Click Request TA...
Complete all lines with asterisk *

Click Next Button
Requesting Tuition Assistance

SGT Soldier
123 Army St
Washington, DC 12345
If your school uses quarter hours or clock hours, change drop down to reflect. Most schools use Semester Hour.

Enter number of credits the class is.

Enter the cost per credit hour.

*For schools that only list the tuition amount, take the tuition divided by the number of credits that is considered full time at your school. (Most universities list 12 credits as full time)

Ex. $3,204 tuition per semester / 12 credits (full time) = $267 per credit hour

If applicable, enter fees that are associated with class only.

Select if applicable **Do not list State Assistance amount if your state’s STA can go towards Cost of Attendance**
Requesting Tuition Assistance

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 Cost**
- **Class Cost**: $0.00
- **Final Army Cost**: $0.00
- **Final Soldier Cost**: $0.00

**Invoice Details**
This enrollment has not yet been invoiced or it was dropped/rejected prior to invoicing.

**Invoice Details**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Process Date</th>
<th>Status</th>
<th>Army Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**TA Request Status**

- **Class Status**: Pending
- **Reject Reason**: 

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

**Submit**

**Grade Information**

Enter an official grade. If entering a non-standard grade, please specify grade type. If rejecting a TA request, select a drop-down reason or enter free-form comments.

**Official Grade**: 

**Submit**

**Print TA Form**
Requesting Tuition Assistance

Make sure you upload your detailed course schedule, your billing statement that includes the cost in tuition and fees per each class, and your *personalized degree plan under your eFile in GAE.

*You may not have a degree plan if this is your first term at school.
Requesting Tuition Assistance

Review your account information and click Account Information Verified.
*Screen only appears once per day.
Click Yes to add another class or No if you are finished adding classes. If adding another class, return back to slide 2 and repeat process.