



Checklist of Instructions for Tuition Assistance

First Time using Tuition Assistance at HCC	Continuing to use Tuition Assistance at HCC
Complete and submit Houston Community College admissions application.	Register for HCC courses.
Create GoArmyEd account at (http://www.goarmyed.com) or TA Air Force (https://airportal.acc.af.mil). Veterans interested in TA for Marines of Navy, please contact your branch of service.	Pay for courses by selecting 'Other' as a payment option.
Provide a Tuition Assistance Authorization Form to the HCC VA Office for processing	Submit a Veterans Affairs Certification Request within 24 hours of registration to avoid your courses being dropped.
Provide to the HCC VA Office a copy of your DD214 (only Member 2,3,4,6, or 8; excluding 1) OR Notice of Basic Eligibility (NOBE), current copy of your orders, or letter from your commanding officer.	
Request your official post-secondary academic transcripts from all previous college/universities as well as credentials from schools of training.	
Request your official military transcript. <ul style="list-style-type: none"> • Visit https://jst.doded.mil/smart/signIn.do • Select Houston Community College (Distance Learning) 	
Mail ALL transcripts to the following address: <p style="text-align: center;">Houston Community College Office of Admissions & Records P.O. Box 667517 Houston, Texas 77266-7517</p>	A sealed, official post-secondary academic transcript may be hand-delivered to the HCC VA Office at 3220A Main Street Houston, TX 77002.
Visit with an HCC academic advisor to create a signed degree plan.	
Register for HCC courses.	
Pay for courses by selecting 'Other' as a payment option.	
Submit a Veterans Affairs Certification Request within 24 hours of registration to avoid your courses being dropped.	
Submit a Veterans Affairs Information Data Sheet (only once)	
Transfer Students: Submit a Form 22-1995 (veteran) or Form 22-5495 (dependent) <u>and</u> the above requirements.	
If any steps are not completed, your package will not be considered complete and will not be processed by the HCC VA Office.	