



**Financial Aid**  
201 E. Greene Street | Milledgeville, Georgia 31061  
(800) 342-0413 | (478) 387-4842 | (478)445-1257 Fax

**Tuition Assistance/MyCAA Request Form**

\*This form must be completed each quarter\*

Name: \_\_\_\_\_ SSN/ID#: \_\_\_\_\_

**1. Please indicate which type of student you plan to be:**

Commuter \_\_\_\_\_ Online \_\_\_\_\_ Cadet \_\_\_\_\_

**2. Please indicate the quarter for which you plan to use military tuition assistance (TA) or MyCAA (for spouses):**

Fall 1 \_\_\_\_\_ Winter \_\_\_\_\_ Summer \_\_\_\_\_  
Fall \_\_\_\_\_ Spring \_\_\_\_\_

**3. Please indicate what branch of the military will pay your tuition assistance:**

Army (Active/Guard/Reserves) \_\_\_\_\_ Air Force Reserves \_\_\_\_\_  
Air Force \_\_\_\_\_ Marines \_\_\_\_\_ Navy \_\_\_\_\_  
Coast Guard \_\_\_\_\_ MyCAA \_\_\_\_\_ Other (please list) \_\_\_\_\_

**4. If you will receive TA from a branch other than the Army, have you applied through your education office?**

Yes \_\_\_\_\_ No \_\_\_\_\_

\*You must submit a copy of your approved TA authorization form.\*

**5. If you will receive MyCAA, have you applied online at <https://aiportal.acc.af.mil/mycaa/>?**

Yes \_\_\_\_\_ No \_\_\_\_\_

\*You must submit a copy of your approved MYCAA authorization form\*

**(Continued on back of page)**

**6. If you will receive TA through the Army (Active/Guard/Reserves), please initial that you understand that you are responsible for the following:**

\_\_\_\_ You must set up your username and password at [www.GoArmyED.com](http://www.GoArmyED.com)

\_\_\_\_ You must submit an annual Statement of Understanding (SOU) signed by your commander. An Army Education (ACES) Counselor must upload the SOU to GoArmyEd.

\_\_\_\_ You must have an ACES counselor enter your home college and degree program in GoArmyEd.

\_\_\_\_ You must fill out the online Common Application via GoArmyEd. This is done when you first apply to attend a new college.

\_\_\_\_ You must register for your classes each term via GoArmyEd prior to the last day of drop/add for that term.

\_\_\_\_ You must agree to a quarterly Statement of Understanding which you submit online via GoArmyEd, normally during the class registration process.

\_\_\_\_ You must have a Student Agreement (SA or SOCAD) uploaded by the home college before you complete 9 quarter hours.

**If there are any issues regarding your tuition assistance after you have applied, your financial aid representative or advisor will contact you via phone or e-mail. Please ensure your correct phone number is on file and you check your e-mail account regularly.**

**Sign:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The GMC Financial Aid Office will use your student email address to contact you on most occasions. You are responsible for checking your GMC student email frequently.**