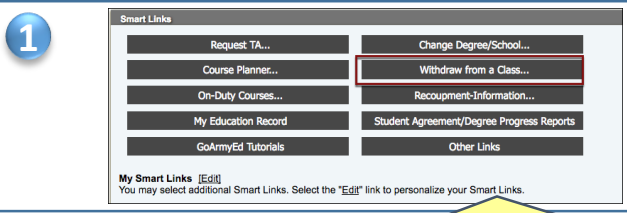


1 - Business Policies

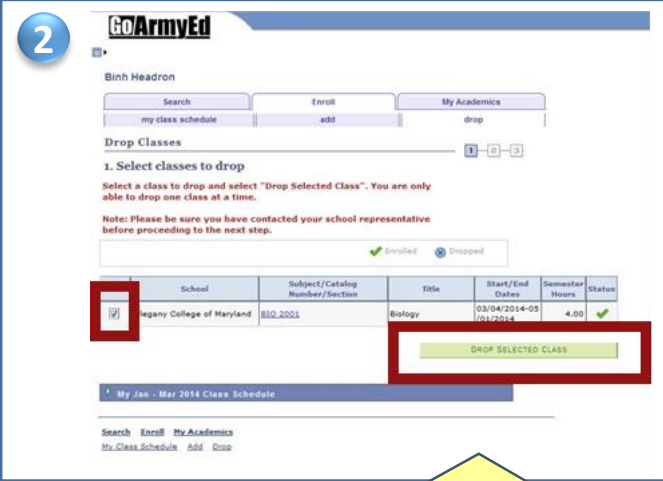
- All drops and withdrawals from classes must be initiated through GoArmyEd. You are strongly advised to contact your Army Education Counselor or contact your school representative before you drop or withdraw from a class.
- A drop is defined as cancellation of a class **before** any TA financial obligations have been incurred. The TA applied toward your class tuition cost is fully refunded to your account.
- A withdrawal is defined as cancellation of a class **after** a financial obligation has been incurred. Depending on when you process a withdrawal, you may or may not receive a partial refund of TA benefits applied toward the class tuition costs.

2 - How to Withdraw from a Class

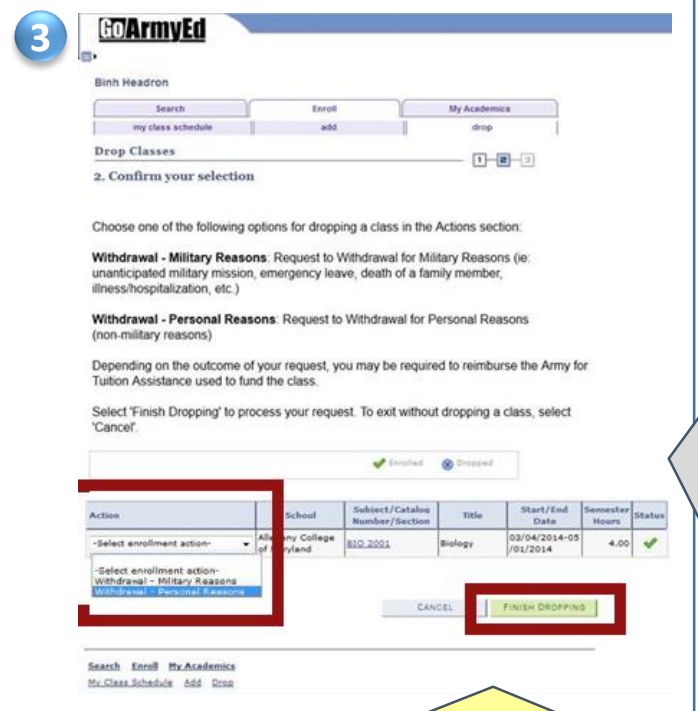
Call outs: Yellow = action/Grey = information



Select the **“Withdraw from a Class”** Smart Link.



