting the “Default Monthly Payment (\$50.00)”, “Pay the Full Amount “or “Customize the payment”.

Course is recoupable due to failing grade.

Course Details

Course: MA 170	Description: Finite Mathematics	Class Nbr: 132603
College: Grantham Univ	Term: Jul - Sep 2008	Units Taken: 3.00
Start Date: 09/24/2008	End Date: 11/18/2008	Drop Date:
Grade: F	Grade Date: 01/30/2009	Recoupment Reason: Fail

Recoupment Details

Amount: \$750.00	Notice Date: 01/31/2009
Status: Pending	Suspense Date: 03/02/2009 <input type="text"/>
Waived <input type="checkbox"/>	Suspense Date Reason:
	Date Sent to Finance:
	Separation Date:

Payment Options

The default monthly payment provides the minimum payment amount allowed to repay the debt. You may expedite your payment by selecting and submitting another payment option. To change the number of months and view the new monthly amount please change the amount shown and then either tab out of the field or press your Enter key. If you do not wish to make a selection at this time, close the browser and return to this page before the suspense date listed above. If you do not return prior to suspense date the default monthly payment will be submitted for you. NOTE: The last payment may be rounded to ensure that the total amount owed is collected.

	# of Months	Monthly Amount
<input checked="" type="radio"/> Default Monthly Payment	15	50.00
<input type="radio"/> Pay Full Amount Now	1	750.00
<input type="radio"/> Change Number of Months	15	50.00

4. **EXCEPTIONS:** At times, there may be extenuating circumstances that cause a recoupment action. Recoupment may be waived provided a Request for Waiver signed by the first LTC in your Chain of Command is uploaded into your eFile (Appendix Q). The waiver is then reviewed by the Education Services Officer and either approved or disapproved.

Tip: If you require additional time to process a recoupment waiver, contact and see an Army Education Counselor for an extension to the Suspense Date. Army Education Counselors have the ability to extend the suspense date up to 30 additional days with appropriate justification.

Appendix I Uploading Documents into eFile

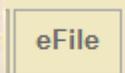
Upload the following documents to your Go Army Ed efile: Statement of Understanding, Military Withdrawal Memorandum, TA request cost verification for Non-LOI course enrollments and any other educational items you want to keep in your GoArmyEd account.

1. To upload a document to goarmyed. You must scan the document and save it to your computer.

- a. Log in to www.goarmyed.
- b. Select “My Education Record” Smart Link.



- c. Select the “eFile” tab.



- d. Complete required fields (marked with *) and Select “Browse” to find your file.

Upload eFile

All fields marked with an asterisk (*) are required.

*Title:

*Description:

*Transaction Type:

*Select a file to upload:

Note: File size is limited to 4096KB. Please zip the file if it exceeds 4096KB. Upload time will vary depending on the connection speed.

e. Select “Upload File”.



f. A message indicating File Successfully Uploaded appears.

Select an entry in the first column. Use the buttons below the list to download, update, view history for, or delete the selected document.

Select	File Type	Title	Description	Transaction Type	Date	Created by User	Created by Role	Last Updated by User	Last Updated by Role
<input type="radio"/>		Test Document	Included specific information about the document.	Other	3/19/2012 10:24:08 AM	Sergeant Online	Student	Sergeant Online	Student
<input type="radio"/>		Invoice	Third Quarter 2012 A Cut Above Beauty College Engl 101	Cost and/or Course Enrollment Verification	3/15/2012 12:27:04 PM	Sergeant Online	Student	Sergeant Online	Student
<input type="radio"/>		tuition	EG101-spring	Cost and/or Course Enrollment Verification	3/15/2012 9:18:08 AM	Sergeant Online	Student	Sergeant Online	Student
<input type="radio"/>		Statement of Understanding	SOU	Tuition Assistance Statement of Understanding	3/6/2012 10:23:11 AM	Sergeant Online	Student	Sergeant Online	Student
<input type="radio"/>		test	test	Other	1/10/2012 3:53:48 PM	Army Counselor	ACES	Army Counselor	ACES

1

Page 1 of 1

File Successfully Uploaded

2. You can also Download Files, Upload New Versions, View the History or Delete Files.



Tip: Uploading New Versions or Deleting files can occur only on those where you have created the files.

TIP: You now have the ability to upload your Statement of Understanding and selecting the option to have a Helpdesk created. Once created someone will review the request and process accordingly.

Appendix J

Loan Repayment Program (LRP)

1. Soldiers can request the LRP program instead of the Montgomery GI Bill (MGIB) during the first week of basic training. The amount of qualifying loan(s) will be repaid is 33 1/3% of the original unpaid principal balance or \$1,500.00 whichever is greater, after the completion of each year of service. The maximum reimbursable principal amount is \$65,000.00. The loan cannot be in default and the Soldier must remain in good standing while on active duty.

The LRP is not available at a later date while in the military.

Commander, AHRC
ATTN: AHRC-PDE-E
1600 Spearhead Division Avenue, Dept 480
Fort Knox, KY 40122-5408

Telephone: 1-800-872-8272

Email: usarmy.knox.hrc.mbx.tagd-pdeei@mail.mil

TIP: Soldiers are to contact Education Incentive Branch (EIB) at the following address if they have not been contacted prior to the 8th month on active duty.

2. For those not on the LRP, there are several options available for repayment plans of Federal Student Aid, such as, extended repayments, graduated repayments and Income Based repayments.

An active duty military deferment (postponement) is available for loans first disbursed on or after July 1, 2001. The deferment may not exceed three years and is available only for periods when the borrower is serving on active duty during a war or other military operation, or national emergency or is performing qualifying National Guard duty under the same circumstances. Therefore, not all active duty military personnel are eligible for this deferment. Documentation for this deferment may include a copy of military orders or a written statement from the commanding officer or personnel officer verifying that you are on active duty under these circumstances.

For more information on Repaying Your Student Loan go to: www.studentaid.ed.gov.

Appendix K

Transferring Post-9/11 Benefits

Part I: General Information

1. The best source for all requirements concerning eligibility of transferring Post-9/11 is at http://www.defense.gov/home/features/2009/0409_gibill/ .

