

## **MILITARY STUDENT HANDOUT**

### **TA & Registering for Courses**

The U.S. Army's portal for enrolling and tracking students who choose to pursue a college degree ([www.goarmyed.com](http://www.goarmyed.com)) is part of a two step process. The student must apply for TA and then for his/her course at Webster.

The Tuition Assistance (TA) program provides financial assistance for voluntary off-duty education programs in support of a Soldier's professional and personal self-development goals. All Active Duty Soldiers (officers, warrant officers, enlisted) are authorized to participate in the TA program through the GoArmyEd portal. This includes members of the Active Guard Reserve, as well as Reserve Component Soldiers who are activated under U.S. Code Title 10 or Title 32.

For TA, the established semester hour cap is \$250 and each Soldier has an annual ceiling of \$4,500. The Army will pay 100 percent of the tuition and authorized fees charged by the University up to the established semester hour cap and annual ceiling.

Authorized fees covered by TA are mandatory fees that are associated with an individual course enrollment. Non-reimbursable fees and fees that are not linked to individual course enrollments (e.g., application fees, graduation fees) are not covered by TA. The difference between the TA credit hour amount (\$250) and the current military tuition rate (\$295) is the responsibility of the Soldier and is to be paid to the University.

#### **Tuition Assistance Procedures – Initial**

1. TA must be requested through the GoArmyEd portal. The first step is for the Soldier to obtain a login and password via the GoArmyEd public Web site: [www.goarmyed.com](http://www.goarmyed.com). All soldiers who attend Webster University must obtain this access if they plan to receive Army benefits.
2. The next step is to establish the educational goal. At Webster, the Planned Program Worksheet (PPW) serves this purpose. To obtain TA, a Soldier must declare a specific degree/credential as an educational goal and obtain a degree map (PPW). TA will only be approved for courses that are listed on the PPW. Soldiers should review their personal goals and look at information available on the GoArmyEd portal.
3. The Soldier should print the TA Statement of Understanding (SOU) from the GoArmyEd portal, sign it, and obtain a signature from the Unit Commander. The TA SOU should be submitted to the Soldier's Army

Education Center. The TA SOU will be uploaded into the Soldier's eFile by an Army counselor. The Soldier may submit the TA SOU in person at the Education Center, by email, by regular mail, or by fax.

4. The Soldier will need to contact an Education Center counselor for validation of the chosen educational goal and activation of the Soldier's access to the TA functionality of the GoArmyEd portal. The PPW will be entered on the GoArmyEd portal by the Education Center. The Soldier is responsible for making this happen.

### **Tuition Assistance Procedures – On-Going**

1. Soldiers request TA through GoArmyEd, which is accessible from any computer with Internet access.
2. TA is requested on a course-by-course basis. When a soldier selects or enrolls in a course with Webster, we will forward a copy of the enrollment request to allow the student to also enroll electronically on GoArmyEd portal. Soldiers must enroll on both systems for the process to work. TA will pay Webster directly minus any additional costs.
3. GoArmyEd will notify the Soldier whether the TA is approved or rejected. If the TA request is rejected GoArmyEd will advise the Soldier of the reason and communicate next steps.
4. All drops and withdrawals must take place through the GoArmyEd portal and must be accomplished through Webster's registration/drop system.
5. Soldiers who receive an "F" grade will be required to repay TA. Soldiers who are unable to complete a course due to military duties must ensure that they withdraw from the course through GoArmyEd and Webster to ensure that they will not be charged.
6. TA requests must be made using the Reimbursement Request Process if the course is not electronically available through GoArmyEd. It will be routed to an Army Education Counselor to be manually reviewed and approved. If approved for TA, the Soldier will be notified by email and must print the approved TA Reimbursement Form from GoArmyEd and enroll in the class directly with Webster. The Soldier will self-pay for the class. Reimbursement for these courses will be made directly to the Soldier, rather than the university. Soldiers must ensure that Webster submits grades to the Army for the class to receive TA reimbursement from the Army. Normally, soldiers can defer payment until three weeks after the term.

7. Soldiers must submit a new, signed TA SOU annually. No further TA will be approved until an Army Education Counselor has verified the receipt of the TA SOU.
  
8. Further details regarding TA procedures are outlined in the GoArmyEd Training which is accessible by clicking the Training Link from the GoArmyEd homepage after logging into the portal.