

**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. **GUIDELINES FOR TUITION ASSISTANCE:** I understand--
  - a. The Army will pay tuition and fees IAW Department of Defense Instruction (DoDI) 1322.25, AR 621-5 and Army policies if I am authorized Army Tuition Assistance (TA). I am responsible for any costs associated with my attendance at an educational institution that are not covered by TA.
  - b. TA is authorized on a course-by-course basis for classes that support my approved degree plan and must be requested prior to the class start date or the end of the school's late registration window, but NLT seven (7) days after the course start date. If not requested by this time I agree to pay the cost of my tuition to the school.
  - c. I will obtain an approved degree plan from my academic institution prior to completing nine (9) semester hours (SHs) overall, or six (6) SHs in a new degree plan.
  - d. The Army may limit eligibility criteria for the use of TA beyond those identified below:
    1. 130 SHs of undergraduate credit, or a baccalaureate degree whichever comes first,
    2. 39 SHs of graduate credit, or a master's degree, whichever comes first
    3. TA may not be used for first professional degrees or doctoral programs,
    4. I must maintain a grade point average (GPA) of 2.0 upon completion of 15 SHs (or equivalent) of TA funded undergraduate credit, or a GPA of 3.0 after completion of 6 SHs (or equivalent) of TA funded graduate credit.
  - e. TA is authorized for one degree or credential each at the certificate/diploma, associate, baccalaureate, or master's degree level. I am not eligible to pursue a lower or lateral degree or credential from the one I currently possess.
  - f. TA will only be issued to work on one degree or credential at a time.
2. **ELIGIBILITY:**
  - a. All active duty Soldiers; AGR Soldiers pursuant to Title 10 and Title 32; and drilling Reserve Component Soldiers coded as "satisfactory participant."
  - b. I am not attending schooling under provisions of AR 621-1; am not a Reserve Officers Training Corps (ROTC) scholarship recipient, nor in the Green to Gold Program.
  - c. Soldiers flagged under provisions of AR 600-8-2 are not eligible for TA.
  - d. I have not received approval for voluntary separation under VSI or SSB programs.
  - e. Soldiers assigned to the Individual Ready Reserve (IRR) or the Inactive National Guard (ING) are not eligible for Federal TA.
3. **TIME CONDITIONS:**
  - a. Active duty Enlisted Soldiers must have sufficient time at current duty station to complete classroom courses and all Soldiers must have sufficient time in-service to complete all courses.
4. **WITHDRAWAL/RECOUPMENT OF TUITION ASSISTANCE (TA):**
  - a. I will reimburse the Army for any TA received if I withdraw from classes for personal reasons or do not successfully complete a class IAW DoDI 1322.25 and AR 621-5. Non-successful grades are defined as an "F" (or equivalent) for undergraduate courses, an "F" or a "D" (or equivalent) for graduate courses and an unresolved incomplete grade after 120 days from the course end date.
  - b. I may not have to reimburse the Army if I withdraw from courses for extenuating circumstances beyond my control, as articulated on the waiver request form, and am granted a Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons by Army Education.

- c. If I have to repay the Army the TA received it will be withdrawn from my pay IAW current DFAS policies. I will be informed by email from GoArmyEd 30 days in advance of a pending collection so I may dispute the debt and I consent to the salary offset to reimburse TA.
- 5. **DUPLICATION OF BENEFITS:**
  - a. When combining TA with Veterans Affairs (VA) educational benefits under MGIB Chapter 30 or Chapter 1606 the combined amount cannot exceed the total cost of the course. This applies only to active duty, and mobilized Reserve Component Soldiers on Title 10 orders.
  - b. Army TA can be used in conjunction with MGIB SR Chapter 1606 or 1607 for eligible Reserve Component Soldiers attending school at least half-time.
  - c. When using Federal financial aid, such as Pell Grants, the Army TA will be applied first and the Federal aid will be applied to the remaining balance of financial need.
  - d. For National Guard Soldiers in states that provide state TA benefits, use of Federal and State TA benefits will be applied in accordance with state laws.
  - e. I understand that TA cannot be authorized for courses that will repeat courses previously taken. Courses which must be repeated, because credits are not transferable must be funded through means other than TA.
- 6. **ACTIVE DUTY/RESERVE DUTY SERVICE OBLIGATION (ADSO)/(RDSO):** Active Duty Commissioned Officers or Commissioned Warrant Officers incur an ADSO of two years and Reserve Component Officers or Commissioned Warrant Officers incur a RDSO of four years after completion of the last course for which TA is provided unless involuntarily separated by the Army. If approved for voluntary separation I will be required to reimburse the Army the amount of TA representing the unserved portion of the ADSO/RDSO.
  - a. The ADSO reimbursement of TA will not take place prior to OPMD Functional Area Division and Army G1 approval of the request for voluntary separation.
  - b. For USAR and National Guard officers, the service requirement and any recoupment actions with the RDSO will be administered by the component's officer personnel management office.
- 7. **REQUESTING TUITION ASSISTANCE:** It is my responsibility to request TA and withdraw from classes via GoArmyEd and my school if required by the school.
- 8. **I AGREE TO THE ABOVE CONDITIONS FOR THE USE OF TUITION ASSISTANCE AS VERIFIED BY MY SIGNATURE BELOW.**

9. \_\_\_\_\_ 10. \_\_\_\_\_  
 Printed Last Name, First Name, Grade, SSN-Last 4

11. \_\_\_\_\_ 12. \_\_\_\_\_  
 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 11 and 14. Soldiers in the rank of E6 or below must have their Commander's signature.

This form advises the Commander of Army TA policies as stipulated in AR 621-5. Army incurs the financial obligation for tuition/fee payment to academic institutions when a Commander verifies waiver for recoupment of fees for withdrawal/incomplete due to military reasons.

13. \_\_\_\_\_ 14. \_\_\_\_\_ 15. \_\_\_\_\_  
 Commander's Name, Rank & Branch Signature Date