2. General requirements are:

Any member of the Armed Forces (active duty or Selected Reserve, officer or enlisted) on or after August 1, 2009, who is eligible for the Post-9/11 GI Bill, and –

(a) Spouse: Has at least 6 years of service in the Armed Forces (active duty and/or Selected Reserve) on the date of approval and agrees to serve 4 additional years in the Armed Forces from the date of election.

(b) Children: Has at least 10 years of service in the Armed Forces (active duty and/or Selected Reserve) on the date of approval, is precluded by either standard policy (Service or DoD) or statute from committing to 4 additional years, and agrees to serve for the maximum amount of time allowed by such policy or statute.

(c) Such transfer must be requested and approved while the member is in the Armed Forces.

Eligible Dependents

An individual approved to transfer an entitlement to educational assistance under this section may transfer the individual's entitlement to:

- The individual's spouse.
- One or more of the individual's children.
- Any combination of spouse and child.
- A Family Member must be enrolled in the Defense Eligibility Enrollment Reporting System (DEERS) and be eligible for benefits, at the time of transfer to receive transferred educational benefits.

3. Soldiers must meet with their Career Counselors to complete the appropriate enlistment paperwork.

4. Upon approval, Family Members may apply to use transferred benefits with VA by completing VA Form 22-1990e. VA Form 22-1990e should only be completed and submitted to VA by the Family Member after DoD has approved the request for TEB.

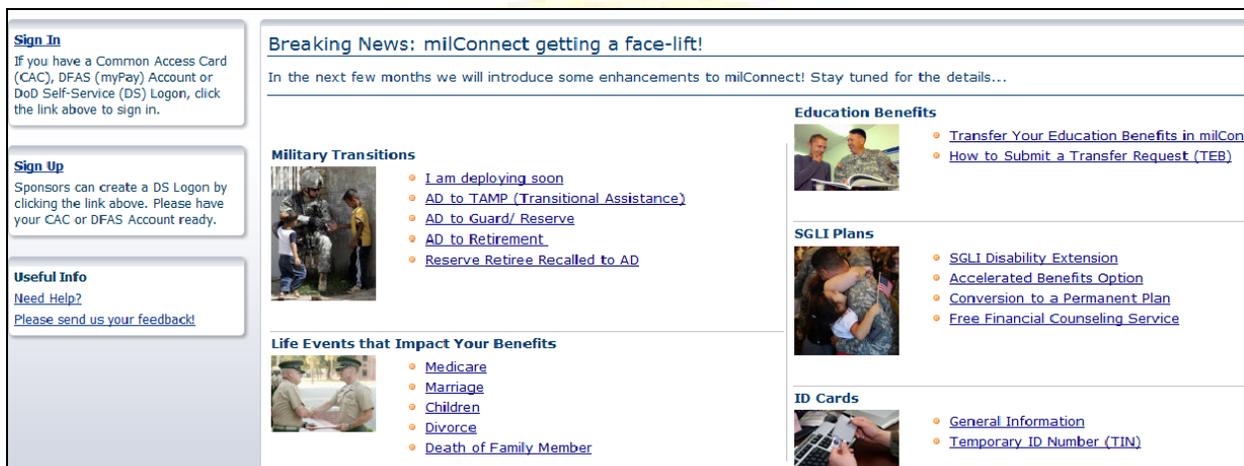
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Do not use VA Form 22-1990e to apply for TEB.



Transferring Post-9/11 Benefits Part II – Transfer of Education Benefits Website

1. Access the <https://www.dmdc.osd.mil/milconnect> website.



The screenshot shows the milConnect website interface. On the left, there are three vertical boxes: 'Sign In' with instructions for CAC, DFAS, or DoD Self-Service logins; 'Sign Up' for creating a DS Logon; and 'Useful Info' with links for help and feedback. The main content area features a 'Breaking News' banner about a website face-lift. Below this are four columns of links: 'Military Transitions' (including deployment, TAMP, Guard/Reserve, and Retirement); 'Life Events that Impact Your Benefits' (including Medicare, Marriage, Children, Divorce, and Death of Family Member); 'Education Benefits' (including Transfer Your Education Benefits and Transfer Request); and 'SGLI Plans' (including Disability Extension, Accelerated Benefits, and Conversion to a Permanent Plan). At the bottom right, there are 'ID Cards' links for General Information and Temporary ID Number (TIN).

2. Sign into the website with either your CAC or DFAS information.
3. Provide the number of months to the dependent(s) you are transferring to, maximum is generally 36 months.
4. It is possible to modify or revoke benefits if necessary at a later time.

Tip: If you are unsure of whether you want to transfer benefits or the number of months, provide the dependent with one month. It is possible to modify or revoke in the future but it is a requirement you must be on active duty to add a dependent.

Appendix L

Army/ACE Registry Transcript System (AARTS)

1. There are two options for transcript requests: Official transcripts and Personal transcripts.

a. An Official transcript is one that is sent directly to the school you are applying to. Generally, once you have started the admissions process the school will advise you when to send them an official transcript.

b. Personal Transcripts are there for your own personal review.

Tip: It is generally a good idea to access your personal transcript periodically to ensure all training is reported. If there is something missing, contact your S1 to update. If you require an update within 30 days, AARTS provides a method to document the information.

2. To access the AARTS transcript:

a. Log on to the AARTS web page at <http://aarts.army.mil/>.

b. Enter the required information (SSN, Birth Date and BASD or PEBD).

The screenshot shows the AARTS (Army/American Council on Education Registry Transcript System) website. The header includes the AARTS logo and the U.S. Army logo with the slogan 'ARMY STRONG'. The navigation bar has 'HOME' and 'CONTACT US' links. The main content area is titled 'REQUEST FOR PERSONAL TRANSCRIPT' and contains the following information:

- Transcript Request**
 - Official Transcript
 - Personal Transcript
 - Transcript Status
- AARTS Links**
 - AARTS FAQ
 - Corrections
 - Related Links
- Other Links**
 - U.S. Army
 - ACES Home Page

REQUEST FOR PERSONAL TRANSCRIPT

In order to retrieve the information required to complete your request, we need the following three pieces of data:

SSN: (999999999)
*SSN Required

Birth Date: (MMDDYYYY)
*Birth Date Required

BASD or PEBD: (MMYYYY)
*BASD Required

Please Select Service Type

I am active Army
 I am active in the Army National Guard
 I am a Veteran
 I am active in the Army Reserve

* Your transcript will open in a new window.

c. Below is a sample of a Personal Unofficial AARTS.

