



Army Tuition Assistance and Top-up Benefits

What you need to know

Army Tuition Assistance (TA) can pay up to 100% of tuition and fees for eligible soldiers. Top-up benefits can pick up where TA leaves off.

What is the Tuition Assistance (TA) program?

It is financial assistance for voluntary off-duty education programs including college courses. The courses must be offered by institutions that, like Capella University, are registered with GoArmyEd and accredited by agencies recognized by the U.S. Department of Education. TA is not a loan; it is an entitlement you have earned.

What does Tuition Assistance pay for?

Tuition expenses up to a standard amount, which is listed below. The funds are paid directly to the institution by the individual service branch. TA is typically not authorized for programs beyond the master's degree.

TA Payment Amounts:

- For institutions on a quarter schedule, TA pays \$166 per credit.
- For institutions on a semester schedule, TA pays \$250 per credit.
- There is a \$4500 annual maximum.

Does TA pay for fees?

TA will pay for mandatory fees associated with individual courses. Contact your Education Center or Education Service Officer for more information.

Who is entitled to use TA through GoArmyEd?

The program is open to soldiers on active duty or in the Reserves.

How do I apply for Tuition Assistance?

Visit www.goarmyed.com to set up an account. This will initiate the approval process. There may be additional steps you must take under the direction of your Education Center. When your TA is approved, your [goarmyed.com](http://www.goarmyed.com) account will be activated and you can register for courses.

How do I use TA at Capella?

Use the www.goarmyed.com web portal to register for courses at Capella. You must also register for those same courses using Capella's online registration system. Once you're registered, the TA payments will be sent directly to Capella. You will repeat this process for each course.

If TA doesn't cover all of my tuition, are there other funds available to me?

You may be able to use Top-up funds (see reverse). Or you may be eligible for other education programs for servicemembers. Contact your Education Center or the VA for more information.

Top-up

What is Top-up?

Top-up is a program that allows you to use the Montgomery GI Bill or Post-9/11 GI Bill to narrow the gap if your Tuition Assistance is not enough to cover 100% of college tuition.

What does Top-up pay for?

Top-up helps to pay for college tuition that isn't met by TA. It does not cover books or other fees.

Is Top-up the right solution for me?

You should carefully consider your situation. Using Top-up funds will decrease the amount of Montgomery GI Bill or Post-9/11 GI Bill educational assistance available to you. Check with your Education Service Officer or the VA before applying for Top-up.

How do I know if I could be eligible?

You must be eligible to receive Montgomery GI Bill or Post-9/11 GI Bill benefits, still on active duty, and must have served at least two full years. You must already be using Tuition Assistance through the Army.

How do I use Top-up at Capella?

If you have never used Top-up before:

- Complete an application for VA education benefits (VA Form 22-1990) via the VONAPP Web site, www.vabenefits.vba.va.gov.
- Complete the Top-up Request Form, found on the www.GoArmyEd.com portal, and submit it to the VA in St. Louis (PO Box 66830, St. Louis, MO 63166-6830).
- When you are approved for Top-up benefits, the VA will send the appropriate Top-up payment directly to you. You are then responsible to pay Capella any outstanding balance due.

If you have used Top-up before:

- Visit www.goarmyed.com, complete the Top-up Request Form, and send it to the VA Regional Processing Office in St. Louis.
- When you are approved for Top-up benefits, the VA will send the appropriate Top-up payment directly to you. You are then responsible to pay Capella any outstanding balance due.

Whether you are a new Top-up user or not, you need to submit documentation to the VA for each quarter that you plan to use this benefit.

Where can I get more information on Tuition Assistance and Top-up?

- Contact your education center or visit www.goarmyed.com for an overview of Top-up and Tuition Assistance.
- For information on Top-up, visit the VA web site at www.gibill.va.gov or call 1.888.GIBILL.1 (442.4551).

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*ACCREDITATION

Capella University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools (NCA), www.ncahlc.org.

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