



Federal Tuition Assistance (FTA)

Developed by:
ARNG Education Services Branch
National Guard Bureau
(ARNG-HRH-C)
As of: 07 August 2020

"Education, The Key To Strength and Readiness"



Agenda



- Overview
- Eligibility
- Recoupment
- Required Documents
- FTA Process
- Steps in GoArmyEd
- FTA Tips
- Withdrawals and Exceptions
- Points of Contact

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Overview



What Is it?

- Financial assistance to help Soldiers with off-duty voluntary civilian educational pursuits.

What Do I Get?

- 100% of tuition cost up to \$250 per semester hour (\$167 per quarter hr., or \$5.55 per clock hr.)
- Up to 16 semester hours per fiscal year
- FTA will not fund fees, books or materials
- Pays for one bachelors degree (130 credits), one masters degree (39 credits) and one undergraduate or graduate certificate (21 credits), every five years

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Eligibility



How Do I Qualify?

- Actively serving in the ARNG
- Successfully complete IADT/BOLC
- Not flagged or pending unfavorable action
- Preferred college is accredited and participating in GoArmyEd
- All Federal TA requests must be submitted and approved prior to the class start date
- Military Service Obligation:
 - Commissioned Officers/Warrants (2 years/AGR, 4 years/TPU/Mday)
 - Enlisted/Warrants One (complete FTA-funded courses prior to ETS)
- Tiers:
 - Tier 1: Never used FTA and/or attained their degree without FTA (AIDT, BOLC, WOBC)
 - Tier 2: Used FTA previously and wish to pursue a graduate degree (ALC, WOAC, CCC)
- Maintain 2.0 undergraduate or 3.0 graduate GPA for FTA-funded courses

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Recoupment

Soldiers will be subject to recoupment if they:

- Receive a failing grade (grades **D & F** are recoupable in an undergraduate degree; grades **C, D & F** are recoupable in a graduate degree), **OR**
- Receive an incomplete for the course **OR**
- Withdraw from a course without an approved military withdrawal **OR**
- Do not complete their MSO

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FTA Process



How Do I Apply?

- Go to www.GoArmyEd.com (select 'Student' at the Create/Activate GoArmyEd Account log-in)
- For assistance, contact GoArmyEd Helpdesk (listed below), ARNG Education Services Office, or U.S. Army Education Center
- May apply within 60 days prior to course start date (NLT 5 days of course start date)

Navigating GoArmyEd.com (Getting Assistance):

- Visit the GoArmyEd Assistance Center to search for answers and information on GoArmyEd related topics: <http://help.GoArmyEd.com/?cid=23928>
- After logging in, select the green question mark icon to access the Helpdesk Resources page. This section provides answers to many questions about functions within GoArmyEd.com
- Still need help? Visit the GoArmyEd Helpdesk Resources page (blue icon at bottom of same screen) to create a Helpdesk case
- Still need more help? Call the Helpdesk directly for support at 800-817-9990

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Steps in GoArmyEd



STEP 1

- Contact your state's Education Services Specialist for counseling and information on how to submit an FTA request

STEP 2

- Go to www.GoArmyEd.com and click '**Request TA Access**' and complete VIA
- Select a school and a degree and complete '**Course Planner**'
- Upload the required documents to eFile or Tuition Assistance Request
- Submit a Tuition Assistance Request, click on '**Request TA...**'

STEP 3

- Complete the course

Instructions:

https://www.goarmyed.com/docs/training/soldier/Requesting_Tuition_Assistance.pdf

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Steps in GoArmyEd



- Click on 'Request TA...'

The screenshot displays the GoArmyEd user interface. At the top, it shows the user's profile: Degree Progress, Associates in Arts General Studies, with a progress bar indicating 'To Be Completed' and '30 SH Remaining'. A date of '28 FEB 2019' is shown on the left. A banner message reads: 'How to make yourself more employable when you transition out of the Army . . . Select "More Info" link below to learn more!!!'. Below this is a 'Smart Links' section with a grid of buttons: 'Request TA...', 'Change Degree/School...', 'Course Planner...', 'Withdrawal Class...', 'On-Duty Courses...', 'Recoupment-Information...', 'M...', 'Student Agreement/Degree Progress Reports', and 'GoArmyEd Tutorials'. A large yellow arrow points to the 'Request TA...' button. To the right is a 'Message Center' with items: 'TA REQUEST TIMELINE POLICY', 'GoArmyEd Graduates: Congratulations Graduates', and 'KNOWN ISSUE: ITAPDB REFRESH DELAY'. Below the Smart Links is a 'My Smart Links' section with instructions to select the 'Edit' link. At the bottom left is a 'Helpdesk Cases' section showing 'You have 1 pending CRM survey.' and 'No Open Case found'. At the bottom right is a 'Training Resources' box with links: 'View GoArmyEd Introductory Slides', 'Launch Quick Start Training', 'View Reference Documents', and 'Test Schedule'. The footer contains a URL: 'https://www.goarmyed.com/common/signon.aspx?page=enrollment' and a table header for 'Pending CRM Surveys' with columns: 'Case Subject', 'Last Updated', 'Last Updated Comments', and 'Case Survey'.

