



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



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

## FEDERAL TUITION ASSISTANCE - GoArmyEd

### Do I qualify for Federal Tuition Assistance (FTA)?

- If you are currently serving in a satisfactory status in the Army National Guard and do not ETS or MRD prior to completion of course(s).
- If you are a CW2 or 1LT or above you will be subject to a 4 year Reserve Duty Service Obligation (RDSO) or a 2 year Active Duty Service Obligation (ADSO).

### What will FTA pay for?

- Up to **\$4,500** per fiscal year which is further broken down as:
  - Up to **\$250.00** per semester hour, **166.67** per quarter hour, or **\$5.55** per clock hour.
- FTA may pay towards the cost of tuition and some fees **IF**:
  - The College/University is Regionally or Nationally accredited **AND** is an active GoArmyEd participant.
  - The fee is required for enrollment in a **SPECIFIC** course, is charged to all students, and is 100% refundable if you were to drop the class.
  - Funded courses must be part of your documented degree plan from the school
- FTA may pay towards **ONE** of each level of credential with the limitations of up to **130 undergraduate** hours and **39 graduate** hours taken in progressive order. **FTA cannot be used for courses leading to a lower, lateral, or duplicate postsecondary credential or degree that has been documented in your education record, regardless of funding source.**
  - Undergraduate level certificate/certification (must maintain a **2.00 GPA**)
  - Associate Degree (must maintain a **2.00 GPA**)
  - Bachelor Degree (must maintain a **2.00 GPA**)
  - Master Degree (must maintain a **3.00 GPA**)
  - Graduate level certificate/certification (must maintain a **3.00 GPA**)
    - Must **NOT** have already earned a Master's Degree to be eligible with the exceptions of **initial** state teacher certification or Chaplain Certification (**Chaplain Candidates are ineligible**).
    - Contact your GoArmyEd representative for further guidance.



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## What will FTA not pay for?

- FTA will **NOT** pay towards:
  - **First Professional degrees are NOT eligible.** This includes, but is not limited to, Doctor of: Chiropractic, Dental Science, Dental Medicine, Juris Prudence (also known as Juris Doctor), Medicine, Optometry, Osteopathic Medicine/Osteopathy, Pharmacy, Podiatric Medicine/Podiatry, and Veterinary Medicine.
  - Any program that bundles costs (the charges for the program must be charged by the class and NOT as a lump sum for the program).
  - Continuing Education Units.
  - Fees such as parking, graduation, health center, and enrollment.
  - Room and board, meal cards.
  - Soldiers assigned to the ING/IRR are not eligible.

## What do I do to get started?

- **How to apply:**
  - **START NOW! A little work on your part WILL pay big dividends. You must begin the process early. You can apply for tuition assistance up to 60 days prior to the start date for EACH course but no later than the last enrollment date for EACH course. This is usually not later than 10 days after the course start date.**
  - **Failure to apply before the suspense date will result in a denial of benefits.** The GoArmyEd program is very specific and you do not want to miss out on a benefit because you failed to meet a suspense date or follow directions.
  - **A tuition assistance application requires the upload of four documents - Statement of Understanding (SOU), Degree Plan/Student Agreements, Course/Fee Cost, and Course Schedule. In addition, information for each course must be input into the GoArmyEd system.**
  - Requesting tuition assistance, uploading documents to the eFile, and the input of course data are an individual responsibility.



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- **Let's Begin.** To expedite your Tuition Assistance process, start by **scanning and saving** the following **four** documents as **separate PDF files** to your computer. You'll need these files later when you input your course information and upload documents in GoArmyEd to your eFile.
  - **Statement of Understanding(SOU).** Type the following link in your browser, download and save a copy of the Statement of Understanding to your computer.

[https://www.goarmyed.com/docs/Annual\\_TA\\_SOU.pdf](https://www.goarmyed.com/docs/Annual_TA_SOU.pdf)

- **Once the SOU form is saved, print it and get the form signed. Once signed, scan the form and save it as a PDF file back on your computer.** If you hold the rank of E6 or below, the form must be signed by you **AND** your commander. If you hold the rank of E7 or above, you may sign **FOR** the commander, but be sure to include your commander's name and rank. The form must be signed in both places. The current form is dated September 2012.
- **Servicemembers Opportunity Colleges Academic Degree (SOCAD) Plan – Student Agreement/Documented Degree Plan**, to include official School Name, Student Name, Advisor Name, Degree Title and Degree Level, a "course by course" listing of degree requirements, to include course name/ID/number and hours required. The document should also indicate those courses which have been completed, transfer credits and military training evaluation credits. **Requires advisor's signature and date to validate the plan.**
- **Course and Fee Cost** consisting of official school documentation such as an itemized receipt, a current invoice, or a statement of tuition and fees specific to your enrollment. **Tuition and fees must be listed separately** with courses identified showing a breakdown of cost-per-semester/quarter/clock-hour and fees. Fees must be itemized and specific to each course (i.e. Lab Fee for BIO 1101).
- **Class Schedule** showing all courses with their start and end dates, course department and numbers, course names, course hours and days/times for each class.



