



How to Complete A Course Planner and Submit Federal Tuition Assistance (FTA) REQUESTS

After you have enrolled in 6SH using FTA you will be routed to the **Course Planner**. You must have an **Approved School Degree Plan** from the **School** you are attending. You may submit your Course Planner before you take classes but must submit a Course Planner after enrolling in 6sh.

****Instructions are on the right hand side under TRAINING RESOURCES.****

GO TO HOME SCREEN -SELECT COURSE PLANNER TAB:

On the blue and white screen under STUDENT INFORMATION: Verify your Home School, Degree level and Degree Name matches your Approved Degree Plan that you received from your School Advisor (if you have changed degree plans or school you will need to create a helpdesk case requesting a change of home school and or degree plan and your school approved degree plan must match the information you provide on your Course Planner). This must match before you go any further on your Course Planner.

STUDENT AGREEMENT/DOCUMENTED DEGREE PLAN: If all items match as stated above, upload your school approved student agreement/degree plan to your Course Planner. **Your degree plan must contain the following information and be uploaded as one document.**

- 1. Name of School**
- 2. Soldier's name (should be printed or typed and legible)**
- 3. Degree Program Soldier is following (for example: BS in Psychology)**
- 4. List all courses required for the degree (class subject, number, title and credit hours)**
- 5. Show all courses completed and courses soldier still needs to take.**
- 6. State how many credit hours soldier still needs to complete degree**
- 7. Signed by a school advisor or school official.**

PRINT THIS AND TAKE TO YOUR ADVISOR AT YOUR SCHOOL.

SEMESTER HOURS NEEDED TO GRADUATE: In the box **Units Remaining to Graduate-** put the number of hours you still need to complete. If your program is 120 semester hours and you have completed 50 semester hours than you still need 70 semester hours to complete your degree. Put 70 semester hours in the box.

Unit Type-most schools are semester hours but you need to verify this with your school. Some schools use quarter hours or clock hours. Select the drop down arrow and select the unit type.

COURSE PLANNER COURSES: This is where you list the courses you need to complete. If you need 70 hours to complete according to your School Approved Degree Plan you may list all the courses you need on your Course Planner but you must list at least 50% of the courses still needed.

Select School box-school name will pre-populate

Select Look UP

Select School Code or School Name

*If your school uploads your courses you can search by subject and once your course appears select ADD TO PLANNER BOX. (Please note that if the courses you list on your course planner are not on your School approved degree plan they will be rejected).

*If your school does not upload your courses you must manually fill out all the information requested on the course planner and the information you submit must match your **School Approved Degree Plan. THIS IS VERY IMPORTANT:** The course information you put in your Course Planner will Populate your FTA request. If this information is wrong your FTA request **will not be paid**. You must Select School each time you want to enter a

course manually. If you enter 12 courses you must Select School 12x for 12 lines. You must enter SUBJECT, CATALOG NUMBER, COURSE TITLE, COURSE LEVEL, COURSE USAGE, UNIT TYPE AND UNITS.

When your Course Planner is completed with 50% or more of courses submitted you may SUBMIT your course planner for REVIEW. Soldiers will receive an email to their preferred email account in GAE letting the Soldier know whether or not it is approved or rejected. If rejected the email will tell you what you need to submit or upload and you must resubmit your Course Planner until it is Approved. **Once your Course Planner is Approved you may Submit your FTA Request.**

UPLOADING DOCUMENTS: Go to your HOME PAGE

Go to My Education Record

Go to Efile Tab

Scroll down

Identify Documents (Personalized Receipt of Tuition and Fees and Schedule with start and end dates)

Select Browse to Select the File you want to Upload

Select Upload to upload your file to Efile

REQUESTING FTA:

Select Course Planner

Select Enroll Now box for the course you want to enroll in.

Select Calendar Box (should be on your schedule) Enter date

Select NEXT

Select Calendar for End date of Class (Should be on your Schedule)

Instruction Mode: If online, select online, if on post-select on post, if at school campus-select off post.

Start time: you must put time and AM OR PM and select days of week class meets.

Select Search Efile and Select schedule and receipt from efile and Attach file.

Unit Cost: **SOLDIER MUST PUT UNIT COST OR FTA WILL BE AUTO APPROVED AND SOLDIER WILL PAY FOR COURSE. Example:** If you are taking 12 SH and cost of Tuition on your receipt states \$1800.00, divide by 12 and this is your unit cost \$150.00 per SH.

Select Calculate button

Select Submit button

Select Account Verification Button

If you want to submit another request select YES button and repeat process above until all your classes are in.

FTA POLICY:

Soldiers may use FTA for undergraduate school after successful completion of their first year of service after graduating from AIT, OCS or BOLC. Soldiers are eligible for up to 16 semester hours per fiscal year and they can use FTA for a second, higher-level post-bachelor's degree after completion of 10 years of service. The second degree time in service requirement applies to movement from a bachelor's to a master's degree and not from an associate's to a bachelor's degree. Also, the 10-year requirement only applies if Army FTA was used to pay for any portion of the undergraduate coursework.

FTA cannot be used for first professional degrees, e.g. PHD, MD or JD. In addition to DA adverse action flags, we will continue our policy to Not allow FTA for Soldiers who are flagged for APFT/AWCP.

There are 3 Major Changes Effective 1 October 2014

1. **Soldiers must have FTA Approved before the Start date of Course.** Soldiers may request FTA as early as 60 days before classes start but must request FTA No Later than 10 days prior to Course Start Date and upload all course documentation. FTA Requests submitted less than 10 days prior to course start date may not get approved by the class state date and will not be considered for a TA exception to policy

2. Grades below C for undergraduate work and grades below a B for graduate work will be recouped.

3. No Fees, to include any supporting instructional fees will be paid using FTA. The actual cost of tuition up to \$250/semester hour is the only cost that will be funded.
