

Business Policies

- Only one Cadet Payment Request (CPR) Form can be submitted per term in GoArmyEd.
- A CPR can only be submitted after the school(s) last add/drop date.
- Only one payment type can be selected for classes per term.
- All CPRs must be approved by the Program Cadre and have a final approval by the Professor of Military Science (PMS).
- “Room and Board” cannot be selected for a Summer Term.

1

Select the dollar sign \$ icon.

2

USACC Cadet Payment Request (CPR) Search

Select the “Create New CPR” button.

3

Select the appropriate Last Add/Drop Date from the drop down menu.

4

The Warning will be displayed if the “Last Add/Drop Date” is in the future.

Select the “OK” button.

5

Select either “Tuition and Fees” or “Room and Board”.

6

Select the “Add Courses” button.

Check the “Flat Rate” box, if needed.

7

Select the “Add to CPR” button to add each course for this term from your Course Planner to your CPR.

Select the “Return to CPR” button to return to the USACC Cadet Payment Request page.

Add to CPR	Status	School	School Name	Subject	Course Number	Course Title
Add to CPR	Approved	DC14	Dartmouth College	ARTHIST		
Add to CPR	Approved	DC14	Dartmouth College	CLASSICS		
Add to CPR	Approved	DC14	Dartmouth College	COMPLIT		
Add to CPR	Approved	DC14	Dartmouth College	EDUCATIO		

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Select the course Instruction Mode using the drop-menu for each course.

School	School Name	Subject	Catalog Number	Course Title	Semester	Instruction Mode	Fund Type	Tuition and Fees	Total Cost	1-4 of 4
VMI	Virginia Military Institute	ME	419	Thermal-Fluid Systems Design	4.00		Cade	Enter Costs	\$0.00	Delete
VMI	Virginia Military Institute	ME	425	Mechanical Design	4.00		Cade	Enter Costs	\$0.00	Delete
VMI	Virginia Military Institute	ME	431	Power Plant Design	3.00		Cade	Enter Costs	\$0.00	Delete
VMI	Virginia Military Institute	ME	457	Seminar	1.00		Cade	Enter Costs	\$0.00	Delete

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: \$0.00
 TOTAL AMOUNT TO BE PAID BY STUDENT: \$0.00

Select the course Fund Type using the drop-down menu for each course.

9

If "Student Funded" is selected, a pop-up appears advising you that you are choosing to self-pay even though you are eligible for scholarship.

Message
 You are choosing to self pay even though you are eligible for scholarship.

OK

Select the "OK" button.

10

Select the "Enter Costs" link.

School	School Name	Subject	Catalog Number	Course Title	Semester	Instruction Mode	Fund Type	Tuition and Fees	Total Cost	1-4 of 4
VMI	Virginia Military Institute	ME	419	Thermal-Fluid Systems Design	4.00	On Campus	Cade	Enter Costs	\$0.00	Delete
VMI	Virginia Military Institute	ME	425	Mechanical Design	4.00	On Campus	Cade	Enter Costs	\$0.00	Delete
VMI	Virginia Military Institute	ME	431	Power Plant Design	3.00	On Campus	Cade	Enter Costs	\$0.00	Delete
VMI	Virginia Military Institute	ME	457	Seminar	1.00	On Campus	Cade	Enter Costs	\$0.00	Delete

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: \$0.00
 TOTAL AMOUNT TO BE PAID BY STUDENT: \$0.00

Recalculate Costs Upload School Bill

11

USACC CPR Tuition and Fees

GoArmyEd ID: 2166472
 Course Title: Fall 2016 Fe

3. Select the "Add" link to add any additional fees for this course.

Tuition/ Fee Code	Tuition and Fees Description	Amount	1
		0.00	Add

1. Use the magnifying glass icon to search for your Tuition/Fee Code.
 2. Enter the fee amount.

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USACC CPR Tuition and Fees

GoArmyEd ID: 2167231 USACC ID: -239848 Total Cost: \$1,400.00
 Course Title: Thermal-Fluid Systems Design

Tuition/ Fee Code	Tuition and Fees Description	Amount	1-2 of 2
000	Tuition	1400.00	Add
004	Activity fee	200.00	Add

Return To CPR Cancel

Select the "Return to CPR" button.

13

Select the "Delete" link to remove any courses as needed.

