

**Statement of Understanding for Use with Army Tuition Assistance (TA) For use of this form, see AR 621-5; the proponent agency is DCS, G-1**

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

AUTHORITY	10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 2005, Advanced education assistance: active duty agreement; reimbursement requirements; 10 U.S.C. 4302, Enlisted members of Army: schools; AR 621-5, Army Continuing Education System; and E.O. 9397 (SSN).
PRINCIPAL PURPOSES	To provide a record for soldiers that agrees to the terms and conditions of the Army Tuition Assistance program. This statement becomes part of the Soldier's military education records used to document Army Education management actions.
ROUTINE USES	The DoD "Blanket Routine Uses" that appear at the beginning of the Army's compilation of systems of records apply to this system.
DISCLOSURE	Voluntary. However, failure to agree with the terms of the Army Tuition Assistance Statement of Understanding will prevent enrollment and financial assistance.

1. BASIC TUITION ASSISTANCE: I understand--
  - a. The Army will pay a specified percentage of the total tuition and fee charges IAW AR 621-5 of an educational institution if I am authorized Army Tuition Assistance (TA). The total educational TA received will not exceed the Department of Defense established fiscal year (FY) tuition ceiling and caps, unless I have signed DA Form 7596 eArmyU Participation Agreement exempting me from either of these conditions. I agree to pay the remaining amount of tuition and other costs and fees associated with my attendance at any educational institution.
  - b. TA is authorized on a course-by-course basis, or until I have completed the terms of my DA Form 7596 eArmyU Participation Agreement, and no changes will be made in the courses or dollar amounts for which TA is approved without the approval of the Army Education Center (AEC). Any additional agreements between the educational institution and me are not binding on the Army and if TA is not authorized, I agree to pay the cost of tuition to the Army and/or school.
  - c. The use of TA is for a course or courses required for the completion of my approved educational plan.
  - d. I will obtain an approved education plan from my academic institution within the stipulated timeframe or completion of 9 semester hours (SHs), whichever is less, before requesting additional TA.
2. ELIGIBILITY:
  - a. All active duty Soldiers.
  - b. All Soldiers in AGR status, pursuant to Title 10 and Title 32.
  - c. All USAR personnel eligible for Reserve Component TA in an active drilling status who are coded as 'satisfactory participant.'
  - d. TA is authorized for courses leading to completion of a documented educational plan for one credential each at the certificate, associate, bachelor, and master level. I understand I am not eligible to pursue courses leading to a lower or lateral postsecondary credential (except as noted for certification or licensure and for state education credential as described in AR 621-5).
  - e. I understand I am not eligible to pursue a lower or lateral credential.
  - f. I am not attending schooling under provisions of AR 621-1 (Fully Funded Officer Education Program (excluding Training with Industry), Expanded Graduate Education Program, Degree Completion Program, Cooperative Degree Program, Advanced Degree Program and Short Courses Training) or under the Reserve Officers Training Corps (ROTC) or Green to Gold Program.
  - g. TA will only be issued to work on one credential at a time.
  - h. I am not flagged under provisions of paragraph 1-12, or 1-13 AR 600-8-2.
  - i. I have not received approval for voluntary separation under VSI or SSB programs.
  - j. If I am participating in eArmyU program as a laptop enrollee, I have a completed DA Form 7596 eArmyU Participation Agreement.
  - k. I must achieve and maintain a grade point average (GPA) of 2.0 upon completion of 15 SHs (or equivalent) of college credit funded by TA.
  - l. I understand I am not eligible for TA if I am assigned to the Individual Ready Reserve (IRR).