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• **Establish a GoArmyEd Tuition Assistance Account.**

- Go to [www.GoArmyEd.com](http://www.GoArmyEd.com), SCROLL DOWN, select “New User”. Complete the required training for a base role GoArmyEd account, which results in the creation of your GoArmyEd user name and password. **Don't lose your password!** Also, ensure you input your **preferred email address** and a **good contact number**. (The email address used should be an email address you check regularly)
- Once your account is activated, perform the following steps:
  - **STEP 1: Click on Request TA Access.** Then select Save and Continue
  - **STEP 2:** You will arrive at the **Training Page**, Select Launch Video OR Launch Presentation. Go through the video/presentation until you are complete. Once complete, the website will direct you back to the Training Page, Select the bubble “I certify that I have completed GoArmyEd Training.” Select Save and Continue.
  - **STEP 3: Statement of Understanding.**

If you have not already scanned and saved a signed copy of the Statement of Understanding on your computer, click, “Annual TA SOU FORM,” print and have the form signed. Once signed, scan the **three** page document and save the form as a PDF file on your computer.

    - **Upload to your eFile the Statement of Understanding (SOU) – Transaction Type – Tuition Assistance Statement of Understanding** by selecting Browse, selecting the SOU document and clicking Open. Select Save and Continue.
    - \* If you hold the rank of E6 or below, the form must be signed by you AND your commander. If you hold the rank of E7 or above, you may sign FOR the commander, but be sure to include your commander's name and rank. The form must be signed in both places. The current form is dated September 2012.
  - **STEP 4: Home School and Degree Plan.** Select “Link to Search Schools” Type in Name of School and location information. Select Degree Level, and Degree Name. Select Save and Continue.
  - **STEP 5: Common Application.** Go through the four sections, Contact Information, Demographic Information, Prior Education and Additional Information and fill out **ALL** sections in their entirety.
  - **STEP 6: Submit Request.** Select Submit for Approval. \*\* Write down your case number, which is given to you once you click Submit for Approval\*\* **You can't proceed until you receive an email approving your account activation.**
  - **STEP 7: Receive email approval.** Once email approval is received:
  - **STEP 8: Login to [www.GoArmyEd.com](http://www.GoArmyEd.com).**



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- **STEP 9: Select “My Education Record” Smart Link**
- **STEP 10: Select the “eFile” tab**
- Complete the required fields. Ensure you select the correct transaction type for **EACH** file you upload. Only one file can be uploaded at a time.
  - ❖ **Degree Plan – Transaction Type – SOCAD Student Agreement/Documented Degree Plan**
  - ❖ **Course and Fee Cost – Transaction Type – Costs and/or Course**
  - ❖ **Enrollment Verification Class Schedule – Transaction Type – Costs and/or Course Enrollment Verification**
- Select “Browse” to find the following PDF files you had previously scanned and saved to your computer.
  - ❖ **SOCAD Student Agreement/Documented Degree Plan**
  - ❖ **Course and Fee Cost**
  - ❖ **Enrollment Verification Class Schedule**
- Select “Upload File”.
- **Once EACH document with the CORRECT transaction type has been uploaded to your eFile, you are ready to apply for tuition assistance!**

## Requesting Tuition Assistance (TA)

- **STEP 1.** Login to [www.GoArmyEd.Com](http://www.GoArmyEd.Com) with your Username and Password
- **STEP 2.** Select “Request TA”. Select “Yes” agreeing to the terms of the Army Tuition Assistance Statement of Understanding and agree to the conditions for the use of tuition assistance as verified by your authentication. Enter password, Press Submit.
- **STEP 3.** Confirm school is pre-populated, enter the class subject, Catalog and the Class start date and select NEXT. **Do not input a class unless it is on your degree plan, schedule, and invoice.**
- **STEP 4.** Once the TA Request Displays, Complete **each** required field in the Class Information and Class Cost Sections. Search eFile and attach your **Course Schedule AND Course and Fee Costs** here.
  - **Class Schedule – Transaction Type – Costs and/or Course Enrollment Verification** showing all courses with their start and end dates, course department and numbers, course names, course hours and days/times for each class
  - **Course and Fee Cost – Transaction Type – Costs and/or Course Enrollment Verification** consisting of official school documentation such as an itemized receipt, a current invoice, or a statement of tuition and fees



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specific to your enrollment. **Tuition and fees must be listed separately** with courses identified showing a breakdown of cost-per-semester/quarter/clock-hour and fees. Fees must be itemized and specific to each course (i.e. Lab Fee for BIO 1101).