School	School Name	Subject	Catalog Number	Course Title	Semester	Instruction Mode	Fund Type	Tuition and Fees	Total Cost	1-4 of 4
VMI	Virginia Military Institute	ME	419	Thermal-Fluid Systems Design	4.00	On Campus	Cade	Enter Costs	\$1,600.00	Delete
VMI	Virginia Military Institute	ME	425	Mechanical Design	4.00	On Campus	Cade	Enter Costs	\$800.00	Delete
VMI	Virginia Military Institute	ME	431	Power Plant Design	3.00	On Campus	Cade	Enter Costs	\$1,200.00	Delete
VMI	Virginia Military Institute	ME	457	Seminar	1.00	On Campus	Cade	Enter Costs	\$250.00	Delete

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: \$0.00
 TOTAL AMOUNT TO BE PAID BY STUDENT: \$0.00

Recalculate Costs Upload School Bill

Select the "Upload School Bill" button.

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On this page you can upload your School Bill. You may delete Pending, or Rejected.

GoArmyEd ID	Upload Date	Attached File
2166472	09/09/2018	SchoolBill-Spring2018.txt

Attach Bill Back to CPR

Select the "Attach Bill" button.

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File Attachment

Browse... No file selected.

Upload Cancel

Select the "Browse" button to select the file.

Select the "Upload" button to attach the file.

16

School Bill
On this page you can upload your School Bill.

Select the **"Back to CPR"** button when finished.

Select the **"View"** button to view the attached bill.

Attached File	Submit Date	New	Delete
SchoolBill-Spring2018.txt	10/27/2017 2:39PM	View	Delete

[Attach Bill](#) [Back to CPR](#)

NOTE: A School Bill cannot be deleted from a pre-approved or approved CPR.

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Saleh,Ahi-Lani
GoArmyEd ID: 2167231 USACC ID: -239848 Phone: 894/345-9528
Last 4 SSN: x7231 Email: Saleh_Ahi-Lani_2167231@eau.com [Save](#) [Submit](#) [Return to Search](#)

DEGREE DETAILS

Academic Program: VMI Virginia Military Institute
Degree Plan: OX - ENGR MECHANICAL -

***DETAILS**
*Last Add/Drop Date: 2017-09-07 Fall 2016 Tuition and Fees Room and Board [Add Courses](#)
 Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Student Payment Reason	Tuition and Fees	Total Cost	
VMI	Virginia Military Institute	ME	419	Thermal-Fluid Sys Design	3.00				Enter Costs	\$1,200.00	Delete
VMI	Virginia Military Institute	ME	425	Mechanical Desig	3.00				Enter Costs	\$250.00	Delete
VMI	Virginia Military Institute	ME	431	Power Plant Design	3.00				Enter Costs	\$1,200.00	Delete
VMI	Virginia Military Institute	ME	457	Seminar	1.00				Enter Costs	\$250.00	Delete

[Recalculate Costs](#) [Upload School Bill](#)

[Save](#) [Submit](#) [Return to Search](#)

Select the **"Submit"** button.

Select the **"Save"** button.

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Message

Success: You have submitted your CPR. Once your CPR is approved, you will be notified via email.

[OK](#)

Select the **"OK"** button.

A confirmation message shows your CPR was submitted successfully. Once your CPR has been reviewed you will be notified via email.

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***DETAILS**
*Last Add/Drop Date: 2017-09-07 Fall 2016 Tuition and Fees Room and Board [Add Courses](#)
 Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Student Payment Reason	Tuition and Fees	Total Cost	
VMI	Virginia Military Institute	ME	419	Thermal-Fluid Sys Design	3.00	On Campus	Cade		Enter Costs	\$800.00	Delete
VMI	Virginia Military Institute	ME	425	Mechanical Design	3.00	On Campus	Cade		Enter Costs	\$250.00	Delete
VMI	Virginia Military Institute	ME	431	Power Plant Design	3.00	On Campus	Cade		Enter Costs	\$1,200.00	Delete
VMI	Virginia Military Institute	ME	457	Seminar	1.00	On Campus	Cade		Enter Costs	\$250.00	Delete

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: \$3,850.00 [Recalculate Costs](#) [Upload School Bill](#)

TOTAL AMOUNT TO BE PAID BY STUDENT: \$0.00

Select the **"Recalculate Costs"** button throughout the life cycle of the CPR to view the current Total Amount fields.

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[Home](#) | [GoArmyEd Assistance Center](#) | [Add to Favorites](#) | [Close Window](#)

Select **"Close Window"** link.

Submitting a Duplicate Course

If you try to add a course to your CPR that has already been submitted on a previous CPR, the following message will appear. You will have to request an override that your PMS must approve in order for your course to be paid for.

Message

You are on hold or have a Duplicate Course and will have to pay for this CPR. (25000,1488)

You may request an override by selecting the "Request Override" button. It is likely your PMS will reject this CPR. Select OK to go ahead with the request or CANCEL to go back.