	ARMY / AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT	
ISSUED: 03/19/2012	** PERSONAL UNOFFICIAL COPY **	Page 1
NAME: SSN: RANK: SPECIALIST 4, E4 STATUS: ACTIVE		
AARTS ID: PERSONAL UNOFFICIAL		
MILITARY COURSE COMPLETIONS		
COURSE NUMBER: 750-BT TITLE: BASIC COMBAT TRAINING LOCATION: US ARMY TRAINING CENTER FT LEONARD WOOD, MO DATES TAKEN:	ACE GUIDE NUMBER AR-2201-0399	
DESCRIPTION: UPON COMPLETION OF THE COURSE, THE RECRUIT WILL BE ABLE TO DEMONSTRATE GENERAL KNOWLEDGE OF MILITARY ORGANIZATION AND CULTURE, MASTERY OF INDIVIDUAL AND GROUP COMBAT SKILLS INCLUDING MARKSMANSHIP AND FIRST AID, ACHIEVEMENT OF MINIMAL PHYSICAL CONDITIONING STANDARDS, AND APPLICATION OF BASIC SAFETY AND LIVING SKILLS IN AN OUTDOOR ENVIRONMENT. INSTRUCTION INCLUDES LECTURES, DEMONSTRATIONS, AND PERFORMANCE EXERCISES IN BASIC MILITARY CULTURE/SUBJECTS, INCLUDING MARKSMANSHIP, PHYSICAL CONDITIONING, FIRST AID, AND OUTDOOR ADAPTATION/LIVING SKILLS.		
ACE CREDIT RECOMMENDATIONS: IN THE LOWER-DIVISION BACCALAUREATE/ASSOCIATE DEGREE CATEGORY, 1 SEMESTER HOUR IN PERSONAL PHYSICAL CONDITIONING, 1 IN OUTDOOR SKILLS PRACTICUM, 1 IN MARKSMANSHIP, AND 1 IN FIRST AID. (10/2000)		
COURSE NUMBER: 730-62J10 TITLE: GENERAL CONSTRUCTION EQUIPMENT OPERATOR LOCATION: US ARMY TRAINING CENTER FT LEONARD WOOD, MO DATES TAKEN: 11/20/1987-02/02/1988	ACE GUIDE NUMBER AR-1710-0086	

Tip: If you are a Veteran and do not qualify to receive an AARTS... you can use your DD214 (Discharge certificate) or DD295 Application for Military Experience

2. Interpreting your AARTS using the above sample.

a. Look at the information contained in Military Course Completions. All logistical data is included on each course, such as, Course Number, Title, Location, Dates and the actual Description.

b. ACE Credit Recommendations are the suggested courses the American Council of Education for the particular course. In this example, the ACE recommends 4 hours of credit (1 in Physical Conditioning, 1 in Outdoor Skills, 1 in Marksmanship and 1 in First Aid). It is up to the school to determine the actual credit they are willing to accept.

Appendix M

FAQs and Lessons Learned

Many Fort Riley Soldiers have deployed to Iraq and Afghanistan and still continue their education through Distance Learning courses using Tuition Assistance (TA) funds. It is possible; the following are a few “Lessons Learned” that might make your educational experience less stressful.

1. What should I do prior to deployment?

- a. Contact an Education Counselor before you deploy to discuss your educational goals. They will provide you with the latest education and GoArmyEd information.
- b. Register in GoArmyEd (GAE) portal prior to departure and complete the common application.
- c. Choose a home college/university and major.
- d. Have your Commander approve your TA Statement of Understanding (SOU) and upload into GoArmyed eFile.

2. Should I enroll in classes before or after you leave the states?

- a. It is highly recommended that you wait to enroll in classes after you arrive at your destination. Not all forward locations are the same!
- b. You need to insure that your location will support distance learning courses concerning:
 - (1) Mission Support.
 - (2) Good telephone communication.
 - (3) Reliable internet communication.

3. I've completed everything in 1 & 2 above, what are some hints do to enroll?

- a. Start the enrollment process early. Sixty (60) days before the class starts is NOT too soon.
- b. Read through this deployment guide. Many questions will be answered. Contact an Education Counselor if you require additional assistance.

Tip: Keep in mind that communication problems may exist, if you have not heard back within 48 hours, try again.

Appendix N Contact Information

1. Fort Riley Army Education Center

Commercial: (785)239-6481
 DSN: 856-6481
 Email: usarmy.riley.imcom.mbx.education-service@mail.mil

2. GoArmyEd Helpdesk

a. Create a Helpdesk case

Helpdesk

For one-stop comprehensive support:

- [Create a Helpdesk Case 24/7](#)
- Call the GoArmyEd HelpDesk – 800-817-9990
 - If you are currently located outside the continental United States, call the OCONUS Helpdesk.
 - [View OCONUS Helpdesk Numbers](#)

b. CONUS: 1-800-817-9990

c. OCONUS:

OCONUS LOCATION	TOLL-FREE TELEPHONE NUMBER
-----------------	----------------------------

Afghanistan	**See Note Below
Croatia	0800 220111
Egypt	
Cairo	510-0200
Outside Cairo	02-510-0200
Iraq	**See Note Below
Japan	
IDC	0066-55-111
JT	0044-11-111
Jordan	18-800-000
Kuwait	**See Note Below
Macedonia	99-800-4288
Marshall Islands	1-800-225-5288
Netherlands	0800-022-9408
Russia	755-5555
Moscow	755-5042
St. Petersburg	325-5042
St. Petersburg Option 2	8-10-800-497-7211

Fort Riley Army Education Services
 Your Guide for Army Tuition Assistance, version 2
 November 2012

Ekaterinburg	8-10-800-110-1011
Irkutsk	8-10-800-110-1011
Novosibirsk	8-10-800-110-1011
Omsk	8-10-800-110-1011
Rostov-on-Don	8-10-800-110-1011
Vladivostok New	8-10-800-110-1011
Other Cities I	8-10-800-110-1011
Other Cities II	8-10-800-110-1011
Ufa	8-10-800-110-1011
Saudi Arabia	1-800-10
Spain	900-97-1209
Turkey	00-800-12277
Yugoslavia - Kosovo	**See Note Below

** Note: Afghanistan, Iraq, Kuwait, Yugoslavia - Kosovo - Using a pre-programmed telephone, dial the OCONUS toll-free helpdesk number (1-800-861-7770) from your military base.

