

Required Documentation for Non-LOI TA Request Approval

HQ, ACES is seeing lots of Non-LOI TA Requests that CEs have 612199 approved without Cost Verification Documents uploaded to the e-file. **All Non-LOI TA Requests submitted without cost verification documentation must be rejected.**

Acceptable documents, showing all required information, may include one or more of the following:

- Statement of tuition and fees from the school's catalog or Website
- Screenshot from an online account with the school
- An itemized receipt or a current invoice from the school
- Registration/schedule with proof of units (number of credit hours)

Also, **after the completion of 6SHs, a Documented Degree Plan must be uploaded to the e-file in GoArmyEd prior to approval of additional TA funding.**

For SOCAD schools this would be a SOCAD Agreement, for Non-SOCAD schools, a Documented Degree Plan would include the following:

- Student's Name and appropriate identifying information
- Official School Name and Address
- Formal Name of the Degree being pursued
- A by-course listing of specific degree requirements
- An evaluation of previous transcripts, test scores and Military training
- Identification of remaining degree requirements
- Date and signature of a school official

A photo copy of the degree program outline from the school's catalog or website is not acceptable. This can be a personalized document downloaded from the student's account in the School website.