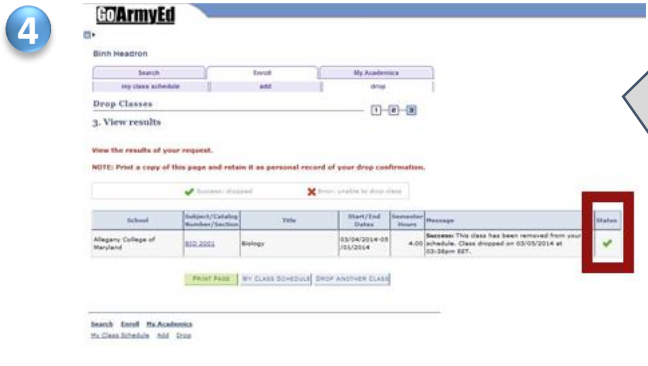
Select the checkbox in the **“Select”** field next to the class you want to drop.
Select the **“Drop Selected Class”** button.



Select the drop down in the **Action Column**.
Read and review all the information.
Select the **“Finish Dropping”** button to complete the process of withdrawing.

Note: Select the **Withdrawal for Personal Reasons** if you decide to drop or withdraw from a class but do not have an approved military reason for canceling, you must repay the Army for any Tuition Assistance used to fund the class.

Select the **Withdrawal for Military Reasons** if you are dropping the class for approved military reasons as defined in your Tuition Assistance Statement of Understanding (TA SOU)



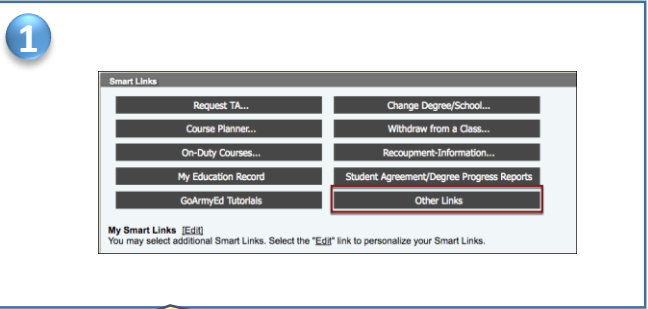
NOTE: A green checkmark appears showing a successful drop status.

You will be placed on hold until the military withdrawal request is either approved or denied.

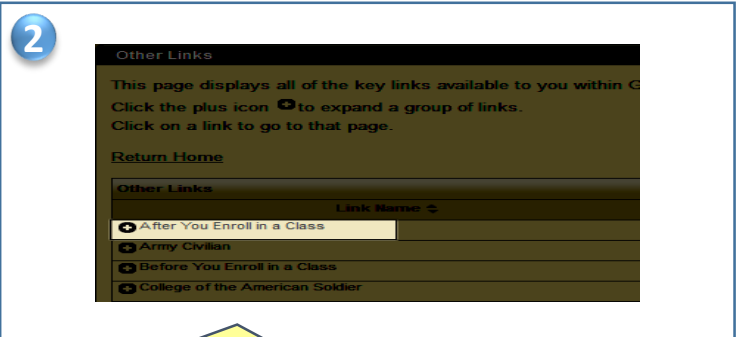
A hold will also be placed on your GoArmyEd account if you submit two withdrawals for military reasons with Army costs per fiscal year.

3 - Completing the Request for TA Recoupment Waiver

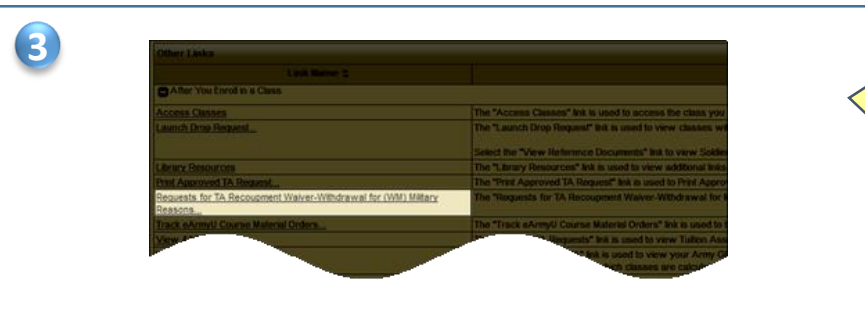
NOTE: The Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons form is only needed if the withdrawal is for Military Reasons