For the following locations, you can reach the helpdesk by directly dialing the numbers listed below.

OCONUS LOCATION	TOLL-FREE TELEPHONE NUMBER
Australia	1-800-14-3785
Belgium	0800-7-4695
Germany	0800-181-7814
Greece	00-800-11-005-2493
Italy	800-788727
Japan	00531-11-5033
Korea Republic	00308-11-0546
Thailand	001-800-11005-2493

3. Loan Repayment Program

Commander, AHRC
 ATTN: AHRC-PDE-E
 1600 Spearhead Division Avenue, Dept 480
 Fort Knox, KY 40122-5408

Telephone: 1-800-872-8272

Email: usarmy.knox.hrc.mbx.tagd-pdeei@mail.mil

Appendix O Forms

1. VA Form 22-1990, Application for VA Education Benefits, <http://www.va.gov/vaforms>
2. VA Form 22-1990e, Application for Family Member to Use Transferred Benefits, <http://www.va.gov/vaforms>
3. GoArmyEd Forms to include TA Recoupment/Withdrawal for (WM) Military Reasons and Statement of Understanding (SOU).

<ul style="list-style-type: none"> ✚ Reports ✚ My Profile ✚ eArmyU Advising Resources ✚ Student Recognition ✚ Education Careers ✚ ACES Resources <ul style="list-style-type: none"> ACES Communication Broadcast Messages to Soldiers Class Roster Class Schedule Counselor Briefing eArmyU Marketing Resources ESO-CE List Expected to Graduate Report ✚ Forms and Letters <ul style="list-style-type: none"> GoArmyEd Marketing Resources Test Schedule ✚ Earn a Degree or Credential ✚ Programs and Services ✚ Money for College ✚ GoArmyEd ✚ eArmyU ✚ College of the American Soldier ✚ Help 	<p>Top-Up Form</p> <p>Launch a copy of the eArmyU Top-Up Counseling Information Sheet and the official Top-Up benefits form.</p> <p>Top-Up Form - .pdf</p> <hr/> <p>Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons</p> <p>Click the link below to view the form for Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons.</p> <p>Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons - .pdf</p> <hr/> <p>Alternate Enrollment Process Form</p> <p>Click the link below to view the Alternate Enrollment Process Form.</p> <p>Alternate_Enrollment_Process_Form - .pdf</p> <hr/> <p>TA Statement of Understanding (SOU) Form</p> <p>Select the link below to view the Annual TA SOU Approval Form.</p> <p>Annual TA SOU - .pdf Launch Digital Annual TA SOU - .XFDL <i>If your computer supports digital signatures, you may launch the digital version of the Annual TA SOU.</i></p> <p>Click the link below to view the quarterly electronic version of the TA SOU.</p> <p>Quarterly TA SOU - .pdf</p>
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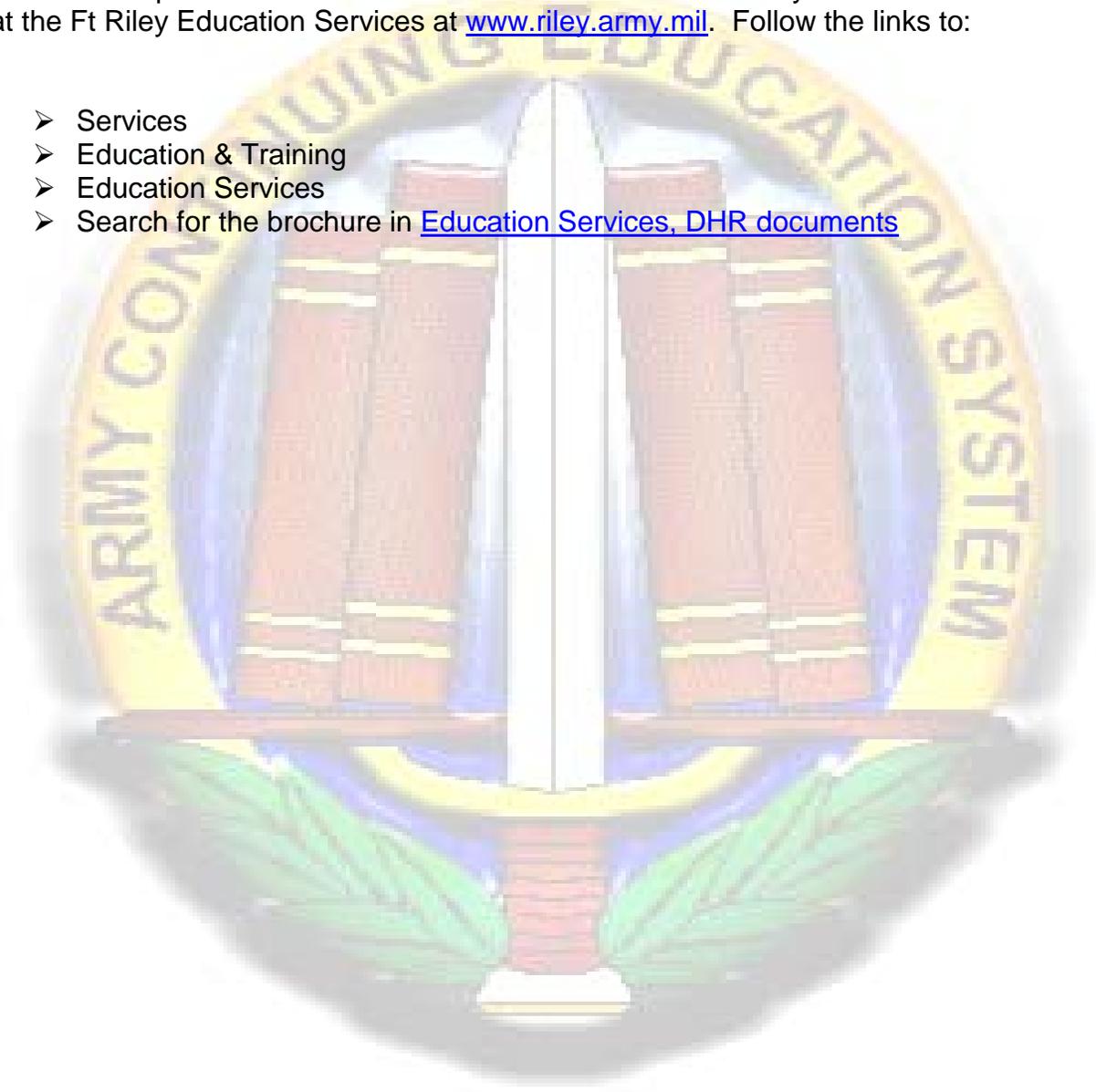
Appendix P Links

