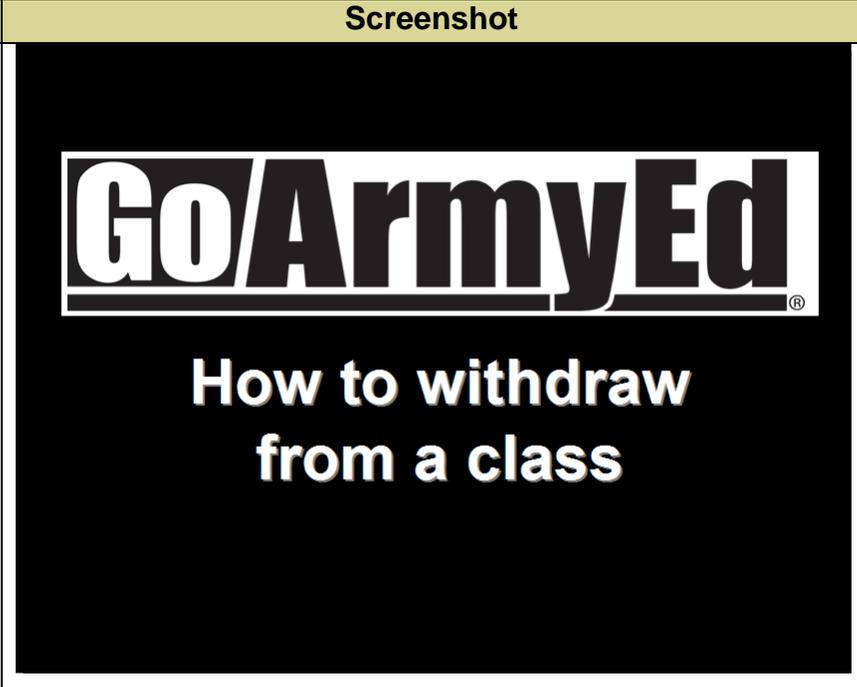
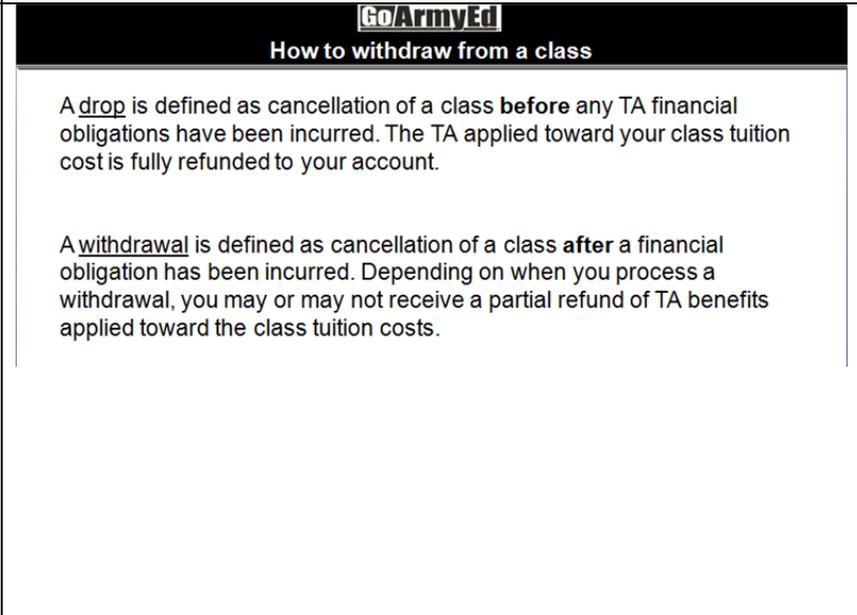


## Soldiers Withdraw from a Class

This documentation of the instructional video explains how to withdraw from a class in GoArmyEd.

Step	Screenshot
<p>1. Welcome to this video tutorial on how to withdraw from a class.</p> <p>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.</p> <p>If at any time you need to stop this video, select the pause button.</p>	
<p>2. A drop is defined as cancellation of a class <b>before</b> any TA financial obligations have been incurred. The TA applied toward your class tuition cost is fully refunded to your account.</p> <p>A withdrawal is defined as cancellation of a class <b>after</b> 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.</p>	

3. From your GoArmyEd Homepage select the **“Withdraw from a Class”** Smart Link.

**Smart Links**

Request TA...    GoArmyEd Assistance Center    Withdraw from a Class...

Recoupment-Information...    Auto Advisor    On-Duty Courses...

My Education Record    Other Links

**My Smart Links** [\[Edit\]](#)  
You may select additional Smart Links. Select the **“Edit”** link to personalize your Smart Links.

My Education Center    Army Personnel Testing    Class Enrollment Guide (PDF Version)...

---

**Smart Links**

Request TA...    GoArmyEd Assistance Center    **Withdraw from a Class...**

Recoupment-Information...    Auto Advisor    On-Duty Courses...

My Education Record    Other Links

**My Smart Links** [\[Edit\]](#)  
You may select additional Smart Links. Select the **“Edit”** link to personalize your Smart Links.

My Education Center    Army Personnel Testing    Class Enrollment Guide (PDF Version)...

4. The **Select Classes to Drop** screen appears.  
Only classes in which you are currently enrolled are displayed.

**GoArmyEd**

Binh Headron

Search    Enroll    My Academics

my class schedule    add    drop

**Drop Classes**    1 2 3

**1. Select classes to drop**

Select a class to drop and select **“Drop Selected Class”**. You are only able to drop one class at a time.

**Note: Please be sure you have contacted your school representative before proceeding to the next step.**

Enrolled     Dropped

Select	School	Subject/Catalog Number/Section	Title	Start/End Dates	Semester Hours	Status
<input type="checkbox"/>	Allegany College of Maryland	<u>BIO 2001</u>	Biology	03/04/2014-05/01/2014	4.00	<input checked="" type="checkbox"/>

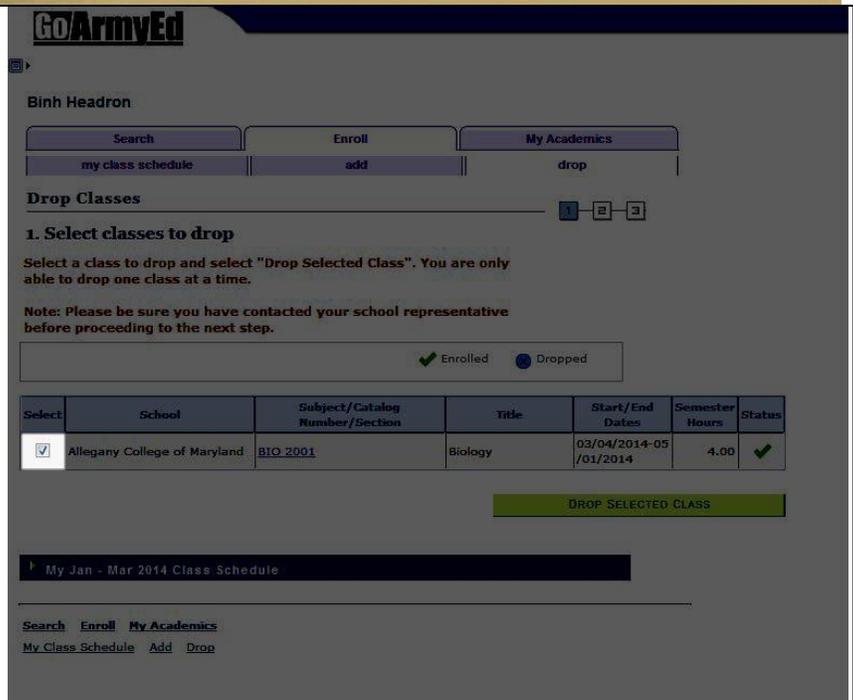
**DROP SELECTED CLASS**

My Jan - Mar 2014 Class Schedule

Search    Enroll    My Academics

My Class Schedule    Add    Drop

5. Select the checkbox in the **“Select”** field next to the class you want to drop.



**GoArmyEd**

Binh Headron

Search    Enroll    My Academics  
my class schedule    add    drop

**Drop Classes**

**1. Select classes to drop**

Select a class to drop and select "Drop Selected Class". You are only able to drop one class at a time.

