



TUITION ASSISTANCE REQUEST INFORMATION

BEFORE TUITION ASSISTANCE (TA)

- Set up your GoArmyEd (GAE) account** online at: www.goarmyed.com
- Set your home school** to UCCS in your GAE account
- Meet with an Army Education Counselor** to ensure your GAE account is free of holds and you are ready to request TA
- Turn in your Military Certification Form** (available in room 150 of the Education Center) to the UCCS Fort Carson Office or the UCCS Records Office on campus
- Go onto the College Opportunity Fund website: cof.college-assist.org and **register for the COF stipend**
- Come into the UCCS Fort Carson Office and have us **upload your Documented Degree Plan** to your GAE account
- Enter your degree plan** into Course Planner in your GAE account

TO REQUEST TA

- Go into your UCCS portal, **sign up for classes, and authorize your COF**
- Contact Third Party Billing** at 719-255-3399 to see when your bill will be available in your UCCS portal (bills are typically prepared 2 weeks prior to classes starting)
- Once available, **upload your class schedule and itemized bill to GAE**
- Read your SOU and sign electronically**
- Next, you must **request TA in GAE.**

If you need help with your request, please set up an appointment with our office

Your TA request will be denied by GAE if it is not approved prior to the first day of classes

AFTER REQUESTING TA

- After you request your TA and before the first day of classes, **go back into your GAE account and make sure your TA request has been approved**
- Before your TA stipend will be applied to your UCCS student account, you must **contact Third Party Billing** at 719-255-3399 and submit your TA Class Invoice
- Before the first day of classes, **make sure your TA request was approved and your TA stipend was applied to your UCCS account**

REMEMBER, TA WILL NOT PAY FEES. THERE WILL BE A BALANCE AFTER TA IS APPLIED TO YOUR UCCS ACCOUNT. You

can estimate the cost to attend UCCS at: <https://www.uccs.edu/bursar/estimate-your-total-bill>

**If you have any questions,
please feel free to contact our office:**

UCCS Fort Carson Office
Fort Carson Education Center

1675 Long Street
Building 1012, Room 211
Ft. Carson, CO 80913
719-526-8066
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