

GoArmy Ed

What company commanders, first sergeants, and leaders should know about GoArmyEd (GAE):

1) If your battalion or brigade does not have an education policy regarding tuition assistance (TA) use, the Schofield Barracks Army Education Center (SBAEC) requests that you establish one (e.g., a student can take up to two courses at a time during normal work/training cycles and can drop up to two courses for military reasons with command backing to waive recoupment. The company should prepare waiver requests and write up the explanation to include specific dates of the unanticipated/unscheduled event for the battalion commander's or the first lieutenant colonel's (in chain of command) signature.)

2) If your unit does not have a company education coordinator, the SBAEC asks that you appoint one. This can be your retention NCO, training NCO, or a senior NCO who has already completed a bachelor's or master's degree. The education coordinator should keep track of student participation and completion of degree programs and maintain liaison with the unit education counselor (UEC), whose information will be provided by the SBAEC. Requests for unit briefings or educational assistance may be addressed to the UEC.

3) Soldier GAE Roles:

a) Understand Base role versus TA- eligible role

(1) Base role is needed for out-processing & test scheduling.

(2) TA- eligible role is needed for using TA use.

b) As stated in TA Rules and Student Responsibilities, only TA-eligible Soldiers must complete their quarterly TA statement of understanding (SOU), initiate their official student agreement before completing six semester hours, submit for review/approval the course planner (if their degree plan has a "d" or "a" footnote) after completing six semester hours, and maintain a 2.0 or better TA grade point average (GPA) (graduate students must maintain a 3.0 TA GPA). These Soldiers should also

keep contact information updated with current mailing address and e-mail (i.e. one ending in mail.mil) address.

c) Holds (e.g. student agreement, course incompletes, course failures, no grade, flagging, GPA, civilian education level, and degree completion, etc.) must be addressed by TA- eligible Soldiers.

d) TA- eligible Soldiers should contact their unit counselor regarding GAE problem areas before submitting a helpdesk case through the GAE portal.

e) TA credit caps in FY15

(1) Undergraduate (130 semester hours)

(2) Graduate (39 semester hours)

(3) Certificate (TBD)

f) Semester- hour caps

(1) Cap is \$250 per semester hour

(2) About \$4000 for FY15

(3) Cap is 16 semester hours for FY 15

4) Students must digitally sign a quarterly TA SOU when prompted.

5) Request for TA Recoupment Waiver after course (s) withdrawal through the GAE portal:

(a) Use the request form found in GAE (See example)

b) Reasons for military withdrawal – unanticipated/unscheduled military duties or deployment, emergency leave (includes death in the family), illness/hospitalization, and separation must be explained (including dates of events described).

c) The first lieutenant colonel in a Soldier's chain of command (or acting battalion commander) must sign the TA recoupment waiver request – withdrawal for military reasons, and it must be uploaded to the Soldier's GAE e-file. A Soldier must notify the education services officer (ESO) and request

that action on the request be taken. The ESO must act upon the request within 60 days. After 60 days, the request defaults to course drop after start date. Unless the Soldier chooses a payment option before another 60 days have passed, it will default to an automatic recoupment approximately 30 days later.