AARTS: <https://aartstranscript.army.mil>
Accreditation Search: www.ope.ed.gov/accrediation/Search.aspx
AMEDD: <http://www.armymedicine.army.mil>
AMEDD PA Program: www.usarec.army.mil/armypa
Army Correspondence Course Program: www.atsc.army.mil/accp/aipdnew.asp
Army Nurse Corps Site: <http://armynursecorps.amedd.army.mil/>
Community College of the Air force: www.au.af.mil/au/ccaf/
Direct Commission- www.goarmy.com/career/direct.isp?bl=Army+Reserve
Federal Student Aid: www.studentaid.ed.gov
Free Application for Federal Student Aid: www.fafsa.ed.gov
GoArmyEd: www.goarmyed.com
GRE website: www.gre.org
GMAT website: www.mba.com/mba
Green to Gold: www.goarmy.com/rotc/enlisted=soldiers.jsp#scholars
OCS: www.armyocs.com/
SOCAD: <http://www.soc.aascu.org/socad/Default.html>
Veterans Affairs: www.gibill.va.gov
Warrant Officer Applications <http://www.usarec.army.mil/hq/warrant/index.shtml>

Appendix Q Brochures

Electronic copies and much of this information in brochure or flyer format can be found at the Ft Riley Education Services at www.riley.army.mil. Follow the links to:

- Services
- Education & Training
- Education Services
- Search for the brochure in [Education Services, DHR documents](#)

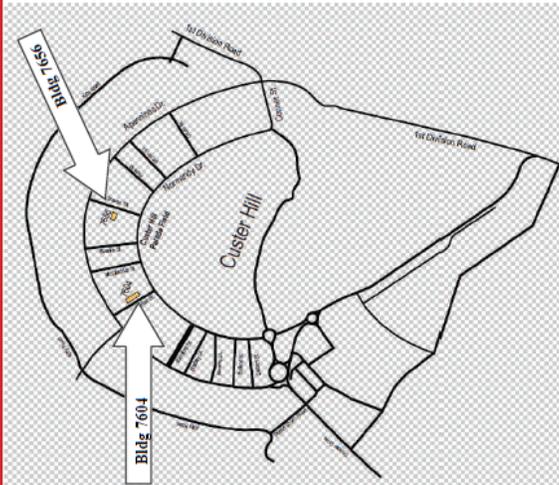


Fort Riley Education Services brochure (2 pages)

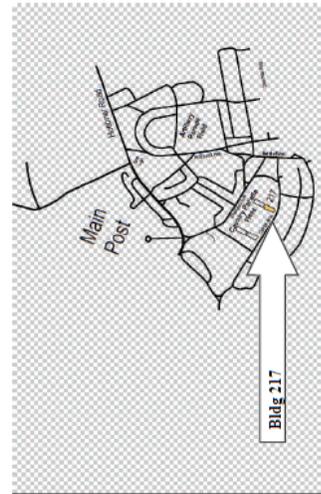
Fort Riley Education Services

Consortium of Colleges and Universities

- Barton Community College
- Central Texas College
- Central Michigan University
- Kansas State University
- Southwestern College
- Upper Iowa University
- University of Mary



Main Post Learning Center, 217 Custer Ave
 Custer Hill Learning Center, 7656 Graves St.
 Multi-Learning Facility, 7604 Parker St.



Contact Information

Main Post Learning Center
 217 Custer Avenue
 Phone: (785) 239-6481
 Fax: (785) 239-3170

Custer Hill Learning Center
 7656 Graves Street
 Phone: (785) 239-3824
 Fax: (785) 239-5894

Multi-Learning Facility (MLF)
 7604 Parker Street
 Phone: (785) 239-9485
 Fax: (785) 239-1029

DSN Prefixes:
 856 (239-XXXX)
 520 (240-XXXX)

Education Services Public E-mailbox:
usarmy_riley_fmcom.mbx.education-service@mail.mil

Our website: www.riley.army.mil/UnitPage.aspx?Unit=DHR_Educ&nav=Syrcs-Edt

Become a fan.
 Search Ft Riley Education Services

Call:
 fort.riley.ed.services or 1-404-941-8599
 1:00 p.m.-4:30 p.m. (Central Time)

What can we do for you?

Counseling Services

- Education guidance and related information
- GI Bill benefits and information
- AARTS (Army/American Council on Education Registry Transcript System)
- In-processing—All Soldiers must in-process with an Education counselor within 30 days of arrival.
- Out-processing—Mandatory counseling for Soldiers within 180 days of separation.

Testing Services

- Army Personnel Testing (APT) - Tests used for personnel selection, classification, assignment, utilization and increased pay incentive
- CLEP/DSST
- GED Testing (for active duty)

Academic Programs

- BSEP (Basic Skills Education Program) / GI Improvement
- LSEC (Leader Skill Enhancement Classes) Associate degree level courses at no cost; available during duty hours. Open to Soldiers, Family members and DoD Civilians and their family members.
- College Programs—Our consortium has seven colleges and universities.
- ESL (English as a Second Language)

Multi-Learning Facility (MLF)

- Twelve (12) computers available for research in the world wide web.
- Study guides and other multi-media material available to use and sign-out.
- Computers available for personal usage on a space-available basis.
- Printing available (5 page maximum)

Hours of Operation

Education Services follows the Garrison Resiliency Day schedule. Every center is closed every other Friday.

