# How to Create a Cadet Payment Request (CPR) Form

## General Instructions

This step-by-step instruction explains how to create a Cadet Payment Request (CPR) Form in GoArmyEd.

Step-by-Step instructions are provided for the tasks listed below. Select the task to go directly to it. To return to this page, click the \( \uparrow \) arrow.

- Create a Cadet Payment Request (CPR) Form
- Update a Rejected Cadet Payment Request (CPR) Form

You will need the following:

- Internet access
- User name and password for GoArmyEd

## Business Policies

- A Cadet Student can only submit one Cadet Payment Request (CPR) Form per term in GoArmyEd.
- A Cadet Student can only submit a CPR after the schools last add/drop date.
- A Cadet Student can only select one payment type for classes per term per the CPR. A Cadet Student can select either: “Tuition & Fees,” “Tuition & Fees-Flat Rate” or “Room & Board”
- All CPRs must be pre-approved by a Cadet Student’s Program Cadre and have a final approval by the Professor of Military Science (PMS.)
- You will not be able to select “Room and Board” for a Summer Term.
- If you select “Room and Board,” you will not be able to submit a CPR for “Tuition & Fees” for the same term.
**Step-by-step Instructions for creating a Cadet Payment Request (CPR) Form**

Use the following steps to create a Cadet Payment Request (CPR) Form in GoArmyEd.

*Note: Screen images in this document may vary slightly from the current GoArmyEd view.*

1. From your GoArmyEd Homepage select the “Dollar sign” $ icon in the **Education Record** section.

2. The **USACC Cadet Payment Request (CPR) Search** page displays. To create a new CPR select the “Create New CPR” button.

3. The **USACC Cadet Payment Request (CPR)** page appears. In the **Details** section select the term for your classes you are creating your payment request for from the “Last Add/ Drop Date” drop-down menu.
4. Select “Tuition and Fees” or “Room and Board” as your payment option. If your school utilizes Flat Rate billing, select the check box beside “Flat Rate” after selecting “Tuition and Fees.”

**Attention:** If you select “Room and Board,” you will not be able to submit a CPR for “Tuition and Fees” for the same term.

**Note:** You will not be able to select “Room and Board” for a Summer Term.

5. Select the “Add Courses” button to proceed with adding courses.

6. Your previously approved U.S. Army Cadet Command (USACC) Course Planner will appear with the courses you have listed per your Form 104-R (Planned Academic Worksheet). From the USACC Course Planner page, select only courses for the current term.

Select the “Add to CPR” button to add each course to your CPR.
7. After adding your courses for the term, select the “Return to CPR” button to return to your USACC Cadet Payment Request page.

8. USACC Cadet Payment Request (CPR) page appears. In the Details section, select the course Instruction Mode from the drop-down menu for each course.

9. Select the course Fund Type from the drop-down menu for each course. When choosing “Room & Board” you will not select a Fund Type.
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. Select “OK” to proceed.

10. Select the “Enter Cost” link under the Tuition and Fees column.

11. On the USACC CPR Tuition and Fees page enter in the following:
   
   a. “*Tuition /Fee Code” field-use the “Magnifying glass” icon to search for your code
   
   b. Tuition and Fees Description field—the description of the “*Tuition/Fee Code”
   
   c. “Amount” field—the amount in this field should match with the amount on your student bill from your home school.
   
   d. “Add” button-select the “Add” button to add additional fees for each specific course

   Reminder: Repeat these steps for all courses listed on your CPR.
Select the “Return to CPR” button to return to the USACC Cadet Payment Request page.

The total cost of the course will display in the Total Cost column. To update the cost select the “Enter Cost” link.

To delete a course select the “Delete” button.
14. In order to submit your CPR for review, you must select the “Upload School Bill” and upload your valid School Bill when you have selected “Tuition and Fees.”

**Important:** You will not be able to submit your CPR if a school bill is not uploaded.

15. On the **School Bill** page, select the “Attach Bill” button.

16. A file attachment pop-up will appear. Select “Browse” and locate the appropriate file on your computer.

17. Select “Upload” button.

18. The uploaded file will appear on the page. To view your uploaded file, select the “View” button.
19. **To delete your uploaded file, select the “Delete” button.**

20. Select “**Back to CPR**” once your file has been successfully uploaded.

21. **After uploading your school bill, select “Submit” to send your CPR to your Program Cadre and Professor of Military Science (PMS) for approval.**

**Note:** You cannot remove a school bill from a pre-approved, approved, or auto-approved CPR.
Select “Save” to come back to the CPR later.

Note: You can only submit your CPR after the last add/drop date of the term you selected.

22. A confirmation message appears advising your CPR was submitted successfully. Once your CPR has been reviewed you will be notified via email. Select the “OK” button.

Message

Success: You have submitted your CPR for review. (25000,1570)

Once your CPR is approved, you will be notified via email.

OK

23. Select the “Close Window” link to return to your homepage.
Update a Disapproved Cadet Payment Request (CPR) Form

Use the following steps to update a disapproved Cadet Payment Request (CPR) Form in GoArmyEd.

**Note:** Screen images in this document may vary slightly from the current GoArmyEd view.

1. From your GoArmyEd Homepage select the **“Dollar sign” $** icon in the **Education Record** section.

2. The **USACC Cadet Payment Request (CPR) Search** page displays. If you have a rejected CPR it will display in the CPR Information section. Select the hyperlink in the GoArmyEd ID column to view your disapproved CPR.

3. A pop-up message appears stating your CPR was rejected. Select the **“OK”** button to review your CPR.
4. The rejection email you received contains the rejection reason. You can also view this information on **USACC Cadet Payment Request (CPR)** page. Expand the **Approval Section** to view the rejection reason.

![USACC Cadet Payment Request (CPR) REJECTED](image)

5. Review the comments listed in the **Rejection Reason** field for details on why your Course Payment Request Form has been rejected and how to resolve it.

![USACC Cadet Payment Request (CPR) REJECTED](image)

6. If you have additional questions regarding your CPR rejection you can contact your Program Cadre or PMS for clarification.

![USACC Cadet Payment Request (CPR) REJECTED](image)
7. After resolving the reason for your rejection select the “Submit” button to resubmit your CPR.

8. A message appears stating you have successfully submitted your CPR for review. You will receive an email when your courses have been reviewed. Select the “OK” button.

9. Select the “Close Window” link to return to your GoArmyEd homepage.

Key Points to Remember

- You can only submit a CPRs after the schools last add/drop date.
- When uploading your school bill, you cannot delete the uploaded document. If you upload an incorrect file, you can create a GoArmyEd Helpdesk case with the title of the file you would like to delete.
- You will not be able to select “Room and Board” for a Summer Term.
- If you select “Room and Board,” you will not be able to submit a CPR for “Tuition and Fees” for the same term.