If you are On Hold or Admin Suspension and selecting Room and Board your CPR will be automatically on Override Request. You are not able to submit a Room and Board CPR...

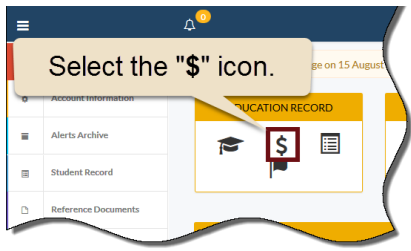
[OK](#)

Select the **"Request Override"** button.

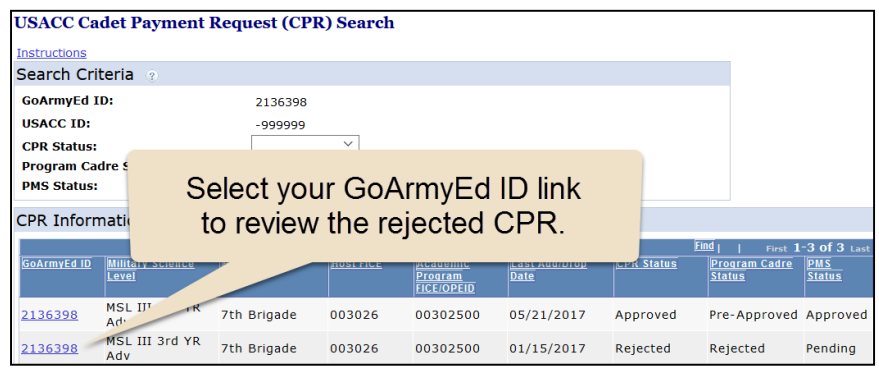
***DETAILS**
*Last Add/Drop Date: 2017-09-07 Fall 2016 Tuition and Fees Room and Board [Add Courses](#) [Request Override](#)
 Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Student Payment Reason	Tuition and Fees	Total Cost	
VMI	Virginia Military Institute	ME	444W	Mech Engineering Design	3.00		Cade		Enter Costs	\$0.00	Delete
VMI	Virginia Military Institute	ME	431	Power Plant Design	3.00		Cade		Enter Costs	\$0.00	Delete
VMI	Virginia Military Institute	ME	425	Mechanical Design	4.00		Cade		Enter Costs	\$0.00	Delete
VMI	Virginia Military Institute	ME	321	Dynamics of Machinery	3.00		Student Funded	Duplicate Course	Enter Costs	\$0.00	Delete