Administration Offices & Learning Centers

- **217 Custer Avenue**
 Monday thru Thursday: 7:30 a.m.–5:00 p.m.
 Working Fridays: 7:30 a.m.–4:00 p.m.

- **7556 Graves Street**
 Monday thru Thursday: 7:45 a.m.–5:15 p.m.
 Working Fridays: 7:45 a.m.–4:15 p.m.

Multi-Learning Facility (MLF)

- **7604 Parker Street**
 Monday thru Thursday: 8:00 a.m.–5:00 p.m.
 Working Fridays: 8:00 a.m.–4:00 p.m.



The GoArmyEd website provides one location for information about Army TA (Tuition Assistance) processes and policies.

- Portal access only after registration and online training
- Print your TA Statement of Understanding (SOU)
- Withdraw from college courses via the GoArmyEd portal
- Helpdesk support via this portal. Call 1-800-817-9990

MISSION STATEMENT

Create a customer focused learning environment that integrates current education, training, and transition programs to provide broad learning opportunities, facilitate access to services, and enhance the visibility of all installation student programs.

GoArmyEd – Hip-Pocket Guide copy

S T A R T H E R E

GoArmyEd is used by...

- Active Army, National Guard, and Army Reserve Soldiers to set-up a GoArmyEd account and request Army Tuition Assistance (TA). Contact your Army Education Computer, Education Services Specialist (ESS), or Education Services Officer (ESO) for more information.

New Users

- 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 request 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
 - Submission of your statement of understanding (SOU)
 - Submission of your statement of intent and degree plan
 - Selection of home school and degree plan
 - Completion of the Common Application
- After completing the steps listed above, your Army Education Counselor (ESS) 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.

How to Request TA and Enroll in a Class

- TA Requests MUST be submitted before the class starts or no later than the final day of the school's late registration period.
- Depending on the school you attend, you will be presented with one of two 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 your school uploads classes and tuition costs to GoArmyEd, you will be presented with the following process:

- Log in to www.GoArmyEd.com
- Select the "Request TA" Smart Link
- Confirm your school details (pre-populated) and the class start date range & cost then select "Next"
- New Class Search Results. Select the "Class Details" button before enrolling to view more class information (e.g., class description, SH cost, prerequisite, required class materials, etc.)
- Select "Request Class" for your desired class
- The Confirm Classes screen displays class cost information. Be sure to review the cost covered by TA and any cost you must self-pay. Select "Process Enrollment" or "I Agree to Pay"

Note: TA does not cover the entire cost of the class, you are responsible for the remainder, which will be billed directly by the school.
Note: Do not "Post" a page. Select "Cancel Request" if class selection is in error.

Review and update your account information if necessary, then select "Account Information Verified"

- The View Results screen displays the status of your enrollment request. If the Status column shows a green checkmark, you have successfully enrolled, pending final approval from the school. You will receive an email confirming enrollment.

If your school does not upload classes and tuition costs in the portal, you will need to supply class information in an online TA Request. You will be presented with the following process:

- Log in to www.GoArmyEd.com
- Select the "Request TA" Smart Link
- Confirm your schools are 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 Cost sections. Select "Calculate Cost" to populate the Invoice section so you can see the final Army and Soldier cost.
- 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; a 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 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.*

How to Get Help

- Reference Documents:
 - Log in to www.GoArmyEd.com
 - Select "New Reference Documents" in the Help Desk Resources section
- Contact the GoArmyEd Helpdesk:
 - COMUS toll-free: 1-800-871-9990
 - OOCONUS toll-free:
 - Go to www.GoArmyEd.com and select the "Helpdesk" link
 - select the "New OCONUS Helpdesk Numbers" link
- Create Case from your GoArmyEd homepage:
 - Log in to www.GoArmyEd.com and select the "Withdrawal from a Class" Smart Link
 - 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 an Army Education Counselor (ESS) ESO:
 - Log in to www.GoArmyEd.com
 - Select "My Education Centers" Smart Link

How to Check Your TA Balance

- Log in to www.GoArmyEd.com and look in the "My Education" section to see your TA balance.

How to Drop a Class

- Soldiers MUST drop ALL classes through GoArmyEd before the class end date (Eastern Time).
- Log in to www.GoArmyEd.com and select the "Withdrawal from a Class" Smart Link
- Select a checkbox to choose the class
- View Confirmation page and choose the appropriate withdrawal reason using the dropdown options of "Withdrawal - Military Reasons (WM)" or "Withdrawal - Personal Reasons"
- Personal drops - Soldiers MUST copy the TA amount
- Military drops include emergency drops - Soldiers MUST have the WM approved by the Army within 60 days of the initiation of the withdrawal, to prevent incurrence.
- Withdrawal for Approval Waiver - Withdrawal for Withdrawal by Person's Firm - Withdrawal by Battalion Commander or First Lt. requires the signed consent or return Reserve Commitment, by the Unit Commander for the class
- Note: Soldiers who provide false information with respect to why a withdrawal of Army TA was subject to penalty under the Uniform Code of Military Justice (UCMJ).
- Note: Select the "Times Remaining" button.

How to Resolve a Hold

A hold is applied to enforce Army TA 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.

TA Requirements

- Your fiscal year TA ceiling is \$4,500 and your per-semester-hour (SH) cap is \$250
- Maintain an Army GPA of 2.0 or higher when using TA
- Must pass class
- Must be moving forward in your degree

TA Recoupment

- Class costs will be recouped from a Soldier for:
 - Falling a class
 - An incomplete grade not resolved within 720 days
 - A course drop for personal reasons
 - A class that is not included in the Soldier's degree plan
- An email notification is sent 30 days before recoupment begins, except in the case of separation from the Army. See your signed SOU for recoupment rules.

How to Use Your eFile

Scan a document and save it to your computer (e.g., Student Agreements, TA request cost verification, SOU, or Military Withdrawal documents).