- m. If flagged for any reason, I understand that I am not eligible for TA.
3. TIME CONDITIONS:
- a. Enlisted Soldiers must have sufficient time at current duty station to complete classroom courses and sufficient time in-service to complete all other courses.
  - b. All Soldiers must request TA through [www.goarmyed.com](http://www.goarmyed.com) prior to the start date of the course or no later than the institutions late registration period.
  - c. All Soldiers must withdraw through [www.goarmyed.com](http://www.goarmyed.com) according to the schools drop/refund schedule published in GoArmyEd.
  - d. For eArmyU participation I agree to successfully complete the required semester hours within the specified time on my DA Form 7596 eArmyU Participation Agreement.
  - e. Officers and Warrant Officers see section six.
4. WITHDRAWAL/RECOUPMENT OF TUITION ASSISTANCE (TA):
- a. I will reimburse the Army any TA received if I withdraw from or fail to complete a course for academic or personal reasons to include; receipt of "F" for nonattendance, failure to remove an "I" for an incomplete grade within the time stipulated by the school, or 120 days, whichever comes first; or required withdrawal is due to official separation, confinement, or similar administrative action by my Commander for disciplinary or fraudulent causes. I authorize the amount of TA to be withdrawn from my pay if I withdraw or receive an incomplete grade. I understand I will be informed 30 days in advance of a pending collection action and by signing below, I consent to the salary offset to reimburse TA. During the 30 day advance warning period I understand I have the opportunity to provide information to dispute the debt.
  - b. I understand I will not have to reimburse the Army if I withdraw for military reasons such as; unanticipated military mission, emergency leave, death of a family member, or illness/hospitalization as signed by my Battalion Commander or first LTC in the chain of command; or by my Unit Commander if in the Reserve Component for each class. I understand that providing false information could subject me to disciplinary action or criminal charges under the Uniform Code of Military Justice (UCMJ) or other punitive actions.
  - c. I will advise the education center of any intent to withdraw from a class for which I am receiving TA and will follow the established GoArmyEd withdrawal procedures.
5. DUPLICATION OF BENEFITS:
- a. When combining TA with Veterans Affairs (VA) educational benefits under MGIB Chapter 30 or Chapter 1606, in no case will combined (TA and MGIB) amount exceed the total costs of the course. The limitation applies only to active duty Soldiers (including mobilized Army Reserve and mobilized National Guard on Title 10 orders.)
  - b. Army Tuition Assistance can be used in conjunction with MGIB-SR Chapter 1606 or REAP Chapter 1607 for eligible Reserve Component Soldiers attending school at least half-time.
  - c. When using Federal financial aid (PELL Grant), the Army TA will be applied first and the Federal aid will be applied to the remaining balance of financial need as determined by the academic institution.
  - d. I have been counseled and understand TA cannot be authorized for courses that will repeat courses previously taken. Courses which must be repeated, because college credits are not transferable, (e.g. course taken by a non-regionally accredited school which are not accepted by a regionally accredited school) must be funded through means other than TA.
6. ACTIVE DUTY/RESERVE DUTY SERVICE OBLIGATION (ADSO)/(RDSO): If I am an Active Duty commissioned officer or commissioned warrant officer, I understand I incur an ADSO of two years or if I am an officer in the Army Reserve (including mobilized officers) I incur a RDSO of four years after completion of the last course for which TA is provided unless involuntarily separated by the Army. I understand if the Army discharges me for misconduct before I complete the ADSO/RDSO, I must reimburse the Army the amount of TA that represents the unserved portion of the ADSO/RDSO. If approved for voluntary separation by the appropriate Officer

Personnel Management Directorate (OPMD) Functional Area Division, I will be required to reimburse the amount of TA representing the unserved portion of the ADSO/RDSO. For ADSO reimbursement of TA will not take place prior to OPMD Functional Area Division approval of request for voluntary separation.

7. NON-LOI SCHOOL TA REQUEST: I understand that I must request Non-LOI Tuition Assistance through the GoArmyEd Portal and provide course and cost verification data to the Army, and upload supporting documentation to eFile. Once I receive course approval notification, I will print and take all copies of the TA request form to my school to complete the enrollment process. Failure to request Tuition Assistance via the GoArmyEd portal prior to the start of the class or the school's late registration period will result in the denial of TA IAW AR 621-5. It is my responsibility to process class enrollments, drops and withdrawals both with my school and in the GoArmyEd portal.
8. I AGREE TO THE ABOVE CONDITIONS FOR THE USE OF TUITION ASSISTANCE AS VERIFIED BY MY SIGNATURE BELOW.

9. \_\_\_\_\_ 10. \_\_\_\_\_ 11a. \_\_\_\_\_ 11b. \_\_\_\_\_  
Soldier's Last Name, First Name, Grade, SSN-Last 4                      Signature                      Date

12. COMMANDER'S AUTHORIZATION/VERIFICATION is required on a yearly basis. Soldiers in the rank of E7 or above may sign for themselves and their Commander in blocks 11a and 14a . However, by signing this document they agree to the terms of this TA SOU. Soldiers in the rank of E6 or below must have their Commander's signature.

This form serves to apprise the Commander of the requirements of Army Tuition Assistance as stipulated in AR 621-5 and the conditions that support successful completion of the Soldier's educational goals to include the Soldier's understanding of duty requirements which may prohibit class attendance. By signing this form Commander is agreeing that Soldier is aware of the conditions governing the use of Army Tuition Assistance and agrees to support and monitor the Soldier's educational pursuits in coordination with the local Education Center. Army incurs the financial obligation for tuition/fee payment to academic institutions when Commander verifies waiver for recoupment of fees for withdrawal/incomplete due to military reasons.

13. \_\_\_\_\_ 14a. \_\_\_\_\_ 14b. \_\_\_\_\_  
Commander's Name, Rank & Branch                      Signature                      Date