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Steps in GoArmyEd



GO ARMY ED

Victoria Nicholas

Search my class schedule Enroll add My Academics drop

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: Granite State College

*Subject: ENG

*Catalog Number: 500

*Start Date: 04/08/2019

Next

Ja 2019 Class Schedule

You are not registered for classes in this term.

Search Enroll My Academics
My Class Schedule Add Drop

- Search for your school, and enter course subject and catalog number
- Click **'Next'**

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Steps in GoArmyEd



GO ARMY ED

School Information

School: CFL01 Granite State College
 Degree Name: Associates in Arts General Studies
 Address: 25 Hall Street
 Concord, NH 033016400 SDN: ATA9GRANITSTCN
 School Primary URL: <http://www.granite.edu> School Secondary URL:
 POC Name: Jodi Wolbert
 POC Phone: 603.228.3000
 POC Email: jodi.wolbert@granite.edu

Class Information

Subject: ENG EX: HIST *Start Date: 04/08/2019 Fiscal Year: FY19
 Catalog Nbr: 500 EX: 225 *End Date: 06/28/2019 Number:
 Class Section: Class Title: THE WRITING PROCESS
 *Instruction Mode: Classroom Off-Post
 Classroom On-Post
 DL - Correspondence
 DL - Multimedia/Blended
 DL - Online
 DL - Self Paced

Upload Cost and Course Verification Information

*Title

Add Attachment Search eFile

Enter a Title and Description and select "Add Attachment" to upload cost verification and course schedule documents. File size is limited to 4096 KB. Reduce the file size or zip the file.

All Personally Identifiable Information (PII) must be removed. PII is any unique identifier to an individual to include, but not limited to, social security number (SSN), date of birth, place of birth, mother's maiden name and medical records.

If you are having trouble opening an attached document when using Internet Explorer 8, hold the CTRL button down as you select the document link or read the Recommended Browser Settings for IE8 under the Help Resource/General Technology Support pages. This will guide you in updating your computer's security settings to

- Select course start and end dates
- Select Instruction mode

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Steps in GoArmyEd



Home | Add to Favorites | Close Window

**** SENSITIVE // FOR OFFICIAL USE ONLY ****

Processing

School: CFL01 Granite State College
 Degree Name: Associates in Arts General Studies
 Address: 25 Hall Street
 Concord, NH 033016400 SDN: ATAGGRANITSTCN
 School Primary URL: http://www.granite.edu School Secondary URL:
 POC Name: Jodi Wolbert
 POC Phone: 603.228.3000
 POC EMail: jodi.wolbert@granite.edu

Class Information

Subject: ENG *EX: HST* *Start Date: 04/08/2019 Fiscal Year: FY19
 Catalog Nbr: 500 *EX: 225* *End Date: 06/28/2019 Control Number:
 Class Section: Class Title: THE WRITING PROCESS
 *Instruction Mode: DL - Online [Degree Plan](#)

Upload Cost and/or Course Enrollment Verification Information

[Cost and Course Verification Information and Examples](#)

Spring 19
 Spring 19

[Add Attachment](#) [Search eFile](#)

Enter a Title and Description and select "Add Attachment" to upload verification and course schedule documents. File size is limited to 4096 KB. Reduce the file size or upload in smaller chunks as you select the document link or read the Recommended Browser Settings for IES under the Help Resource/General Technology Support pages. This will guide you in updating your computer's security settings to enable the download of documents.

All Personally Identifiable Information (PII) must be removed. PII is any information that can be used to identify an individual to include, but not limited to, social security number (SSN), date of birth, place of birth, mother's maiden name and medical records.

If you are having trouble opening an attached document when using Internet Explorer 8, hold the CTRL button down as you select the document link or read the Recommended Browser Settings for IES under the Help Resource/General Technology Support pages. This will guide you in updating your computer's security settings to enable the download of documents.

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".

This is where you will need to attach your account summary (bill) and student detailed schedule to your TA request. (in this particular case, the soldier had already scanned both of these documents together as one and placed in their efile prior to requesting TA. You can attach them via "efile" or by "adding attachment" button.