- Log in to www.GoArmyEd.com
- Select "My Education Record" Smart Link
- Select the "eFile" tab
- Complete required fields and select "Browse" to find your file
- Select "Upload File"

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, 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

www.GoArmyEd.com



Supporting Soldier Education

Your Guide for Army Tuition Assistance



www.GoArmyEd.com

Post 9/11 GI Bill brochure (2 pages)

Department of Veterans Affairs



**The Post-9/11
Veterans Educational
Assistance Act of 2008**

VA Pamphlet
22-09-01
Revised March 2010

Veterans Benefits
Administration
Washington, DC
20420

What does the Post- 9/11 GI Bill cover?
You may receive benefits for any approved program offered by a school in the United States that is authorized to grant an associate (or higher) degree. Visit our website at www.GIBILL.va.gov/GI_Bill_Info/programs.htm to verify that the program at your school, or the program at the school you would like to attend, is approved. You may also receive benefits for tutorial assistance or up to \$2,000 for the reimbursement of one licensing or certification test.

If you transferred to the Post-9/11 GI Bill from the Montgomery GI Bill – Active Duty, Montgomery GI Bill – Selected Reserves, or the Reserve Education Assistance Program, you may also receive Post-9/11 GI Bill benefits for flight training, apprenticeship or on-the-job training programs, and correspondence courses.

Can I transfer my entitlement to my dependents?
If you are a member of the Armed Forces on August 1, 2009, the Department of Defense (DoD) may offer you the opportunity to transfer benefits to your spouse or dependent children. Contact DoD for information to this benefit.

Visit www.GIBILL.va.gov for up-to-date information on this and other education benefits.

OFFICIAL BUSINESS
Department of Veterans Affairs
Washington, DC 20420

The Post-9/11
Veterans Educational Assistance
VAP 22-09-01
March 2010 (revised)

The Post-9/11 GI Bill is a new education benefit program for individuals who served on active duty on or after September 11, 2001.

When Can I Receive Benefits under the Post-9/11 GI Bill?

Post-9/11 GI Bill benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date.

Am I Eligible?*

- You may be eligible if you served at least 90 aggregate days on active duty after September 10, 2001, and you are still on active duty or were honorably—
- discharged from the active duty; or
 - released from active duty and placed on the retired list or temporary disability retired list; or
 - released from active duty and transferred to the Fleet Reserve or Fleet Marine Corps Reserve; or
 - released from the active duty for further service in a reserve component of the Armed Forces.
- You may also be eligible if you were honorably discharged from active duty for a service-connected disability and you served 30 continuous days after September 10, 2001.

If I am eligible for the Montgomery GI Bill, Montgomery GI Bill- Selected Reserve, or the Reserve Educational Assistance Program, am I eligible for the Post-9/11 GI Bill?*

If, on August 1, 2009, you are eligible for one of these programs and you qualify for the Post-9/11 GI Bill, you may make an irrevocable election to receive benefits under the Post-9/11 GI Bill.

* Children of a member of the Armed Forces who died in the line of duty on or after September 11, 2001, may be eligible for Post-9/11 GI Bill benefits under the John David Fry Scholarship.

** Once you elect to receive benefits under the Post-9/11 GI Bill, you will no longer be eligible to receive benefits under the program from which you elected the Post-9/11 GI Bill.

Individuals serving an aggregate period of active duty after September 10, 2001, of:	Percentage of Maximum Benefit Payable
At least 36 months	100
At least 30 continuous days and discharged due to service-connected disability	100
At least 30 months < 36 months	90
At least 24 months < 30 months	80
At least 18 months < 24 months	70
At least 12 months < 18 months	60
At least 6 months < 12 months	50
At least 90 days < 6 months	40



90 consecutive days. If you were released for a service-connected disability after at least 30 days of continuous service, you will also be eligible for benefits for 15 years.

Example:

Tuition and fees for full time enrollment: \$6,700.
 Highest in-state tuition and fees: \$7,000.

Scenario 1: If you separated following three years on active duty and are going to school full-time, you would receive \$6,700 for tuition and fees, \$1000 for books and supplies, and the monthly housing allowance.

Scenario 2: If you have an aggregate of 12 months of active duty in the guard or reserves and are going to school full-time, you would receive \$4,020 (60% of \$6,700) for tuition and fees, \$600 (50% of \$1,000) for books and supplies, and 60% of the monthly housing allowance.

Information about Public Law 111-32, the John David Fry Scholarship:

Eligible children:

- are entitled to 36 months of benefits at the 100% level
- have 15 years to use the benefit beginning on his/her 18th birthday
- may use the benefit until his or her 33rd birthday
- cannot use benefit before age 18, even if he or she has completed high school
- are not eligible for the Yellow Ribbon Program portion of the Post-9/11 GI Bill.

How much will I receive?

Based on your length of active duty service, you are entitled to a percentage of the following:

- Cost of tuition and fees, not to exceed the most expensive in-state undergraduate tuition at a public institution of higher education (paid to school);
- Monthly housing allowance** equal to the basic allowance for housing payable to a military E-5 with dependents, in the same zip code as your school (paid to you);
- Yearly books and supplies stipend of up to \$1000 per year (paid to you); and
- A one-time payment of \$500 paid to certain individuals relocating from highly rural areas.

How many months of assistance can I receive?

Generally, you may receive up to 36 months of entitlement under the Post-9/11 GI Bill.

How long am I eligible?

You will be eligible for benefits for 15 years from your last period of active duty of at least

*** The housing allowance and books and supplies stipend are not payable to individuals on active duty. The housing allowance is not payable to those pursuing training at half time or less or to individual's enrolled in distance learning.

Military Withdrawal example

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: College Course Withdrawal for Military Reasons/Waive TA Recoupment

1. Purpose: To provide documentation IAW AR 621-5 to verify non-completion of course(s) due to military reasons for which a Soldier received Army Tuition Assistance (TA).
2. A WM from college courses must be approved 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. This TA Recoupment Waiver is: Approved Disapproved _____
 Date

 Printed Name/Rank Signature

 Unit Phone Email

Appendix R Acronyms and Definitions

AARTS - Army/American Council on Education Registry Transcript System-computerized transcript system that produces transcripts for eligible Soldiers and Veterans upon request by combining a Soldier's/Veteran/s military education, training and experience with descriptions and credit recommendations developed by the American Council on Education (ACE)

ACE - American Council on Education - was founded in 1918 to coordinate higher education's response to the entrance of veterans into higher education. It's a unifying voice for higher education, ACE aims to foster greater collaboration and new partnership within and outside the higher education community to help colleges and universities anticipate and address the challenges.