Note: Please be sure you have contacted your school representative before proceeding to the next step.

Enrolled    Dropped

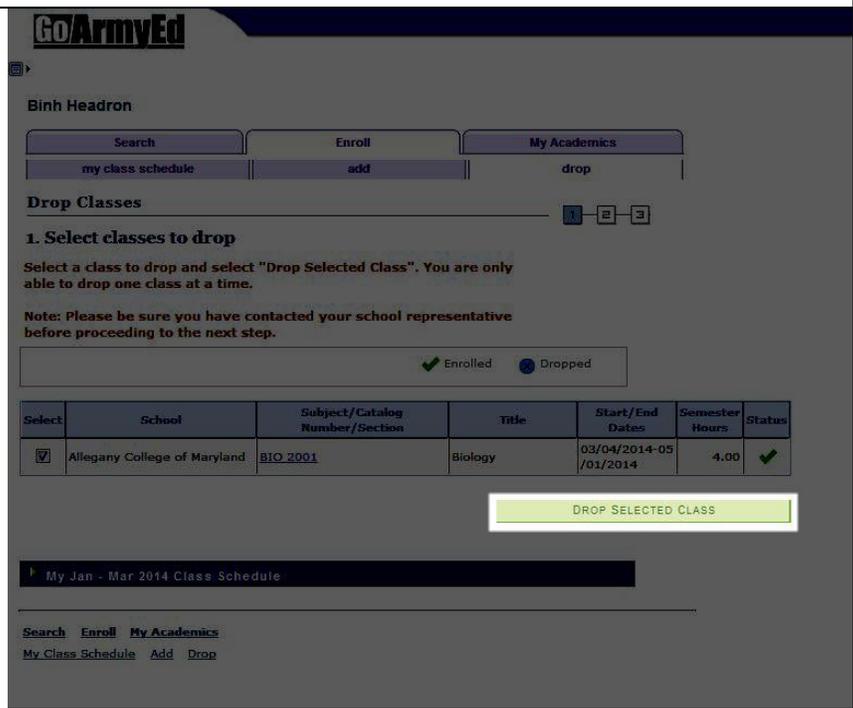
Select	School	Subject/Catalog Number/Section	Title	Start/End Dates	Semester Hours	Status
<input checked="" type="checkbox"/>	Allegany College of Maryland	BIO 2001	Biology	03/04/2014-05/01/2014	4.00	✓

**DROP SELECTED CLASS**

My Jan - Mar 2014 Class Schedule

Search    Enroll    My Academics  
My Class Schedule    Add    Drop

6. Select the **“Drop Selected Class”** button.



**GoArmyEd**

Binh Headron

Search    Enroll    My Academics  
my class schedule    add    drop

**Drop Classes**

**1. Select classes to drop**

Select a class to drop and select "Drop Selected Class". You are only able to drop one class at a time.

Note: Please be sure you have contacted your school representative before proceeding to the next step.

Enrolled    Dropped

Select	School	Subject/Catalog Number/Section	Title	Start/End Dates	Semester Hours	Status
<input checked="" type="checkbox"/>	Allegany College of Maryland	BIO 2001	Biology	03/04/2014-05/01/2014	4.00	✓

**DROP SELECTED CLASS**

My Jan - Mar 2014 Class Schedule

Search    Enroll    My Academics  
My Class Schedule    Add    Drop

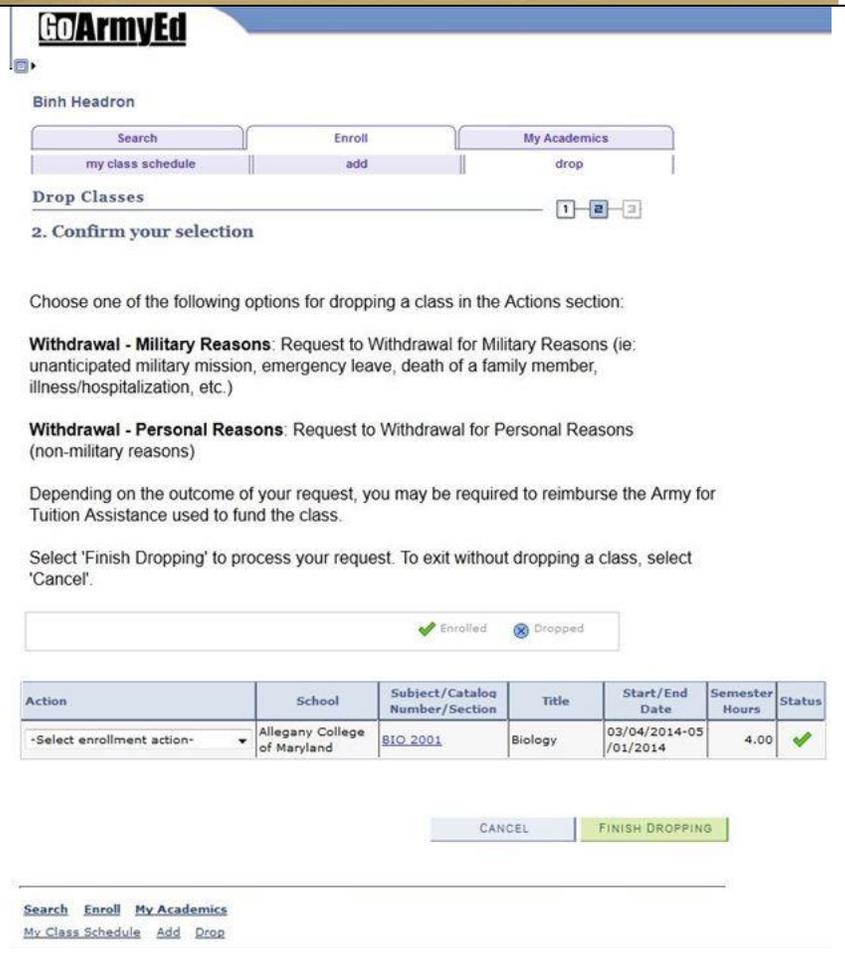
7. The **Confirm your selection** screen appears.

Carefully read the information on this page.

There are two options for withdrawing from a class: **Withdrawal – Military Reasons** and **Withdrawal – Personal Reasons**.

Military Reasons include reasons such as unanticipated military missions, emergency leave, or illness/hospitalization.

Personal Reasons include non-official reasons or personal conflicts.



**GoArmyEd**

Binh Headron

Search my class schedule | Enroll add | My Academics drop

Drop Classes 1-2-3

**2. Confirm your selection**

Choose one of the following options for dropping a class in the Actions section:

**Withdrawal - Military Reasons:** Request to Withdrawal for Military Reasons (ie: unanticipated military mission, emergency leave, death of a family member, illness/hospitalization, etc.)

**Withdrawal - Personal Reasons:** Request to Withdrawal for Personal Reasons (non-military reasons)

Depending on the outcome of your request, you may be required to reimburse the Army for Tuition Assistance used to fund the class.

Select 'Finish Dropping' to process your request. To exit without dropping a class, select 'Cancel'.