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Steps in GoArmyEd



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Processing

Title [Cost and Course Verification Information and Examples](#)

1

Enter a Title and Description and select "Add Attachment" to upload cost verification and course schedule documents. File size is limited to 4096 KB. Reduce the file size or zip the file.

All Personally Identifiable Information (PII) must be removed. PII is any unique identifier to an individual to include, but not limited to, social security number (SSN), date of birth, place of birth, mother's maiden name and medical records.

If you are having trouble opening an attached document when using Internet Explorer 8, hold the CTRL button down as you select the document link or read the Recommended Browser Settings for IE8 under the Help Resource/General Technology Support pages. This will guide you in updating your computer's security settings to enable the download of documents.

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, click the "Y" button.

Unit Type	Unit	Unit Cost	SH	SH Cost	Residency Status
Semester Hour	4.00	314	0.00	\$0.00	No Residency

Additional Soldier Fees

*Class Level Undergraduate Lower

Total Class Cost \$0.00 Original Army Cost \$0.00 Original Soldier Cost \$0.00

I intend to use State/Outside Funding I choose not to use TA and to Self Pay ALL costs for this class. Self Pay to

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)
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Comments

Reduction Amount Reduction Reason

This should be your per credit cost. Make sure you place a dollar figure in this box other than \$0. If you place \$0 in this box you will get \$0 for the course and it will be automatically approved by the Goarmyed system.

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Steps in GoArmyEd



*Class Level Undergraduate Lower Additional Soldier Fees \$0.00

Total Class Cost \$1,256.00 Original Army Cost \$1,000.00 Original Soldier Cost \$256.00 [Calculate Cost](#)

I intend to use State/Outside Funding I choose not to use TA and to Self Pay ALL costs for this class. Self Pay to TA

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 \$0.00 Outside Funding \$0.00 Chapter 33 (Post 9/11) \$0.00

Comments

Reduction Amount \$0.00 Reduction Reason

Final Adjusted Class Cost \$1,256.00 Final Army Cost \$1,000.00 Final Soldier Cost \$256.00

Invoice Details

This enrollment has not yet been processed or, it was dropped/rejected prior to invoicing.

TA Request Status

*Class Status: Pending

Reject Reason:

Note: If there are additional comments, please include them in the text box below.

[Submit](#) [Print TA Form](#)

Grade Information

- Click **'Submit'**

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FTA Tips



Smart Links:

- After logging in, you may select one of the following Smart Links:
 - ✓ My Education Record (lists previously approved courses, grades, etc.)
 - ✓ Other Links (useful information for before and after you request FTA)
 - ✓ Course Planner (when required; you will create your virtual degree plan)
 - ✓ Request TA
 - ✓ Withdraw from a Class
 - ✓ Change Degree/School

VIA:

- VIA is a decision support tool in GoArmyEd that helps Soldiers research and choose a long-term civilian career goal, a degree that prepares them for their career goal, and a “best fit/best value” school.
- VIA sources unbiased and comprehensive decision support data for career and education planning to help increase student retention and degree completion rates.
- Soldiers do not have to select VIA recommendations, and may use the advanced search function to find other degree programs and schools.

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Withdrawals and Exceptions



Military Withdrawals (WM):

- If an unanticipated military mission or significant life event prevented you from successfully completing courses, you may submit a Helpdesk case to your ESO by requesting a WM and providing the following:
 - ✓ Request for TA Recoupment Waiver/Withdrawal for (WM) Military Reasons Form, signed by your Unit Commander or higher
 - ✓ Substantiating documentation to support the WM request
 - ✓ Upload all documentation into eFile in your "My Education Record" smartlink

After-the-Fact Exception to Policy (ETP):

- If unable to receive FTA approval because of a GoArmyEd.com system or Army Education Counselor error, you may submit a Helpdesk case to your Education Services Officer requesting an ETP. You will need to include the following:
 - ✓ Soldier statement/justification
 - ✓ Course enrollment verification (courses, SHs, start/end dates)
 - ✓ Itemized course cost verification (which lists tuition and fees separately)
 - ✓ Upload all documentation into eFile in your "My Education Record" smartlink

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Points of Contact



For More Information:

- Contact your State Education Services Office at:
 - ✓ www.nationalguard.com/contacts/eso
- ARNG Education Support Center (ESC)
 - ✓ arng.esc@mail.mil or call: 1-866-ARNGESC (1-866-276-4338)
- Visit us On-Line:
 - ✓ www.nationalguard.com/education
- Follow us on Facebook!
 - ✓ www.facebook.com/arngeducation

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