ACES - Army Continuing Education System is established in accordance with Section 4302, Title 10, USC Codes. ACES education provides for on and off duty instruction to assist Soldiers in increasing military competency, attaining leadership skills, and transitioning to the civilian work force.

ADSO - Active Duty Service Obligation-Active duty officer or commissioned warrant officer incur additional time on active duty

AEC - Army Education Center-Operation located on an Army site managed by a fulltime ESO. All ACES programs and services are available including guidance counseling, academic and military testing, college programs, Army TA and other education resources.

ACF - Army College Fund - is an enlistment incentive option offered to Soldiers who enlist for a critical or shortage MOS. The ACF option must be included in the initial enlistment agreement upon entry to active duty.

eMILPO - electronic military personnel office

ESO - Education Services Officer - Plans and develops an installation ACES program. Administers all the educational services, advising the installation commander on the status and needs of the education program by promoting the acceptance and participation in the programs by personnel at the installation

DD214 - Armed Forces of the U.S. Report of Transfer or Discharge Certificate –denotes start and end dates of training

DD295 - Application for the Evaluation of Educational Experience, is available to all active duty personnel at AECS

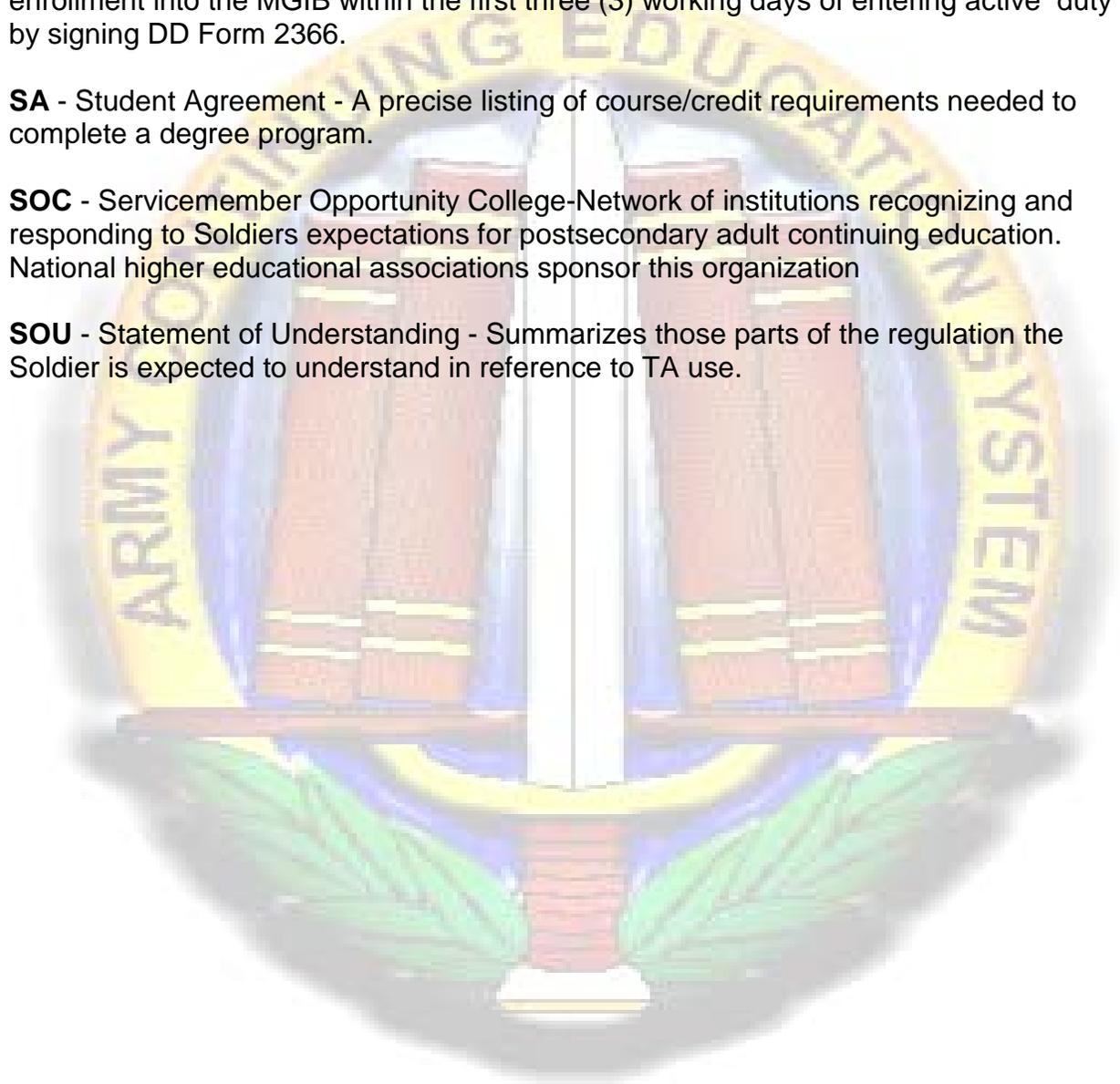
GAE – Go Army Ed - Is an education website designed to be a one-stop shop for Soldiers to access ACES programs and services anytime, anywhere with a 24/7 helpdesk support. Soldiers will request all TA online through goarmyed.

LRP - Loan Repayment Program - The LRP is an enlistment incentive option and must be included in the initial enlistment agreement. LRP participants must decline enrollment into the MGIB within the first three (3) working days of entering active duty by signing DD Form 2366.

SA - Student Agreement - A precise listing of course/credit requirements needed to complete a degree program.

SOC - Servicemember Opportunity College-Network of institutions recognizing and responding to Soldiers expectations for postsecondary adult continuing education. National higher educational associations sponsor this organization

SOU - Statement of Understanding - Summarizes those parts of the regulation the Soldier is expected to understand in reference to TA use.



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