

ARMY TUITION ASSISTANCE AUTHORIZATION

1. APPLICANT DATA

A. Name (Last, First, M.I.)

B. SSN (Last Four)

C. Rank

SDN Number:

D. Home School

Univ of North Dakota, Minn

E. Soldier Mailing Address

F. Phone Number

G. Email

H. UIC Title / Code

2. SCHOOL SECTION

A. School / Degree Name

B. Address

C. School Primary POC

Name:

Phone:

Email:

3. CLASS DATA

A. Class Number

B. Class Title

C. Instruction Mode

D. Number of Semester Hours

E. Cost Per Semester Hour

F. Additional TA-Eligible Fees

G. Additional Soldier Fees

H. Soldier Intends to use State/Outside Funding

I. Soldier Intends to use Chapter 33 (Post 9/11)

J. Total Class Cost

K. Soldier Cost

L. Army Cost

M. Soldier Status

N. Class Start Date

O. Class End Date

P. Days of the Week

Q. Start Time

R. End Time

4. EDUCATION APPROVING OFFICIAL

A. Name

B. Phone

C. E-Mail

D. Approval Date

GoArmyEd 1

5. SOLDIER WARNING

Further Action Required - You must take all pages of this form to your school to complete registration. Failure to request tuition assistance via GoArmyEd prior to the start of your class, or the school's late registration period, will result in the denial of tuition assistance IAW AR 621-5.

It is your responsibility to process class enrollments, drops, and withdrawals both with your school and in GoArmyEd.

4. SOLDIER SIGNATURE AND DATE

I have completed and reviewed this TA request form.

A. Soldier Name (Signature on File) and Date

CONSENT: By signing this form, I authorize the release of my grade reports, withdrawal information and course financial information from my school to the Army Continuing Education System (ACES) in accordance with the terms and conditions of the Family Educational Rights and Privacy Act (FERPA) and the terms listed in Sections 5 and 8 of this form.

7. INVOICE INSTRUCTIONS FOR SCHOOLS

By accepting this form and registration request, the school agrees to submit an electronic GoArmyEd invoice within one year of class completion and report grades online within 14 days of class completion. All schools must be registered with the U.S. Federal Government's System for Award Management (SAM) in order to receive payment for valid claims. You can register and/or find additional information on the SAM website at www.sam.gov.

Invoice Submission Instructions:

Invoices may be generated/submitted electronically through goarmyed.com once the class has reached nineteen percent (19%) completion. It is highly recommended that invoice submission be delayed until after the completion of the school's add/drop period to ensure accurate billing and eliminate the need for adjustments. An invoice can be generated/submitted per your school's invoice schedule and must be received within one year of class completion. Information in H and I in Section 3 - Class Data are self-reported by Soldiers and are for informational purposes only.

NOTE: System for Award Management (SAM) is the primary vendor database for the U.S. Federal Government. All schools must register with SAM in order to receive payment for valid claims. An update is required once every 365 days. In order to expedite payment processing, please insure that you have an "Active" registration status in SAM prior to submitting your invoice. View the status of your registration on the SAM website at www.sam.gov.

8. GRADE REPORTING INSTRUCTIONS FOR SCHOOLS

Grades may be reported electronically through www.goarmyed.com. A final grade should be received within 14 days of class completion. Failure to report grades within 45 days from the class end date will result in the Soldier's GoArmyEd account being placed on hold. Soldiers whose accounts are on hold are not able to request additional tuition assistance until the hold reason has been removed.