

APPENDIX A

STATEMENT OF UNDERSTANDING, ARMY RESERVE TA

BASIC TUITION ASSISTANCE (TA), I understand that:

- a. The Army Reserve will pay up to \$250.00 per semester hour (or other equivalent), of my tuition costs, not to exceed \$4,500 per fiscal year (1 October - 30 September).
- b. TA pays only fees specific for course(s) such as laboratory/shop fees and any other mandatory fees charged all students, which, when combined with tuition cannot exceed \$250.00 per semester hour. These mandatory fees must be listed on the school registration form/bill and included with the TA requests that you send to the Office of the Army Reserve Regional Director of Education (ARRDOE). Fees will not be paid later.
- c. TA is authorized on a course-by-course basis prior to the start of the course including the add/drop period. If I decide not to use TA, I must inform the school and the ARRDOE.
- d. If I receive a TA for class(es) and decide not to attend, I must inform my ARRDOE prior to the class start date. Failure to do so will result in a suspension of my TA benefits for one term.
- e. No changes will be made on courses or dollar amounts for which TA is granted, without the approval of the ARRDOE.
- f. TA is only for courses required for the completion of my formally declared educational goals. TA is authorized in accordance with Army Reserve Policy and AR 621-5, for Soldiers earning a diploma, certificate, associate, baccalaureate, and master's degree or first professional degree. TA is not authorized for lower level or equivalent degrees.
- g. TA will cover prerequisite courses as specified in writing by the school. I must submit a degree or certificate plan when I request my first TA unless the plan changes, which will require submission of another plan.
- h. TA is based on eligibility, school accreditation, and availability of funds. TA is not guaranteed nor is it an entitlement. TA is issued on a first come, first served basis, provided all required forms are complete. **ALL REQUIRED FORMS MUST BE SUBMITTED NO LATER THAN TWO (2) WEEKS PRIOR TO THE COURSE START DATE.**
- i. I understand that I must provide grades to the ARRDOE within thirty (30) days following course completion. Proof of successful course outcome must be provided before additional TA will be issued.
- j. I must read, print, complete this Statement of Understanding, and submit to the Education Office.
- k. I must provide a copy of my tuition bill or school registration to my Education Office before TA will be approved. I understand that only my AKO email account will be used by the Education Office for transmittal of TA documents.

ELIGIBILITY, I understand that:

- a. If I am a Selected Reserve Commissioned or Warrant Officer and use TA, I will incur a 4-year Reserve Duty Service Obligation (RDSO) from the date my last class ends.
- b. TA is authorized for Selected Reserve Soldiers (TPU, IMA, Chaplain Candidates and SMP Cadets) in good standing.
- c. I am not attending full-time school that is fully funded under provisions of AR 621-1.
- d. If flagged for any reason, I understand that I am not eligible for TA.
- e. If Enlisted, I must have enough time remaining in the Reserve to complete the course(s) for which I am using TA.
- f. I am not a SMP (Simultaneous Membership/ROTC Program) Cadet on scholarship.
- g. If I am a Split-Option Soldier attending Private High School, TA will not be authorized.
- h. I must request my AARTS Transcript (Army/American Counsel on Education Registry Transcript System) and provide a copy to the school for credit determination. I will also provide a copy to my ARRDOE. The AARTS website is: <https://aarts.army.mil>

WITHDRAWAL/FAILURE TO COMPLETE COURSE, I understand that:

- a. If I do not pass my course(s) (F, Withdrawal, Not Passed, or Incomplete which becomes an F), I will be required to repay the TA. I have no more than 120 days or the time limits set by the institution (whichever is less) after the course ends to change a grade of Incomplete. Tuition repayment may be waived if failure to complete the course(s) is due to circumstances beyond my control. In those cases, I must provide the ARRDOE with the course(s) waiver documentation, i.e., a memorandum, signed by my commander or unit administrator, requesting waiver of repayment. My commander and the ARRDOE will not remind me of this requirement.
- b. If I do not provide this memorandum to the ARRDOE within 30 days following the course completion date (except those with grades of "I"), the amount of TA provided by the Army Reserve must be repaid. I have the option to repay by contacting my ARRDOE who will advise me of repayment procedures. If not, funds will be collected from my pay. Defense Finance and Accounting Service (DFAS) will take funds from my reserve pay without further notification.
- c. If I withdraw from a class(es), it is my responsibility to inform my ARRDOE immediately and provide a copy of the withdrawal form. If I withdraw prior to the course start date, I must still follow these same procedures.
- d. If I am activated/mobilized/deployed and cannot complete the course(s), I must complete a withdrawal form and submit a copy of my military orders to the school. I must provide the ARRDOE with a copy of both documents.

DUPLICATION OF BENEFITS, I understand that:

The law governing TA and Montgomery GI Bill – Selected Reserve, Chapter 1606 allows Army Reserve Soldiers enrolled in school at least half-time (1/2 time) to utilize both programs concurrently.

FOR COURSES MORE THAN 24 WEEKS, I understand that:

If I am enrolling in a course longer than 24 weeks, up-front TA is not authorized. I am still required to go on line to request TA.

I AGREE TO THE ABOVE CONDITIONS FOR THE USE OF TUITION ASSISTANCE VERIFIED BY MY SIGNATURE BELOW. (Please fill in form completely and accurately.)

Printed Name	SSN	Signature	Date
AKO Email	Other Email	Cellular Phone #	
Home Phone #	Work Phone	FAX #	

SIGNATURE OF COMMANDER/DESIGNATED REPRESENTATIVE FOR VERIFICATION IS REQUIRED AT THE BEGINNING OF EACH ACADEMIC YEAR:

Printed Name Commander/Designated Representative	Signature	Date
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Unit	Telephone Number	Email
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Army Reserve Regional Director of Education (ARRDOE)
Toll Free Phone # _____
Commercial Phone# _____
Fax (Commercial/DSN) # (Please specify) _____
Fax # (Alternate) IF not working, try FAX # _____
Email: _____
RRC Mailing Address: HQ ___ Regional Readiness Command
 ATTN: Education Services Office
 Mailing Address
 City, State, Zip

Education Is Our Best Defense. Don't Leave Home Without It!