- **Unit Type** will be Semester, Quarter, or Clock. **Unit** will be the number of hours for the course, i.e. 3.00. **Unit Cost** will be the **cost per hour, NOT per course**. Select "Calculate Cost" to populate the invoice section so you can see the final Army and Soldier's costs.
- **STEP 5. Verify all the information you provided in the TA Request matches the information you've uploaded into your eFile.**
- **STEP 6. Review your TA Request for accuracy and then select "Submit".**
- **STEP 7.** Confirm your mailing address information and your contact information.
- **STEP 8.** Click "Account Information Verified" button. <Click Ok>
- **STEP 9.** If you need to request TA for another class Click YES. If not, exit the screen.
- **STEP 10. When the TA Request is approved by the Army, you will receive a confirmation email.**

**You MUST request TA for EACH course separately, i.e. if you want TA for four classes, you MUST request TA for EACH of the four classes.**

### **After Receiving TA Request Approval**

- **STEP 1.** Select "Request TA" in the Smart Links section from your GoArmyEd homepage.
- **STEP 2.** On the next screen select the "View Historical TA Request Authorization Forms" link. The TA Request Search screen appears; select the "Search" button.
- **STEP 3.** All TA requests will appear. Select the title of the approved class you wish to print. Click in the box next to the class in the "Print Select" column. Select the "Print TA Form" button.
- **STEP 4.** After printing the form, give it to your school. Upon completion of the class, your school will enter the official grade in GoArmyEd.

**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.**



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## 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

## How to Check Your TA Balance

- Login to [www.GoArmyEd.com](http://www.GoArmyEd.com) and look in the My Education section to see your TA balance.

## Recoupment

Class costs will be recouped from a Soldier for:

- Failing a class.
- An incomplete grade not resolved within 120 days.
- A course drop for personal reasons.
- Disapproved Withdrawal Military Course Drop.
- A class that is not included in the Soldier’s degree plan.
- An email notification is sent 30 days before repayment begins, except in the case of separation from the Army. See your signed SOU for recoupment rules.

## How to Resolve a Hold

A hold is applied to enforce Army Regulation 621-5 and other tuition assistance policies and regulations. Holds are removed automatically when the issue is resolved. For more information on holds and how they are resolved, go to the My Education section of your GoArmyEd homepage.

## How to Drop a Class

- **If possible, you want to drop the class without a financial penalty. Deadlines for dropping classes without financial penalty are specified in your school’s tuition refund schedule.** Each college has its own tuition refund schedule for classes dropped after the college’s drop deadline.
- Soldiers **MUST** drop **each individual** class they want dropped through GoArmyEd **AND** the school before the class end date. **When dropping a class, notify the GoArmyEd representative in the Education Office to ensure you followed proper procedures.**



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- **STEP 1.** Login to [www.GoArmyEd.com](http://www.GoArmyEd.com) and select the “Withdrawal from a Class” Smart Link
- **STEP 2.** Select a checkbox to choose the class
- **STEP 3.** 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** repay the TA amount
  - **Military Drops** (includes emergencies)– Soldiers **MUST** have the WM approved by the Army within 60 days of the initiation of the withdrawal to prevent recoupment. Download and complete the Request for TA recoupment Waiver – Withdrawal for (WM) Military Reasons Form. Upload the signed waiver request to your eFile, along with supporting documentation, i.e. orders, from the battalion commander or first LTC/O5 in the chain of command. If not on Active Duty, the form can be signed by your unit commander.
- **STEP 4.** Select the “Finish Dropping” button.

## How to Change Home School and Degree Plan

- Soldiers who wish to change their home school and/or degree plan in GoArmyEd can create a helpdesk case or meet with an Army Education Counselor to discuss options. Only an Army Education Counselor may approve a request to change degree plans.

**Soldiers who provide false information regarding Federal Tuition Assistance are subject to penalty under the Uniform Code of Military Justice (UCMJ).**

# Where to Get Help

Contact **YOUR** Mississippi Army National Guard Education Office

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**Make an appointment. Come see us. We're located at Joint Force Headquarters, Mississippi National Guard, 1410 Riverside Drive, Jackson, MS 39202.**



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## Other Resources:

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

**Good Luck in your Studies!**