

**Army National Guard
Federal Tuition Assistance
Application Instructions**

Following is the procedure for applying for Federal Tuition Assistance. Please read and follow ***all*** steps thoroughly. This procedure benefits you in many ways—less paper to keep track of, faster processing time by the ESO and it is JUST TOO EASY! Use your computer at home, the office, the unit, the library—any computer that has internet access.

- A. Go to www.nationalguardbenefits.com. You **DO NOT** need to register for this website or log into this website.
- B. Enter your Army Knowledge Online (AKO) username and password. Enter your information and submit. **If you are AGR or a mobilized soldier, you must contact your Active Duty Army Education Office to apply for Active Army TA. You can find the Active Army sites and POCs at <https://www.armyeducation.army.mil/> under the “Points of Contact” option. Normally, if you’re mobilized CONUS, your local Army installation services you. If you’re deployed overseas, the CONUS Army installation that you deployed from will normally be designated as your servicing site (unless there is a site set up in-country).**
- C. Statement of Understanding (SOU) – click “agree”. **You cannot proceed until you agree to the SOU.**
- D. Fill out Contact Information. Note: **You must enter your AKO email address in order to receive confirmation that your application has been received. You must enter a phone number in order to continue.**
- E. Fill out School Information. Note: **You must select the state in which your school resides.**

[Bellevue University \(main campus\)](#)
[1000 Galvin Road South](#)
[Bellevue, Nebraska 68005](#)

[Contact Information](#)

POC: Paul Ferreris
Phone: 402-557-7102
Fax: 402-557-5410
Email: paul.ferreris@bellevue.edu

[Degree Information](#)

Goal - Pick the goal you are seeking (Example. Bachelor)
Goal Program - Pick the type of degree you are seeking (IT, Business, etc.)
Goal Category - Post-Secondary education

[Location of Classes](#) - Online

[Student ID](#) - leave blank if you do not have one

[Course Begin Date](#): See Term Schedule

[Course End Date](#): See Term Schedule

- F. Fill out Course Schedule Information.
 - [Dept. & Number](#) – See Registration form
 - [Title](#) – See Registration form
 - [Funding Level](#) -Undergraduate
 - [Delivery Mode](#) – Distance Learning
 - [Days of the week](#) - Any
 - [Time of Course](#) - Any
 - [Hour Type](#) - Semester
 - [No. of Hours](#) - Credits per Course (see registration form)
 - [Cost/Hr](#) – See registration form
 - [Course Cost](#) – See registration form
 - [Authorized Fees](#) - none

Fee Explanation –none

Rate Distribution - If billing statement shows single amount for all courses to include fees, put that amount in this box. Do not enter anything in the Cost per Hour or Fees boxes. This box will automatically distribute the amount of tuition across all courses. (Our preference is for you to break it down by course as stated above)

G. Recoupment Policy – click the “agree” button and proceed.

H. Submit your application – Click on the “**Submit**” button to electronically send your request to the ESO. You will get a window that states your application has been sent.

This completes your part of the process. The ARNG Education Office will validate and approve your request by assigning it a control number. You will receive an e-mail confirming the amount of FTA for which you’ve been approved.

Important Notes:

- ✓ Keep track of your approved funding. The Virtual Armory will not automatically cut off funding for subsequent requests—once you’ve hit your maximum FTA amount, the ARNG Education Office will adjust your FTA request.
- ✓ You must notify the ARNG Education Office immediately of any course changes.
- ✓ You, not the school, are responsible for turning in grades to the ARNG Education Office at the completion of each course/semester/quarter.

Send completed documents (Admissions, Registration and TA Authorizations) to your Enrollment Specialist by FAX then MAIL originals to:

Distance Education Universities
800 S. Douglas Rd., Suite 530
Coral Gables, FL 33134
FAX: 305-441-0977
info@deuniv.com