Enrolled  Dropped

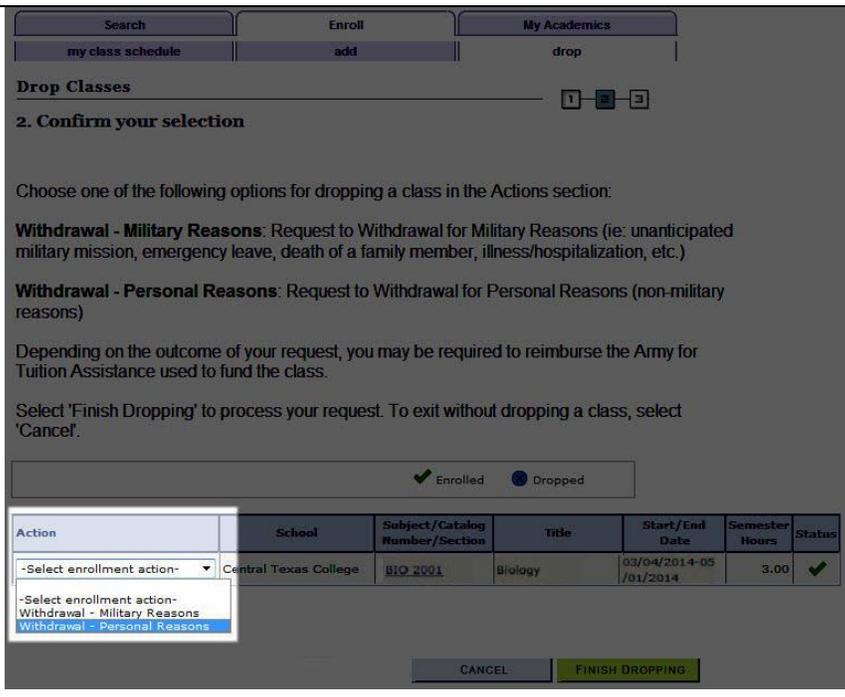
Action	School	Subject/Catalog Number/Section	Title	Start/End Date	Semester Hours	Status
-Select enrollment action-	Allegany College of Maryland	BIO 2001	Biology	03/04/2014-05/01/2014	4.00	✓

CANCEL FINISH DROPPING

Search Enroll My Academics  
My Class Schedule Add Drop

8. 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.

If this is the case, select the drop down arrow in the **“Action”** field and select the **Withdrawal for Personal Reasons** option.



Search my class schedule | Enroll add | My Academics drop

Drop Classes 1-2-3

**2. Confirm your selection**

Choose one of the following options for dropping a class in the Actions section:

**Withdrawal - Military Reasons:** Request to Withdrawal for Military Reasons (ie: unanticipated military mission, emergency leave, death of a family member, illness/hospitalization, etc.)

**Withdrawal - Personal Reasons:** Request to Withdrawal for Personal Reasons (non-military reasons)

Depending on the outcome of your request, you may be required to reimburse the Army for Tuition Assistance used to fund the class.

Select 'Finish Dropping' to process your request. To exit without dropping a class, select 'Cancel'.

Enrolled  Dropped

Action	School	Subject/Catalog Number/Section	Title	Start/End Date	Semester Hours	Status
-Select enrollment action-	Central Texas College	BIO 2001	Biology	03/04/2014-05/01/2014	3.00	✓

CANCEL FINISH DROPPING

9. If there is an Army cost associated with the drop as stated in the pop-up message, you will be responsible for repaying the Army that amount.

Select the **“OK”** button to continue.

**Message**

Class Drop Message (25000,644)

Upon dropping this class at this time, for personal reasons, you will be responsible for reimbursing the Army for a prorated portion of the class cost. See warning below for the cost you will be responsible for. We strongly advise that you contact an Army Education Counselor prior to dropping a class. If you are due a refund for a payment you made to the school, please contact the school directly.

For a full refund, classes must be dropped in GoArmyEd before midnight Eastern Standard Time (EST) on or before the date listed in the 'Last Day to Drop for a Full Refund' field located on the class details page.

**OK**

10. If you are dropping the class for approved military reasons as defined in your Tuition Assistance Statement of Understanding (TA SOU), select the drop-down arrow in the **“Action”** field and select the **Withdrawal for Military Reasons** option.

Search      Enroll      My Academics

my class schedule      add      drop

**Drop Classes**      1      3

**2. Confirm your selection**

Choose one of the following options for dropping a class in the Actions section:

**Withdrawal - Military Reasons:** Request to Withdrawal for Military Reasons (ie: unanticipated military mission, emergency leave, death of a family member, illness/hospitalization, etc.)

**Withdrawal - Personal Reasons:** Request to Withdrawal for Personal Reasons (non-military reasons)

Depending on the outcome of your request, you may be required to reimburse the Army for Tuition Assistance used to fund the class.

Select 'Finish Dropping' to process your request. To exit without dropping a class, select 'Cancel'.

Enrolled       Dropped

Action	School	Subject/Catalog Number/Section	Title	Start/End Date	Semester Hours	Status
-Select enrollment action-	Central Texas College	BIO 2001	Biology	03/04/2014-05/01/2014	3.00	✓

11. Carefully read the pop-up message stating you must upload the signed Request for TA Recoupment Waiver – Withdrawal for Military Reasons form to your eFile within 60 days.

Instructions are provided later in this video on how to upload the waiver in eFile.

Providing false information to receive a waiver may be subject to UCMJ or other punitive actions.

Select the **“OK”** button to proceed.

**Message**

Within 60 days you must submit the Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons memo signed by your Battalion Commander, first LTC in your chain of command; or, if you are in the Reserve Component, by the Unit Commander for each class. You should upload the document(s) to your GoArmyEd eFile. Your WM request will not be approved without this signed memorandum.

Providing false information to receive a military waiver may subject you to UCMJ or other punitive actions. (25000, 185)

**OK**

12. If you attempt to withdraw from a class that has ended, a different message appears stating drops are not permitted after the class has ended. Create a case from your GoArmyEd homepage to seek further assistance.

Select the **“OK”** button to continue.

**Message**

The class you are attempting to drop ended 2015-05-30. (25000,16)

Drops are not permitted after the class has ended.

**OK**

13. Scroll to the **Withdrawal for Military Reasons** instructions section and read the instructions carefully. There are several steps you must take within 60 days of withdrawing from a class for military reasons.

**GoArmyEd**

Action	School	Subject/Catalog Number/Section	Title	Start/End Date	Semester Hours	Status
Withdrawal - Military Reasons	Allegany College of Maryland	<u>BIO_2001</u>	Biology	03/04/2014-05/01/2014	4.00	✓

**Withdrawal for Military Reasons Instructions**

Steps 1-2 must be completed within 60 days of your initial request date for a Withdrawal for Military Reason or you will be recouped.

- Complete the ["Request for TA Recoupment Waiver - Withdrawal for \(WM\) Military Reasons"](#) form and have it signed by the Battalion Commander or first LTC in the chain of command; or, if you are in the Reserve Component, by the Unit Commander for each class.  
**IMPORTANT:** If you are requesting a Withdrawal for Military Reasons for more than one class, you **MUST** withdraw from each class in GoArmyEd.
- Upload the signed form to your eFile tab of your GoArmyEd student record using the "Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons" transaction type. Your request will be routed to an ESO for review once your documentation has been uploaded to your eFile. You will receive an e-mail when a decision has been made regarding your request.