1



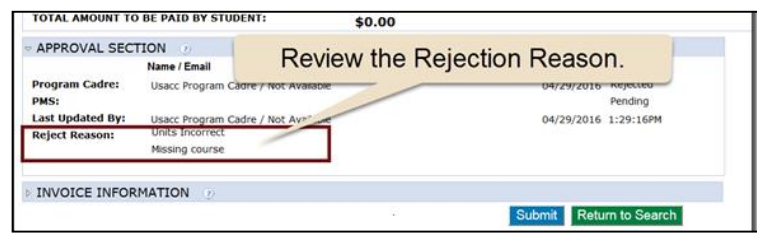
2



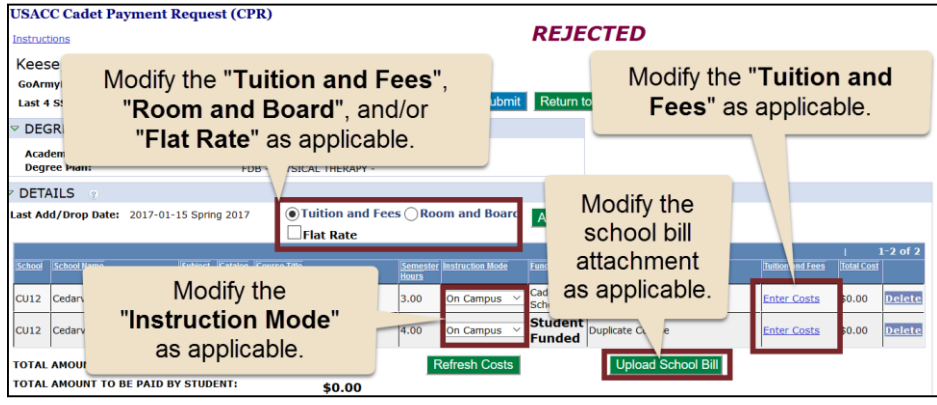
3



4

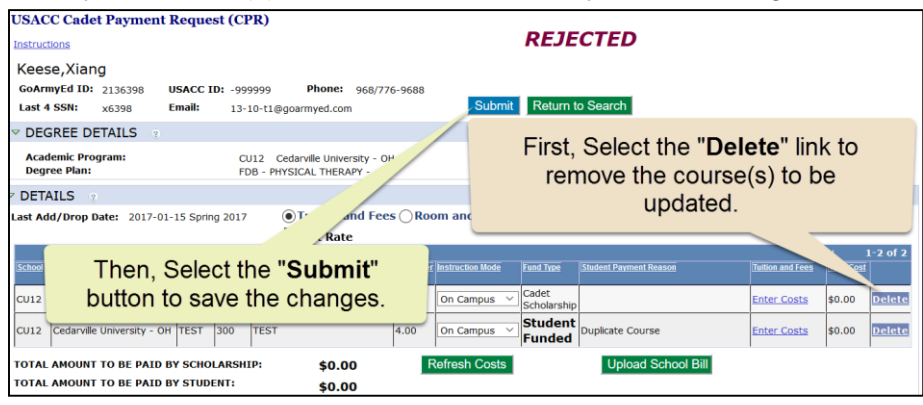


5 Modify the CPR information.



6

Modify the course(s) contained in the CPR by first removing the course(s).



Note: Courses that are part of a CPR cannot be modified in the Course Planner until they are removed from the CPR.

And at least one course must remain on the CPR at all times – do not remove every course from a CPR.

7 Modify the course(s) within the Course Planner.

USACC Course Planner

Instructions
Keese,Xiang
GoArmyEd ID: 2136398
Last 4 SSN: x6398

DEGREE DETAILS

Academic Program: CU12 - Cedarville University - OH
Degree Plan: FDB - PHYSICAL THERAPY

COURSE DETAILS

Course Planner Status	CPR Status	School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Student Payment Reason	Tuition and Fees	Total Cost	Actions
Approved		CTC	Central Texas College	MATH	108A	Algebra I (1st Semester)	0.50	On Campus					Delete
Approved		CTC	Central Texas College										Delete
Approved		CTC	Central Texas College	MATH	108A	Algebra I (1st Semester)	0.50	On Campus					Delete

Buttons: Add Courses, Save, Submit

Callouts:
 1. Course(s) that are not attached to a CPR can be modified; make the applicable changes to the course(s).
 2. Select the "Save" button to save the modifications.
 3. Select the "Submit" button. The Course Planner will be automatically approved.

USACC Cadet Payment Request (CPR)

Instructions
Keese,Xiang
GoArmyEd ID: 2136398
Last 4 SSN: x6398

DEGREE DETAILS

Academic Program: FDB - PHYSICAL THERAPY

DETAILS

Last Add/Drop Date: 2017-01-15 Spring 2017

Tuition and Fees Room and Board Flat Rate

Buttons: Add Courses

Callout: Add the course(s) back to the CPR that were just modified in the Course Planner.

USACC Cadet Payment Request (CPR)

Instructions
Keese,Xiang
GoArmyEd ID: 2136398
Last 4 SSN: x6398

USACC ID: -999999
Phone: 968/776-9688
Email: 13-10-t1@goarmyed.com

Buttons: Submit, Return to Search

Callout: Select the "Submit" button to save the changes.

10 Repeat steps 6-9 to modify all of the course(s) as needed.

11 Review the CPR and make any additional modifications.

USACC Cadet Payment Request (CPR)

Instructions
Keese,Xiang
GoArmyEd ID: 2136398
Last 4 SSN: x6398

USACC ID: -999999
Phone: 968/776-9688
Email: 13-10-t1@goarmyed.com

Buttons: Submit, Return to Search

DEGREE DETAILS

Academic Program: FDB - PHYSICAL THERAPY

DETAILS

Last Add/Drop Date: 2017-01-15 Spring 2017

Tuition and Fees Room and Board Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Student Payment Reason	Tuition and Fees	Total Cost	Actions
CU12	Cedarville University - OH	ENGL	202	Advanced English	3.00	On Campus	Cadet Scholarship		Enter Costs	\$0.00	Delete
CU12	Cedarville University - OH	TEST	300	TEST	4.00	On Campus	Student Funded	Duplicate Course	Enter Costs	\$0.00	Delete

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: \$0.00
 TOTAL AMOUNT TO BE PAID BY STUDENT: \$0.00

Buttons: Refresh Costs, Upload School Bill

Callout: Select the "Submit" button to submit the CPR for approval.

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Home | GoArmyEd Assistance Center | Add to Favorites | **Close Window**

Callout: Select "Close Window" link.