General Information
This quick reference guide provides steps to access a Top-Up Form.

Accessing a Top-Up Form

Step 1: Select “Other Links” in the Smart Links section on your homepage.

Step 2: The Other Links screen appears. Select the “+” icon next to Enroll or Drop/Withdraw From A Class to expand a group of links.

Step 3: Select the “+” icon next to Enroll or Drop/Withdraw From A Class to expand a group of links. Select the “Top Up Form” link.

Step 4: The Top Up Request page loads. Select the “OK” button.
Accessing a Top-Up Form

Step 5: A Top-Up Form to request reimbursement for class costs from the VA can be generated ONLY for classes that were paid for by both you and the Army. If you have taken classes that meet those criteria, they will be listed.

To generate a Top-Up Form, click the box to the left of the desired class. Note that ONLY one form can be generated at a time.

Step 6: A message appears stating the report is running. A link will appear when the report is done.

Report is running. Please wait. A link will be displayed when the report is done.

Step 7: Select the “Click here to view the report” link when it appears.

Step 8: The two page Request For Top-Up Form appears for the selected class. Page 2 provides Top-Up counseling information. You can print the Top-Up Form from this view. Please contact your Army Education Counselor if you have any questions concerning Top-Up.

Page 1 of a Top-Up Form

REQUEST FOR TOP-UP: Army Tuition Assistance Program

1. APPLICANT INFORMATION:

Name: Jim Online  SSN: 123-45-6789    Address: 123 Trail Rd, Randolph, KY 40100

Email: jimonline@education.com    Telephone number: (502) 279-0000    Date Enrolled on Active Duty (BAD): 01-15-1987

Page 2 of a Top-Up Form

Top-Up Counseling Information Sheet for GoArmyEd Students

*Course Enrollment Verification in Section 5 of the Top-Up form must be verified by the Education Services Officer (ESO) at your Installation Army Education Center prior to return to the Regional Veterans Affairs (VA) Office.

I understand that in order to receive Top-Up benefits, I must be deemed eligible for benefits under the Montgomery GI Bill (MGB). Part of this eligibility process is to have served at least two years on active duty prior to any application for benefits. Additionally, I have not previously applied to the (DAE) for a certificate of MGB eligibility. To apply for...