Please note:

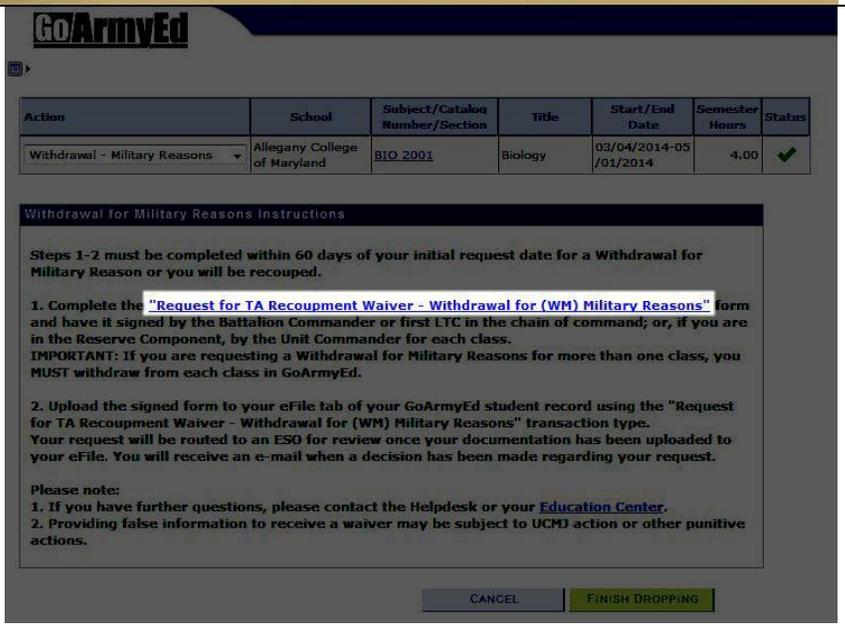
- If you have further questions, please contact the Helpdesk or your [Education Center](#).
- Providing false information to receive a waiver may be subject to UCMJ action or other punitive actions.

**CANCEL** **FINISH DROPPING**

[Search](#) [Enroll](#) [My Academics](#)  
[My Class Schedule](#) [Add](#) [Drop](#)

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

The waiver **MUST** be completed and **MUST** be signed by the Battalion Commander, first LTC in the chain of command, or if you are in the Reserve Component, by the Unit Commander.



**GoArmyEd**

Action	School	Subject/Catalog Number/Section	Title	Start/End Date	Semester Hours	Status
Withdrawal - Military Reasons	Allegany College of Maryland	BIO 2001	Biology	03/04/2014-05/01/2014	4.00	✓

**Withdrawal for Military Reasons Instructions**

Steps 1-2 must be completed within 60 days of your initial request date for a Withdrawal for Military Reason or you will be recouped.

- Complete the **“Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons”** form and have it signed by the Battalion Commander or first LTC in the chain of command; or, if you are in the Reserve Component, by the Unit Commander for each class. **IMPORTANT: If you are requesting a Withdrawal for Military Reasons for more than one class, you MUST withdraw from each class in GoArmyEd.**
- Upload the signed form to your eFile tab of your GoArmyEd student record using the “Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons” transaction type. Your request will be routed to an ESO for review once your documentation has been uploaded to your eFile. You will receive an e-mail when a decision has been made regarding your request.

Please note:

- If you have further questions, please contact the Helpdesk or your [Education Center](#).
- Providing false information to receive a waiver may be subject to UCMJ action or other punitive actions.

CANCEL FINISH DROPPING

15. You can also access this document by selecting the **“Other Links”** button on your GoArmyEd homepage.



**Smart Links**

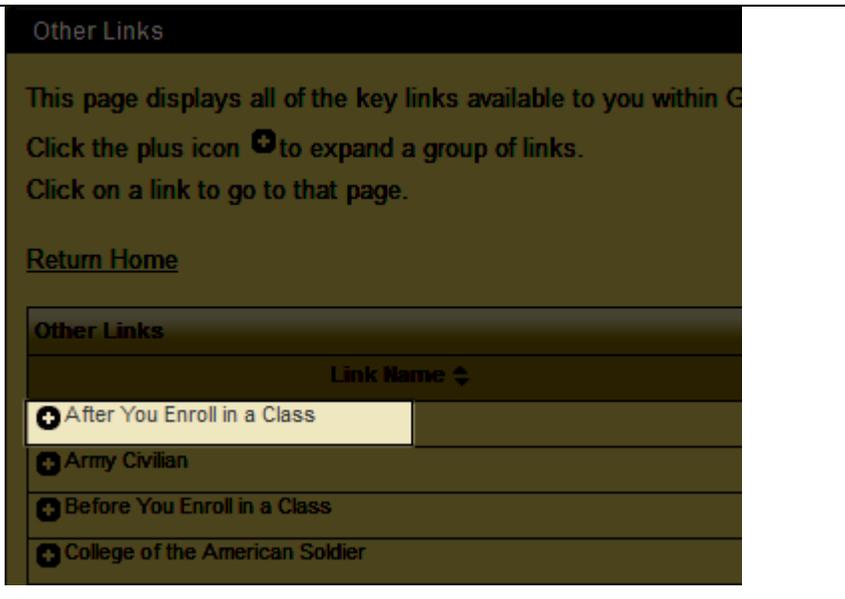
- Request TA...
- GoArmyEd Assistance Center
- Withdraw from a Class...
- Recoupment-Information...
- Auto Advisor
- On-Duty Courses...
- My Education Record
- Other Links**

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

- My Education Center
- Army Personnel Testing
- Class Enrollment Guide (PDF Version)...

16. The **“Other Links”** screen appears.

Select the plus icon to expand the **“After you Enroll in a Course”** section.



**Other Links**

This page displays all of the key links available to you within G

Click the plus icon  to expand a group of links.

Click on a link to go to that page.

[Return Home](#)

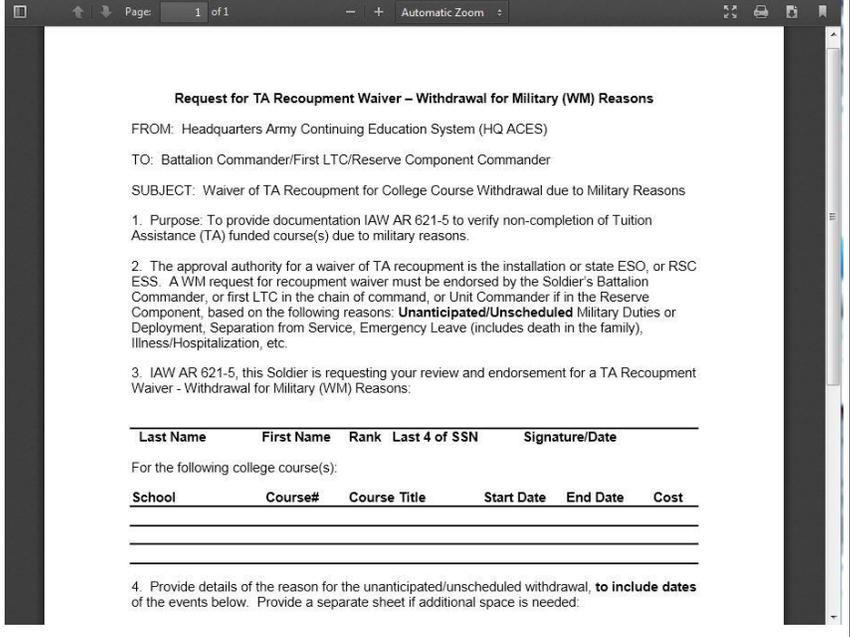
**Other Links**

Link Name
 After You Enroll in a Class
 Army Civilian
 Before You Enroll in a Class
 College of the American Soldier