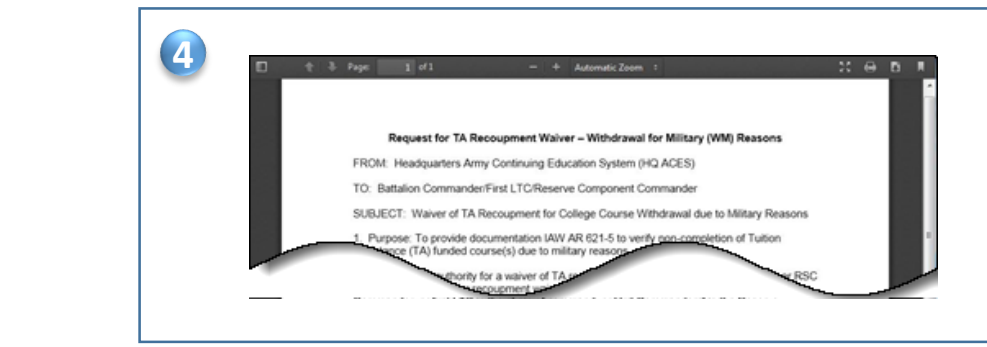
Select the **“Other Links”** button on your GoArmyEd homepage.



Select the plus icon to expand the **“After you Enroll in a Class”** Section.



Select the **“Request TA Recoupment Waiver – Withdrawal for (WM) Military Reasons”** link.



Select the printer icon to print the form.

Close the tab or window to exit the screen.



4 - Uploading the Request for TA Recoupment Waiver

NOTE: The Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons form is only needed if the withdrawal is for Military Reasons

1

Smart Links

Request TA...	Change Degree/School...
Course Planner...	Withdraw from a Class...
On-Duty Courses...	Recoupment-Information...
My Education Record	Student Agreement/Degree Progress Reports
GoArmyEd Tutorials	Other Links

My Smart Links [Edit]
You may select additional Smart Links. Select the "Edit" link to personalize your Smart Links.

Select the **“My Education Record”** button on your GoArmyEd homepage.

2

Soldier Education Record

Refresh

Fields marked with an * are required.

Basic Information

Name *	SPC Laurie Einhorn	Current Home School *	Kaplan University (KL)
SSN/EIN *	-1880	TA Funding Status *	Active Army
User Id *	2161880	User Name *	kaanc060
Current Degree Name/CIP *	Associate of Science in Health Science (AS-HS)	Date of Birth *	7/12/1993
Primary Phone *	5991420931	Servicing Education Center *	JTF-Bravo, Soto Cano

Note: To print the Soldier Education Record, select the 'All' tab and select the 'View/Print Soldier Education Record' button.

Soldier Personnel TA Planning Summary Education Helpdesk Cases CTS Notes **eFile** Test Scores All

Select the efile tab on your student record page .

3

Upload eFile

All fields marked with an asterisk (*) are required. terisk (*) are required.

*Title:

*Description:

*Transaction Type:

*Select a file to upload:
Browse... No file selected.

Note: File size is limited to 4096KB. Please zip the file if it exceeds 4096KB. Upload time will vary depending on the connection speed.

Upload File Cancel

Existing eFiles:

Select an eFile in the first column. Use the buttons below the list to download, update, view document for your own records.

Select	File Type	Title	Description	Transaction Type
<input type="radio"/>	177	Student Agreement	Student Agreement for 2018	Student Agreement/Offic Degree Plan

Page 1 of 2

Download File Upload New Version View History Delete

Scroll down to the **Upload eFile** Section. Enter the subject and catalog number of the class in the **“Title”** field, and the title of the class in the **“Description”** field. Check the box next to the class you are requesting a withdrawal for military reasons that is listed on the signed **Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons** form. Select the **“Browse”** button to locate the document on your computer. Select the **“Upload File”** button.