



Registration Checklist for Service Members Using Military Tuition Assistance (TA)

First Steps: (The first two can be done concurrently)

- Apply for admission to Angelo State University at myfuture.angelo.edu
- Visit the ASU Office of Financial Aid Web site at www.angelo.edu/services/financial_aid/ to learn about grants and scholarships available. We encourage all students to apply for Financial Aid, even if you don't think you will qualify for anything. ASU has scholarship funds that are awarded based on your FAFSA application information.
- After you have been accepted, enroll in classes. Make sure to:
 - Meet with your academic advisor. For more information, contact the academic department in which you plan to major. You will be unable to enroll until you have been advised and your advising hold has been removed by your advisor.
 - Register for classes. You can register online through RAMS (www.angelo.edu/rams/) or in the Registrar's Office in Room 200 of the Hardeman Building after you have been advised.
- Apply to use your Military Tuition Assistance (TA):
 - Air Force (Active Duty and Activated Reserves) - apply online through the Air Force Portal at <https://www.my.af.mil/faf/FAF/fafHome.jsp> .
 - Army Tuition Assistance applicants will apply online through GoArmyEd at <https://www.goarmyed.com/> .
 - Army National Guard Federal Tuition Assistance (ARNG FTA) applicants [Part-Time Citizen Soldiers] will visit the Strength Maintenance Management System website (found at <https://smms.army.pentagon.mil/Portal/Webtop.aspx> - CAC Card Required) to access the online application. State benefits may also be available for part-time soldiers. Activated Guard and Reserve members may be eligible for Army TA through the ACE TA program. Applicants for ACE TA will apply through the SMMS website as well.
 - Marine (Active Duty) and Navy (Active Duty and Naval Reserves in AD Status) Tuition Assistance applicants will submit form NETPDTC 1560 (available at https://www.navycollege.navy.mil/ta_info.aspx#ta_app) to their nearest Military Education Office.
 - Coast Guard Tuition Assistance applicants will submit form CG-4147 (available at http://www.military.com/Resources/Forms/CG_4147.pdf) to the USCG Institute for processing.

About Using TA at ASU:

You must be enrolled in one or more courses before you can apply for TA. In most cases, you cannot apply for TA more than 30 days prior to the start of class, and applications must be approved prior to the first day of class. Most branches limit TA funds to \$250 per semester hour.

ASU has created a Tuition Assistance Scholarship for service members who use their TA while attending ASU. The scholarship will cover the cost difference between what TA and any other gift aid (such as grants and scholarships) covers and the actual cost of tuition and fees for those courses authorized on the TA Form. This will allow ASU to offer courses at zero cost to students using TA. After we receive your approved TA Form or Voucher, we will apply TA funds to your account for the approved courses. Any gift aid you have been awarded, such as scholarships and/or grants, will be applied to further reduce the amount due for the courses that have been approved. If you are not eligible for grants/scholarships sufficient to cover the amount due after TA funds have been applied, we will apply TA Scholarship funds to reduce the amount to zero. If you have been awarded grants/scholarships that cover the remaining balance in full after your TA funds have been applied, no TA Scholarship funds will be applied.

If you are enrolled in future courses that are not approved on your TA Form/Voucher (because they begin more than 30 days out and are not eligible for TA funds yet), you will also need to submit a Request for Postponement of Tuition and Fees Payment Due to Delayed Financial Aid (with your impending TA being the delayed Financial Aid). When that is received, we will place a hold on your account that prevents your future courses from being dropped for non-payment. You may receive an email message reminding you about the balance due for the upcoming courses, but you are not expected to pay the balance unless TA for the courses is denied when the 30-day window arrives. When the 30-day window opens, you will need to request a new TA Form for the held courses and we will follow the same process as above for applying TA funds, determining the need for TA Scholarship funds, and applying them accordingly. If no TA Form/Voucher is received for courses that were on hold, and you fail to drop the courses before the start date, you will be liable for payment of any cost associated with those courses.

If you have questions or need additional information, please contact the Angelo State University Veterans Educational and Transitional Service Center at:

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