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

Other Links	
Link Name	
<a href="#">After You Enroll in a Class</a>	
<a href="#">Access Classes</a>	The "Access Classes" link is used to access the class you
<a href="#">Launch Drop Request...</a>	The "Launch Drop Request" link is used to view classes w Select the "View Reference Documents" link to view Soldie
<a href="#">Library Resources</a>	The "Library Resources" link is used to view additional links
<a href="#">Print Approved TA Request...</a>	The "Print Approved TA Request" link is used to Print Appro
<a href="#">Requests for TA Recoupment Waiver-Withdrawal for (WM) Military Reasons...</a>	The "Requests for TA Recoupment Waiver-Withdrawal for t
<a href="#">Track eArmyU Course Material Orders...</a>	The "Track eArmyU Course Material Orders" link is used to t
<a href="#">View All TA Requests...</a>	The "View All TA Requests" link is used to view Tuition Ass
<a href="#">View Army TA GPA...</a>	The "View Army TA GPA" link is used to view your Army GI Regulation, AR-621-5. <u>View which classes are calculated t</u>
<a href="#">View Grades...</a>	The "View Grades" link is used to allow you to view grades a system-generated email notification will be sent to your se  Select the "View Reference Documents" link to view Soldie
<a href="#">View My Class Schedule...</a>	The "View My Class Schedule" is used to view current and
<a href="#">View Recoupment...</a>	The "View Recoupment" link is used to view class recoupm  Use this link to initiate repayment for a recoupment that you GoArmyEd account will be automatically lifted. If you believe  Select the "View Reference Documents" link to view Soldie
<a href="#">View Required Course Materials...</a>	The "View Required Course Materials" link is used to view r

18. The “Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons” PDF form will open in a separate window.  
  
Select the printer icon to print the form.  
  
Close the tab or window to exit the screen.



**Request for TA Recoupment Waiver – Withdrawal for Military (WM) Reasons**

FROM: Headquarters Army Continuing Education System (HQ ACES)  
 TO: Battalion Commander/First LTC/Reserve Component Commander  
 SUBJECT: Waiver of TA Recoupment for College Course Withdrawal due to Military Reasons

1. Purpose: To provide documentation IAW AR 621-5 to verify non-completion of Tuition Assistance (TA) funded course(s) due to military reasons.

2. The approval authority for a waiver of TA recoupment is the installation or state ESO, or RSC ESS. A WM request for recoupment waiver must be endorsed by the Soldier's Battalion Commander, or first LTC in the chain of command, or Unit Commander if in the Reserve Component, based on the following reasons: **Unanticipated/Unscheduled** Military Duties or Deployment, Separation from Service, Emergency Leave (includes death in the family), Illness/Hospitalization, etc.

3. IAW AR 621-5, this Soldier is requesting your review and endorsement for a TA Recoupment Waiver - Withdrawal for Military (WM) Reasons:

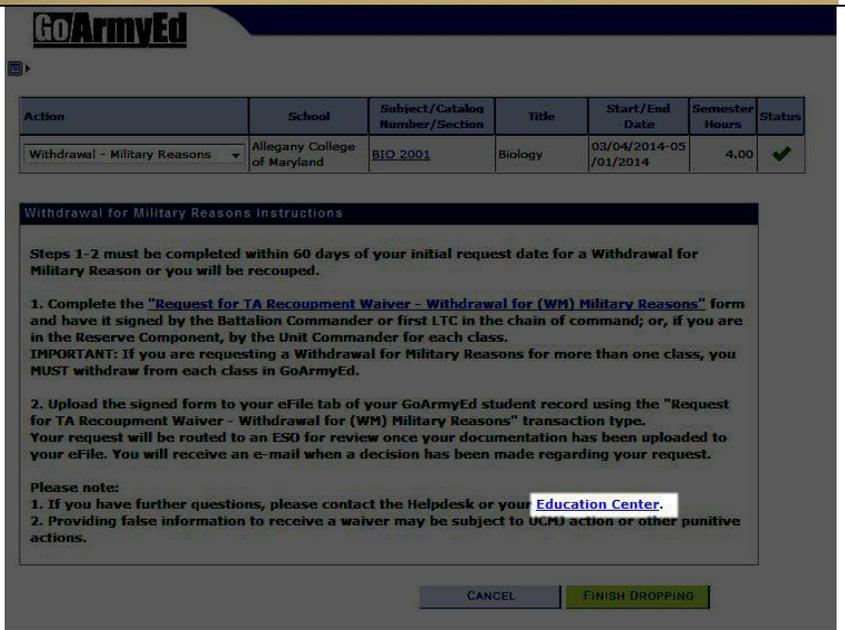
Last Name	First Name	Rank	Last 4 of SSN	Signature/Date

For the following college course(s):

School	Course#	Course Title	Start Date	End Date	Cost

4. Provide details of the reason for the unanticipated/unscheduled withdrawal, **to include dates** of the events below. Provide a separate sheet if additional space is needed.

19. Select the “**Education Center**” link if you need to look up your servicing education center for further assistance.



Action	School	Subject/Catalog Number/Section	Title	Start/End Date	Semester Hours	Status
Withdrawal - Military Reasons	Allegany College of Maryland	BIO_2001	Biology	03/04/2014-05/01/2014	4.00	✓

**Withdrawal for Military Reasons Instructions**

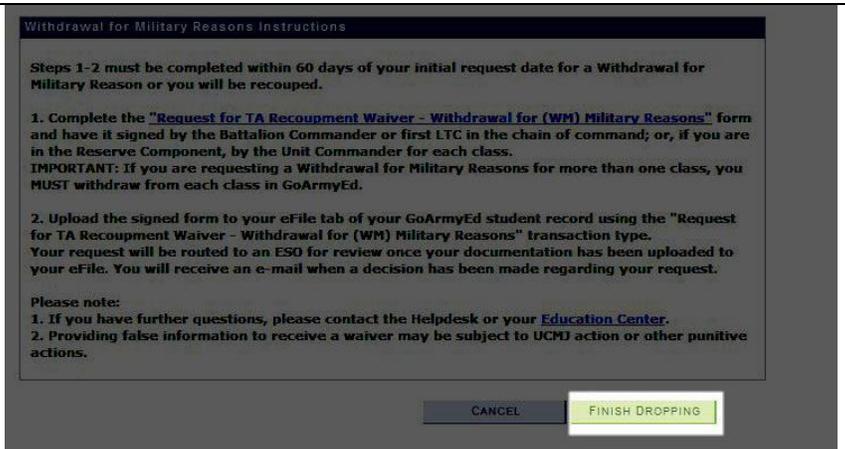
Steps 1-2 must be completed within 60 days of your initial request date for a Withdrawal for Military Reason or you will be recouped.

- Complete the “Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons” form and have it signed by the Battalion Commander or first LTC in the chain of command; or, if you are in the Reserve Component, by the Unit Commander for each class.  
**IMPORTANT: If you are requesting a Withdrawal for Military Reasons for more than one class, you MUST withdraw from each class in GoArmyEd.**
- Upload the signed form to your eFile tab of your GoArmyEd student record using the “Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons” transaction type. Your request will be routed to an ESO for review once your documentation has been uploaded to your eFile. You will receive an e-mail when a decision has been made regarding your request.

Please note:

- If you have further questions, please contact the Helpdesk or your [Education Center](#).
- Providing false information to receive a waiver may be subject to UCMJ action or other punitive actions.

20. Select the “**Finish Dropping**” button to complete the process of withdrawing.  
Select the “**Cancel**” button to exit without dropping the class.



