# Using FTA / EAP Federal Tuition Assistance (FTA)

Review GoArmyEd, Virtual Education Centers (Air Force, Navy, Marines and Coast Guard) for basic information and instructions on how to apply.

All FTA applications are processed at the unit level. Contact your chain of command to determine who is the correct POC (this is typically the Readiness/Retention NCO).

Tuition/fees not covered by TA are the responsibility of the student and are due by the date indicated on the student invoice.

**All approved TA Authorization Forms should be submitted to Clarion University, attn.: Sharon Bauer**

- Fax (814) 393-2520
- E-Mail  shbauer@clarion.edu
- Deliver to 114 Becht Hall – Becht Hall Lobby

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## GoArmy Ed – Army Active Duty, National Guard, Army Reserve

**Tuition Assistance Overview/Eligibility**
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. TA is available for courses that are offered in the classroom or by distance learning and is part of an approved academic degree or certificate program. The courses must be offered by schools that are registered in GoArmyEd, are accredited by accrediting agencies that are recognized by the U.S. Department of Education and are signatories to the current Department of Defense Memorandum of Understanding (DOD MOU).

All eligible Soldiers will request TA through GoArmyEd.

Non-Army Service members must obtain TA through their branch of Service. This policy has been mutually agreed upon by all Services.

**New Students Create GoArmyEd Account**
All TA for Active Duty, USAR, and ARNG Soldiers must be requested through GoArmyEd.

**Tuition Assistance Procedures**
Soldiers' TA enrollment requests must be submitted and approved through **www.GoArmyEd.com** prior to the course start date; any enrollments requested on or after the class start date will be approved as Soldier funded.

TA is requested on a course-by-course basis, and each course must be part of an approved degree program.

GoArmyEd will notify the Soldier, whether the TA is approved or not. If the TA request is not approved, GoArmyEd will advise the Soldier of the reason and next steps.

Soldiers must acknowledge and electronically sign the TA Statement of Understanding (TA SOU) each quarter they wish to use TA.

## AIPortal – Air Force (Active, Reserve)

Funding Programs – Apply for tuition assistance through the Air Force Virtual Education Center
General information can be found at http://www.airforce.com/benefits/enlisted-education.

The Air Force Tuition Assistance (TA) program is designed to help active duty personnel pursue voluntary, off-duty educational opportunities. Courses and degree programs may be academic or technical and can be taken from two- or four-year institutions on base, off base or by correspondence.

Once the administrative drop/add period ends for the course, the college or university will bill AFRC. Additionally, the college or university will load the grade in the system, although students are still responsible for ensuring the grade is loaded.

**Please follow these steps to request your TA online**
Step 1: Login to your AF Portal account and go to AF Virtual Education Center.
Step 2: Verify and Update all personal information then select Apply for TA. You must have a current degree plan on file with the Education Office.
Step 3: Follow instructions to complete TA process.
Step 4: After approval you MUST hand carry, fax or e-mail the approved TA form to Clarion University promptly.

Request for Tuition Assistance cannot be obtained prior to 60 days from term start date.

## Navy, Coast Guard and Marines

The Navy has a number of tuition programs, and each program has its own procedures. Students under this program will provide school with a Tuition Assistance forms that says "Tuition Assistance Authorization" at the top of the form.

**Navy - https://www.navycollege.navy.mil**
**Coast Guard – http://www.sucg.mil**
**Marines – http://marforres.marines.mil**

## Navy Tuition Assistance (TA)

Tuition Assistance (TA) is applied through WebTA.
WebTA can be accessed here (Login required): **https://myeducation.netc.navy.mil**

TA applications MUST be authorized (funded) by the VEC (Virtual Education Center) prior to the term start date.
Once funded, the Sailor will receive an email notification.

The sailor MUST print their voucher and turn the voucher into the school.

Only courses with the same start/end date can be on same application. Courses with different start/end dates require multiple applications to be submitted.

## Marine Tuition Assistance (TA)

TUITION ASSISTANCE USERS: The following information is required:
• Complete a College 101 Brief (10-15 minutes online PowerPoint presentation)
• Submit a Statement of Understanding
• Submit a current up-to-date TA application (with statement of fees from school when requested by Ed Office)
• Reservists must submit a copy of activation or mobilization orders

- Officers must agree to remain on active duty for at least two years upon completion of a funded TA course
- Evaluated Degree Plan or a SOCMAR is required
- FIRST TIME TA USERS – must have completed the Financial Mgmt MCI – 3420F

Forward a copy of the approved TA to school.

## Coast Guard Tuition Assistance (TA)

First ask your ESO if you should use WebTA or the Application for TA form (CG-4147)

Forward a copy of the TAA to the ESO who approved the initial TA application.

Forward a copy of the approved TA to school.