

HOW TO APPLY FOR FEDERAL TUITION ASSISTANCE (FTA)

(12 April 2012)

****To ensure TA approval, you MUST apply prior to the start date of classes****

****If your ETS date is during the semester, you MUST extend at least 45/60 days prior to the start of classes****

****If you miss these deadlines...contact the NHNG Education Office for instructions****

****Read & understand your Statement of Understanding (SOU)****

1. **GETTING STARTED:**

- a. If you are a new or returning student, you should check the "GETTING STARTED" links on the NHNG Education Website below. This link (and others) will give you an overview of the process of what/where/when/how to apply for other educational benefits. It includes forms and other assistance you may require. It is particularly important you read and understand the NOTICES section. The NHNG Education Office Website:

https://www.goarmyed.com/public/facility_pages/NG_New_Hampshire_Education_Services_Office/default.asp

- b. It is important you contact the NHNG Education Office to determine if you have any outstanding Education issues (such as missing grades/failures/recoupments) that will prevent you from receiving new funding.

Email: NHEducation@ng.army.mil

Phone: 603-225-1312/1382 or 603-227-1550

- c. Research schools to determine the school you wish to attend and at least a tentative degree/credential plan to pursue. GAE will not let you complete your account setup without this information! Contact the NHNG Education Office if you need assistance.

- d. Go to the GOARMYED (GAE) website: <https://www.goarmyed.com/Login.aspx>

2. **ACCOUNT SETUP:** If you have not already done so, set up an account. A step-by-step guide can be found in the NHNG GAE webpage listed in item 1 above (find the link: "GOARMYED Account Setup & Class Registration"). Once you set up a user name/password, the system should prompt you through a checklist of actions. Most likely, this will require you to complete a Statement of Understanding (SOU), that must be signed by your commander or his/her (E7 or above) authorized representative. This document (all three pages) must be uploaded in to your EFILE (tab). Upon completion of the checklist you will need to submit a helpdesk ticket (see below) for a counselor to review/approve the setup of your account. You should receive verification via AKO email...or check your account

3. **REQUESTING CLASSES:** Once your account is approved/set up, you can now apply (requesting specific classes) for FTA. See item #2 above for a step-by-step instruction guide. Again, it is critical you apply prior to the start of classes...as early as 60 days prior. Remember, those who wait till the last 2-3 weeks may have a significant wait before your application can be reviewed due to the usual bottleneck. Pay particular attention to the number of credits you are requesting for each class as well as the cost per credit hour (check with your school)! If you have missed registering by the start date of class, call the NHNG Education Office or GAE immediately!

4. **DOCUMENTS:**

- The follow documents must be uploaded in your EFILE:

Degree Plan (Student Agreement): In most cases, you will need a valid degree plan (Student Agreement). This degree plan cannot be a printout off the web and (per GAE) MUST include the following information: name/address of school, Soldier's name/school ID#, name of degree plan/major, advisors printed name/signature/contact info/date. The plan must also clearly list all required courses and electives, complete coursework to date, testing credits (CLEP, etc), and any transferred credits. The key is that in order to approve funding, requested classes (esp. electives) must be clearly identified in the current degree plan. In cases where it is not clear, an email direct from the academic advisor to this office should suffice.

Class Registration: This document must include: your name, semester/date, course titles, and course numbers you have registered for. This can be a screenshot off of your school account or website. Some schools include semester costs with the registration...in such cases, the one document can be used for semester/class costs (below) as well.

Semester/class costs: This document must include: your name, semester, and semester costs. This document can also be a screenshot off of your school account or website. Note, when requesting specific courses, it is highly recommended you speak with your school as to the total tuition charges per credit hour as well as any mandatory fees (such as labs) for specific courses.

OVERVIEW GUIDE ON COMMON ISSUES: https://www.goarmyed.com/docs/GAE_HipPocketGuide_Final.pdf

ASSISTANCE:

GAE :	1-800-817-9990
GAE HELPDESK REQUEST:	https://www.goarmyed.com/public/public_crm_create_case.aspx
NHNG Education Office:	603-225-1312/1382 or 603-227-1550 & NHEducation@ng.army.mil
NGB Education Support:	1-866-628-5999
Veterans Admin (GIBILLS):	1-888-442-4551

NOTES:

- a. If you attend a state school, you should get the Tuition Waiver and NHNG Scholarship Forms off our website and forward to your unit for signature. They will then sign and return to us.
- b. Some schools require you to apply for the FASFA (Free Application for Student Financial Aid).
- c. If you use Post 911/CH 33 benefits, you must apply for FTA or risk recoupment!