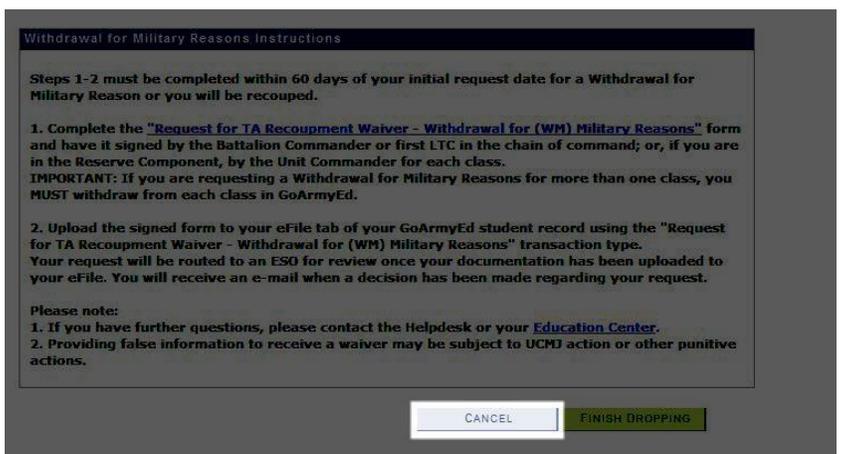
**Withdrawal for Military Reasons Instructions**

Steps 1-2 must be completed within 60 days of your initial request date for a Withdrawal for Military Reason or you will be recouped.

- Complete the “Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons” form and have it signed by the Battalion Commander or first LTC in the chain of command; or, if you are in the Reserve Component, by the Unit Commander for each class.  
**IMPORTANT: If you are requesting a Withdrawal for Military Reasons for more than one class, you MUST withdraw from each class in GoArmyEd.**
- Upload the signed form to your eFile tab of your GoArmyEd student record using the “Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons” transaction type. Your request will be routed to an ESO for review once your documentation has been uploaded to your eFile. You will receive an e-mail when a decision has been made regarding your request.

Please note:

- If you have further questions, please contact the Helpdesk or your [Education Center](#).
- Providing false information to receive a waiver may be subject to UCMJ action or other punitive actions.



**Withdrawal for Military Reasons Instructions**

Steps 1-2 must be completed within 60 days of your initial request date for a Withdrawal for Military Reason or you will be recouped.

- Complete the “Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons” form and have it signed by the Battalion Commander or first LTC in the chain of command; or, if you are in the Reserve Component, by the Unit Commander for each class.  
**IMPORTANT: If you are requesting a Withdrawal for Military Reasons for more than one class, you MUST withdraw from each class in GoArmyEd.**
- Upload the signed form to your eFile tab of your GoArmyEd student record using the “Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons” transaction type. Your request will be routed to an ESO for review once your documentation has been uploaded to your eFile. You will receive an e-mail when a decision has been made regarding your request.

Please note:

- If you have further questions, please contact the Helpdesk or your [Education Center](#).
- Providing false information to receive a waiver may be subject to UCMJ action or other punitive actions.

21. A message appears, stating you must upload a signed Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons in eFile within 60 days of withdrawing from the class.

If this is not done you must pay for the class.

Select the “OK” button.

**Message**

IMPORTANT: You must upload your signed "Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons" form to your eFile within 60 days. Providing false information to receive a waiver may be subject to UCMJ or other punitive actions. (25000,774)

**OK**

22. The **View Results** screen appears stating the class has been removed from your schedule.

You are encouraged to print a copy of the page and retain it as a personal record.

**GoArmyEd**

Binh Headron

Search    Enroll    My Academics  
my class schedule    add    drop

**Drop Classes**    1   2   3

3. View results

View the results of your request.

NOTE: Print a copy of this page and retain it as personal record of your drop confirmation.

Success: dropped    Error: unable to drop class

School	Subject/Catalog Number/Section	Title	Start/End Dates	Semester Hours	Message	Status
Allegany College of Maryland	BIO 2001	Biology	03/04/2014-05/01/2014	4.00	Success: This class has been removed from your schedule. Class dropped on 03/05/2014 at 03:36pm EST.	✓

PRINT PAGE    MY CLASS SCHEDULE    DROP ANOTHER CLASS

Search    Enroll    My Academics  
My Class Schedule    Add    Drop

23. 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.

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

**GoArmyEd**

Binh Headron

Search    Enroll    My Academics  
my class schedule    add    drop

**Drop Classes**    1   2   3

3. View results

View the results of your request.

NOTE: Print a copy of this page and retain it as personal record of your drop confirmation.

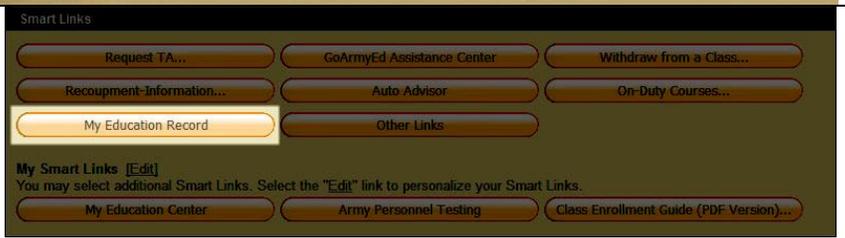
Success: dropped    Error: unable to drop class

School	Subject/Catalog Number/Section	Title	Start/End Dates	Semester Hours	Message	Status
Allegany College of Maryland	BIO 2001	Biology	03/04/2014-05/01/2014	4.00	Success: This class has been removed from your schedule. Class dropped on 03/05/2014 at 03:36pm EST.	✓

PRINT PAGE    MY CLASS SCHEDULE    DROP ANOTHER CLASS

Search    Enroll    My Academics  
My Class Schedule    Add    Drop

24. When you are ready to upload the signed **“Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons”** form in eFile, return to your GoArmyEd homepage.  
  
In the Smart Links section select the **My Education Record** button.



Smart Links

Request TA... GoArmyEd Assistance Center Withdraw from a Class...

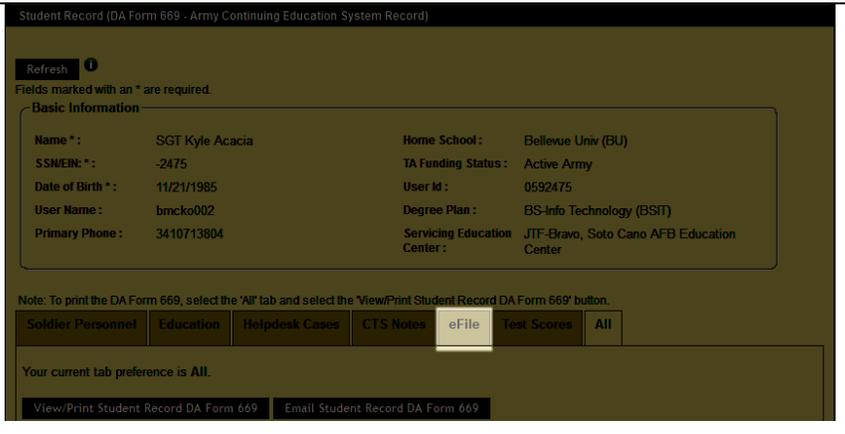
Recoupment-Information... Auto Advisor On-Duty Courses...

**My Education Record** Other Links

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

My Education Center Army Personnel Testing Class Enrollment Guide (PDF Version)...

25. On the **Student Record** screen, select the **eFile** tab.



Student Record (DA Form 669 - Army Continuing Education System Record)

Refresh ⓘ

Fields marked with an \* are required.

Basic Information

Name * :	SGT Kyle Acacia	Home School :	Belleuve Univ (BU)
SSN/EIN: * :	-2475	TA Funding Status :	Active Army
Date of Birth * :	11/21/1985	User Id :	0592475
User Name :	bmcko002	Degree Plan :	BS-Info Technology (BSIT)
Primary Phone :	3410713804	Servicing Education Center :	JTF-Bravo, Soto Cano AFB Education Center

Note: To print the DA Form 669, select the 'All' tab and select the 'View/Print Student Record DA Form 669' button.

