Recommend starting process four to six weeks prior to the start of classes. TA must be approved prior to the start of classes.

Note: Be sure to check with your ESO on the fiscal year cap, as funding and total credit allotments may change. Military students will likely have an out-of-pocket cost at some point within the academic year.

**Step-by-step process**

1. Meet with ESO.
2. Obtain system-generated plan found on My ASU, include link for DARS and if you are a graduate student, see academic advisor for iPOS.
3. Obtain class schedule from My ASU.
4. Obtain tuition receipt from My ASU Finances page. Check with online team if ESO asks for further info.
5. Obtain TA voucher from ESO.
6. Email approved voucher for invoicing to SponsorBilling@asu.edu.
7. DoD sends payment later in the term to ASU.
8. ASU Sponsor Billing reviews payment and posts to account.
9. ASU Sponsor Billing reports grades after the term ends.
10. Report your graduation to your ESO.

On average, TA covers only $250 per credit hour. ASU Online undergraduate students will automatically receive the Military Active Duty and Reservist Commitment Scholarship after submitting their approved tuition assistance voucher to SponsorBilling@asu.edu, to cover the rest of the tuition for the specific course(s) that TA was approved for. This scholarship covers only tuition and program tuition charges for approved course(s); any other student initiated fees or third party billing fees will be an out-of-pocket cost for the student. This scholarship is not available to students in a campus-based program and is not available to graduate students (scholarships.asu.edu/scholarship/41391).