



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, US ARMY HUMAN RESOURCES COMMAND  
1600 SPEARHEAD DIVISION AVENUE, DEPARTMENT TAGD, # 410  
FORT KNOX, KENTUCKY 40122-5401

MEMORANDUM FOR

Chief, Army Continuing Education System (ACES) Division G-1, U.S. Army Installation Management Command (IMCOM), ATTN: Mr. Francesco G. Serafinelli, J&M Business Park, 11711 N Interstate Highway 35, Suite 110, San Antonio, TX 78233  
U.S. Army Reserve Command Reserve Education Center, ATTN: Ms Mary Newkirk, 4710 Knox Street, Fort Bragg, NC 28310-5010  
Army National Guard Education Oversight Branch, ATTN: Mr Thomas Slaughter, 111 South George Mason Drive, Arlington, VA 22204-1382

SUBJECT: Tuition Assistance (TA) Authorized Course Fees

1. Reference: Department of Defense Instruction (DODI) 1322.25, dated 15 March 2012 Enclosure 3, 1. b.” TA shall be applied as follows” (d) “Covered charges include those that are submitted to the Service by the educational institution for tuition, instructional fees, laboratory fees, computer fees, and other fees directly related to the specific course enrollment of that member in that educational institution, are charged to all students, and are 100 percent refundable.”.
2. Effective immediately, this memorandum on course fees will enable Army Continuing Education System (ACES) professionals to support the TA Program IAW DODI 1322.25, and will remain in effect until there is a revision of Army Regulation (AR 621-5) and/or a revision in DOD policy.
3. **When tuition and fees are combined into one cost, often referred to as “bundling,” TA will not be authorized.** Tuition assistance is approved on a course-by-course basis IAW AR621-5 and will not include the cost of prohibited fees, such as books and computers. Institutions must itemize the tuition and fees before TA may be authorized.
4. A listing of TA-eligible fees, additional Soldier fees (not TA-eligible), and prohibited fees (not TA-eligible and not to be listed in TA request) is at Enclosure 1. This list is not all-inclusive. For additional information on fees or for a determination of fees not listed, email your inquiry to [usarmy.knox.hrc.mbx.tagd-aces@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-aces@mail.mil).
5. The point of contact for this action is Mr. Terry Backstrom, 502-613-8592, email: [terry.f.backstrom.civ@mail.mil](mailto:terry.f.backstrom.civ@mail.mil).

  
Dr. Pamela L. Raymer  
Director, Army Continuing  
Education Services



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**Authorized Fees (TA-eligible Fees):**

Course-specific fees to include Lab Fee, Technology Fee, Instructional Fee, Online/Distance Learning Fee, etc. (must be charged to all students, and are 100 percent refundable)

**Non-Authorized Fees (NOT TA-eligible, but may be listed on TA Request as Additional Soldier Fees):**

- Advising Fee
- Athletics Fee
- Campus/Facility Enhancement Fee
- Campus Expansion Fee
- Energy Fee
- Flight/Air Time/Fuel Fees
- Green/Environmental Service Fee
- International Education Fee
- Library fee
- Learning Resources
- Medical Services Fee
- Publication Fee
- Parking fees
- Recreation Fee
- Safety Fee
- Student Data Management Fee
- Student Services Fee
- Student Union/Memorial Union/University Center Fee
- Technology Services/Instructional Support Fee
- Term-based Fees
- Transportation Fee
- Insurance (Disability, Vehicle, Malpractice, Health, etc.)
- Travel Fees

**Prohibited Fees (NOT TA-eligible and will not be listed on TA Request)**

- Books/Materials (print or electronic)
- Computers/Laptops/Technologies
- Supplies (paper, pencils, etc.)
- Insurance Premiums
- Meal Plans
- Room & Board
- Personal Service Fees (Laundry, Cleaning, Tutoring, etc.)