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

Your current tab preference is All.

View/Print Student Record DA Form 669 Email Student Record DA Form 669

26. 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.



Download File Upload New Version View History Delete

**Upload eFile**

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

\*Title:

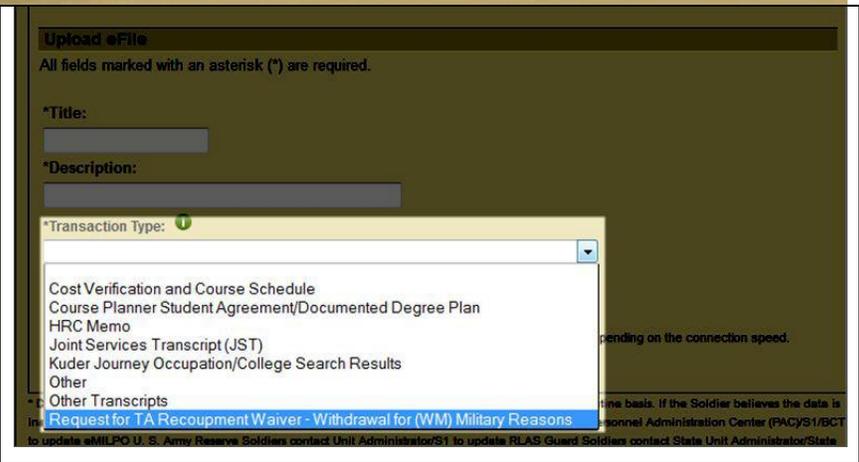
\*Description:

\*Transaction Type: ⓘ

\*Select a file to upload:  
 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.

27. Next, select the drop-down arrow in the Transaction Type field and select the transaction type **Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons**.



**Upload eFile**  
All fields marked with an asterisk (\*) are required.

\*Title:

\*Description:

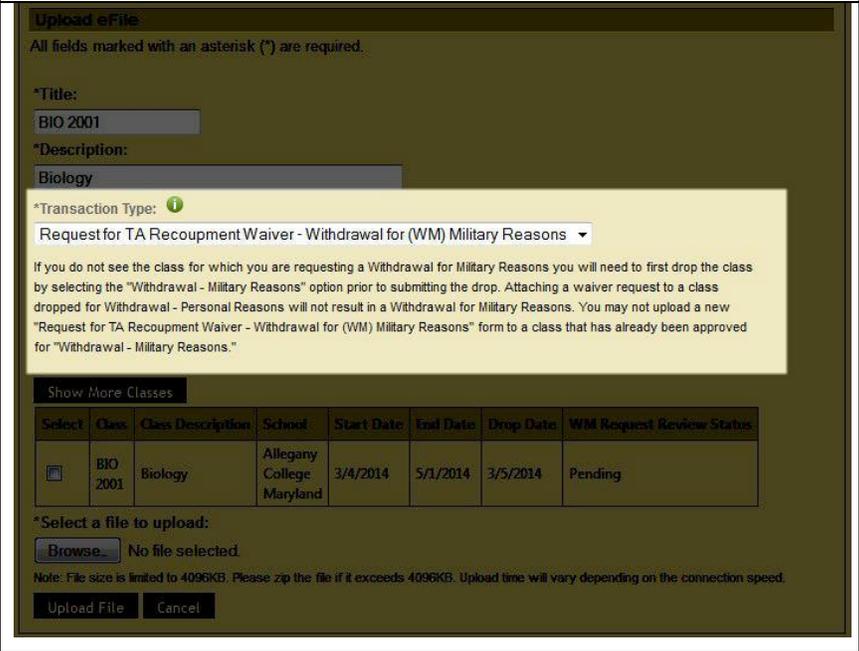
\*Transaction Type: !

- Cost Verification and Course Schedule
- Course Planner Student Agreement/Documented Degree Plan
- HRC Memo
- Joint Services Transcript (JST)
- Kuder Journey Occupation/College Search Results
- Other
- Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons**
- Other Transcripts

...pending on the connection speed.  
...time basis. If the Soldier believes the data is  
...Personnel Administration Center (FAC)/S1/BCT  
...to update eMILPO U. S. Army Reserve Soldiers contact Unit Administrator/S1 to update RLAS Guard Soldiers contact State Unit Administrator/State

28. **Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons** now appears in the transaction type field.

Pending withdrawals for military reasons, processed within 60 days of the drop date, will also appear.



**Upload eFile**  
All fields marked with an asterisk (\*) are required.

\*Title:

\*Description:

\*Transaction Type: !

Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons

If you do not see the class for which you are requesting a Withdrawal for Military Reasons you will need to first drop the class by selecting the "Withdrawal - Military Reasons" option prior to submitting the drop. Attaching a waiver request to a class dropped for Withdrawal - Personal Reasons will not result in a Withdrawal for Military Reasons. You may not upload a new "Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons" form to a class that has already been approved for "Withdrawal - Military Reasons."

**Show More Classes**

Select	Class	Class Description	School	Start Date	End Date	Drop Date	WM Request Review Status
<input type="checkbox"/>	BIO 2001	Biology	Allegany College Maryland	3/4/2014	5/1/2014	3/5/2014	Pending

\*Select a file to upload:  
 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.

29. 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.

**Upload eFile**  
All fields marked with an asterisk (\*) are required.

\*Title:  
BIO 2001

\*Description:  
Biology

\*Transaction Type: ⓘ  
Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons ▾

If you do not see the class for which you are requesting a Withdrawal for Military Reasons you will need to first drop the class by selecting the "Withdrawal - Military Reasons" option prior to submitting the drop. Attaching a waiver request to a class dropped for Withdrawal - Personal Reasons will not result in a Withdrawal for Military Reasons. You may not upload a new "Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons" form to a class that has already been approved for "Withdrawal - Military Reasons."

Show More Classes

Select	Class	Class Description	School	Start Date	End Date	Drop Date	WM Request Review Status
<input checked="" type="checkbox"/>	BIO 2001	Biology	Allegany College Maryland	3/4/2014	5/1/2014	3/5/2014	Pending

\*Select a file to upload:  
 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.

30. Select the **“Browse”** button to locate the document on your computer.

**Upload eFile**  
All fields marked with an asterisk (\*) are required.

\*Title:  
BIO 2001

\*Description:  
Biology

\*Transaction Type: ⓘ  
Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons ▾

If you do not see the class for which you are requesting a Withdrawal for Military Reasons you will need to first drop the class by selecting the "Withdrawal - Military Reasons" option prior to submitting the drop. Attaching a waiver request to a class dropped for Withdrawal - Personal Reasons will not result in a Withdrawal for Military Reasons. You may not upload a new "Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons" form to a class that has already been approved for "Withdrawal - Military Reasons."

Show More Classes

Select	Class	Class Description	School	Start Date	End Date	Drop Date	WM Request Review Status
<input checked="" type="checkbox"/>	BIO 2001	Biology	Allegany College Maryland	3/4/2014	5/1/2014	3/5/2014	Pending

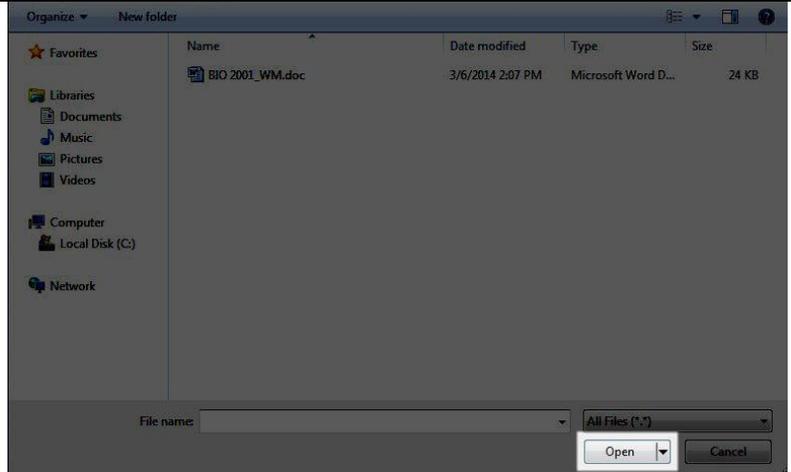
\*Select a file to upload:  
 No file selected.

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

31. A pop-up message appears stating that all personally identifiable information must be removed prior to uploading a document.  
  
Select the **“OK”** button to continue.

Before uploading documents to eFile, all Personally Identifiable Information (PII) must be removed. PII is any unique identifier to an individual to include, but not limited to, social security number (SSN), date of birth, place of birth, mother's maiden name and medical records.

32. Locate the document and select the **Open** option.



33. The selected document will appear in the file upload field.

**Upload eFile**  
All fields marked with an asterisk (\*) are required.

\*Title:  
BIO 2001

\*Description:  
Biology

\*Transaction Type: ⓘ  
Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons

If you do not see the class for which you are requesting a Withdrawal for Military Reasons you will need to first drop the class by selecting the "Withdrawal - Military Reasons" option prior to submitting the drop. Attaching a waiver request to a class dropped for Withdrawal - Personal Reasons will not result in a Withdrawal for Military Reasons. You may not upload a new "Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons" form to a class that has already been approved for "Withdrawal - Military Reasons."

Show More Classes

Select	Class	Class Description	School	Start Date	End Date	Drop Date	WM Request Review Status
<input checked="" type="checkbox"/>	BIO 2001	Biology	Allegany College Maryland	3/4/2014	5/1/2014	3/5/2014	Pending

\*Select a file to upload:  
Browse... BIO 2001\_WM.doc

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



34. Select the **Upload File** button

**Upload eFile**  
All fields marked with an asterisk (\*) are required.

\*Title:  
BIO 2001

\*Description:  
Biology

\*Transaction Type: ⓘ  
Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons

If you do not see the class for which you are requesting a Withdrawal for Military Reasons you will need to first drop the class by selecting the "Withdrawal - Military Reasons" option prior to submitting the drop. Attaching a waiver request to a class dropped for Withdrawal - Personal Reasons will not result in a Withdrawal for Military Reasons. You may not upload a new "Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons" form to a class that has already been approved for "Withdrawal - Military Reasons."

Show More Classes

Select	Class	Class Description	School	Start Date	End Date	Drop Date	WM Request Review Status
<input checked="" type="checkbox"/>	BIO 2001	Biology	Allegany College Maryland	3/4/2014	5/1/2014	3/5/2014	Pending

\*Select a file to upload:  
Browse... BIO 2001\_WM.doc

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

35. A message appears stating the file was successfully uploaded.

**File Successfully Uploaded**

**Upload eFile**  
All fields marked with an asterisk (\*) are required.

\*Title:  
[Redacted]

\*Description:  
[Redacted]

\*Transaction Type: ⓘ  
[Redacted]

\*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

36. The **Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons** form for the specified class appears in the Existing eFiles section.

The Withdrawal for Military Reasons request for the class will be reviewed by an Education Services Officer and you will receive an e-mail when a decision has been made regarding your request.

Existing eFiles:

Select an eFile in the first column. Use the buttons below the list to download, update, view history for, or delete the selected document.

Select	File Type	Title	Description	Transaction Type	Date	Created by User	Created by Role	Last Updated by User	Last Updated by Role
<input checked="" type="radio"/>		BIO 2001 - BIO 2001	Biology - BIO 2001	Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons	3/6/2014 2:10:28 PM	Binh Headron	Student	Binh Headron	Student
<input type="radio"/>		Class Schedule ENGL101	ENGL101-Class Schedule ENGL101	Cost Verification and Course Schedule	2/20/2014 2:22:55 PM	Binh Headron	Student	Binh Headron	Student
<input type="radio"/>		Associate of Science in General Studies	Associate of Science in General Studies	Course Planner Student Agreement/Documented Degree Plan	1/30/2014 10:18:39 AM	Binh Headron	Student	Binh Headron	Student
<input type="radio"/>		Registration Statement	HUM110-Registration Statement	Cost Verification and Course Schedule	8/26/2013 9:45:38 PM	Binh Headron	Student	Binh Headron	Student
<input type="radio"/>		Registration Statement	HUM110-Registration Statement	Cost Verification and Course Schedule	8/26/2013 9:44:54 PM	Binh Headron	Student	Binh Headron	Student

1 2 3 4 5 6 7

Page 1 of 7

Download File Upload New Version View History Delete

<p>37. Please take a few moments to review these frequently asked questions on how to withdraw from a class.</p>	<div style="background-color: black; color: white; padding: 5px; text-align: center;">  <p>Frequently Asked Questions on how to withdraw from a class</p> </div> <p><b>Q: Where do I find the TA Recoupment Waiver – Withdrawal for (WM) Military Reasons form?</b></p> <p>A: Select “<b>Other Links</b>” located in the Smart Links section on your GoArmyEd homepage. When the Other Links screen appears, select the plus icon (+) next to the “<b>After You Enroll in a Course</b>” link. Select the “<b>Request for TA Recoupment Waiver- Withdrawal for (WM) Military Reasons</b>” link to access the form.</p> <p><b>Q: Why am I on a hold when I dropped a class for a military reason?</b></p> <p>A: You are placed on hold until the military withdrawal for military reasons request is approved or denied.</p> <p><b>Q: What do I do if I cannot withdraw from a class because it is past the end date?</b></p> <p>A: Create a case to request guidance from your servicing education center.</p> <p><b>Q: Am I able to withdraw from more than one class?</b></p> <p>A: Yes and you <b>MUST</b> withdraw from each class separately in GoArmyEd for them to be recognized by the Army.</p> <p><b>Q: If I withdraw from more than one class, can they be listed on one TA Recoupment Waiver – Withdrawal for (WM) Military Reasons form?</b></p> <p>A: Multiple classes can be listed on one waiver if they were dropped within the same timeframe.</p> <p><b>Q: Who must sign the TA Recoupment Waiver – Withdrawal for (WM) Military Reasons form?</b></p> <p>A: The Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons form <b>MUST</b> be signed by the Battalion Commander, first LTC in the chain of command, or if you are in the Reserve Component, by the Unit Commander for the class.</p> <p><b>Q: What if I miss the 60 day requirement to upload the Request for TA Recoupment Waiver- Withdrawal for (WM) Military Reasons to eFile and associate it with the class I dropped?</b></p> <p>A: You will be required to pay for the class and the class will be considered a personal drop instead of a withdrawal for military reasons.</p>
<p>38. <u>Need more Assistance? Select the “<b>View Reference Documents</b>” link in the Training Resources section of your GoArmyEd homepage</u></p> <p><u>OR</u></p> <p><u>Select the Question Mark icon located on the top of any GoArmyEd screen.</u></p>	<div style="background-color: black; color: white; padding: 20px; text-align: center;">  <p> <b>Need more assistance?</b></p> <p>Select the “<b>View Reference Documents</b>” link in the Training Resources section of your GoArmyEd homepage</p> <p><b>OR</b></p> <p>Select the Question Mark icon  located on the top of any GoArmyEd screen</p> </div>