

# Creating Tuition Assistance Request (TAR):

ArmyIgnitED (Service Member)  
**MUST** have an approved education goal.

From ArmyIgnitED Dashboard, locate 'Active Education Goals' and then select 'Apply for Funding':

The screenshot shows the ArmyIgnitED dashboard with a yellow header that says "Welcome Back, Randie!". Below the header, there are two tabs: "Active TA" and "Army CA". The "Active TA" tab is selected. The dashboard displays three cards: "Fiscal Year Cap" with a value of \$2,500.00 and "Funding Remaining"; "Undergraduate" with 124 credits remaining and GPA: N/A; and "Graduate" with 39 credits remaining and GPA: N/A. Below these cards is a section titled "ACTIVE EDUCATION GOALS" with a red arrow pointing to it. Under this section, there is a card for "Bachelors of Applied Science in Administration" which is marked as "APPROVED" and has a green box around the text "ID #001 Army University". Below the card is a progress bar showing "25% COMPLETE" and a breakdown of credits: Required Credits: 60.00, Completed Credits: 0.00, Transferred Credits: 15.00, and Remaining Credits: 45.00. At the bottom left of the card is a yellow button labeled "APPLY FOR FUNDING" with a red arrow pointing to it.

Verify 'Contact Information':

- If information needs to be **updated**, select 'yellow pencil icon' next to the designated area.
- If all information is **correct**, click 'Verify and Proceed'

The screenshot shows the "Create Tuition Assistance Request" form with a yellow header. The form is divided into two main sections: "Contact Information" and "Address". The "Contact Information" section has a yellow pencil icon next to the title and a red arrow pointing to it. It contains fields for Email (randie.jenkins@bamtech.net), Personal Email (randie.jenkins@bamtech.net), Work Phone (5555555), and Mobile Phone (5555555). The "Address" section also has a yellow pencil icon next to the title and a red arrow pointing to it. It contains fields for Street 1 (123 Main St), Street 2, City (Hope Mills), State (NC), and Zip (28348). At the bottom left of the form is a yellow button labeled "VERIFY AND PROCEED" with a red arrow pointing to it.

Acknowledge the 'User Agreement' – Read fully, check **ALL** boxes to agree to the conditions and then click 'I Agree Continue':

← Create Tuition Assistance Request: Bachelor of Applied Science in Health Sciences

### User Agreement

In order to simplify the application process, you should be aware of or have the following information:

- Access to your student registration information. This will help you identify the course information needed for your tuition assistance request. You will need the following information: course codes, course titles, number of credit hours, credit hour type (semester or quarter), and cost per credit hour.
- Exact term dates for your courses. These dates are set by your institution and is inclusive of the entire term. These dates will not fluctuate based on your individual schedule.
- Ensure your personal data is up-to-date on your education record. This is crucial in making sure your tuition assistance request flows properly.

You must agree to all conditions in order to submit this application for approval:

**FINANCIAL**

- I agree that no changes will be made in the above course(s) or dollar amounts without the approval of the issuing education center staff; otherwise, I will pay the difference to the Army and/or the school.
- I understand that the Army will pay 100% of my tuition up to \$250 per SH not to exceed 165H per fiscal year (FY). I agree to pay the remaining amount and any other costs and fees. I understand that I may use both Tuition Assistance (TA) and Credentialing Assistance; however, the combined usage shall not exceed \$4000 per FY.
- I understand that I will reimburse the Total Government Cost above for non-completions; unsatisfactory grades (undergraduate "D" or below; graduate "C" or below, or equivalents); incomplete "I" grades unresolved 180 days after the class end date; or withdrawals if determined that the failure to complete the course was not due to reasons beyond my control (IAW AR 621-5). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DoDFMR, Vol 7A, Chapter 50.
- I understand that this application does not guarantee that funds are available, and that the US Army has no obligation to fund this application until it has been approved by the education services staff.
- I understand that TA for courses starting in the next FY is conditional until receipt of the TA funds.

**ACADEMIC**

- I understand that it is my responsibility to ensure my grades are updated in the Army official system of record (ArmyIgnITED). Grades that are 60 days past class end date are considered overdue and will prevent me from applying for TA and will result in recoupment of TA.
- I authorize the release of academic information (course grades, degree completion status, etc.) by the above institution to the Army (PL 93-568). I grant permission for the Army to share my academic information as needed with Army Civilians and Army Contractors only for their responsibilities and contracts for education services/programs. All policies and conditions in AR 621-5 apply.

**PRIVACY ACT STATEMENT:**

AUTHORITY: 10 USC 2007; Payment of Tuition for Off-Duty Training or Education; AR 621-5, Army Continuing Education System.  
PRINCIPAL PURPOSE: To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice A0621-1-AHRC, https://dpcid.defense.gov/Privacy/SORH/index/DOD-wide-SORH/Article-View/Article/370092/60621-1-ahr-c.aspx  
ROUTINE USES: Information will be viewed by Army Continuing Education System personnel or academic institutions who have a need for it in the performance of their duties. In addition, this information is subject to proper and necessary routine uses identified in the system of records notice(s) specified in the principal purpose statement above.  
DISCLOSURE: Voluntary; however, failure to provide the information may result in denial of Army Tuition Assistance (TA).

**PENALTY STATEMENT:**

There are severe criminal penalties for knowingly submitting false, fictitious, or fraudulent application and for requesting federal funding that duplicates course costs funded elsewhere.

**I AGREE, CONTINUE**    CANCEL

Verify current 'Education Center', identify if 'deployed' then select 'Next':

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

1 Demographic    2 Institution    3 Term Dates    4 Courses

What is your Servicing Education Center?

Selecting the wrong Army Education Center may result in your tuition assistance request application being delayed or disapproved.

Location \*  
Fort Bragg Education Center (ADSAEC) ←

Are you applying for funding from a deployed location? ←

Yes     No

**NEXT**    CANCEL

Verify 'Education Institution' is correct; ensure correct 'Campus' is selected; input 'Institutional Student ID' then click 'Next':

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

Demographic 2 Institution 3 Term Dates 4 Courses

What is your Institution?

If you would like to enroll for a course(s) at an institution that is not assigned to your education goal, please contact your servicing Education Center.

ID #001 Army University

Campus \*

ID #001 Army University - Main Campus

123456

BACK NEXT CANCEL

Select correct 'Start and End Dates':

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

Demographic 2 Institution 3 Term Dates 4 Courses

What are your exact start and end dates?

Select the exact term dates provided by the institution. Using the wrong dates can delay the application approval.

2022 Summer Session A  
Jul 4, 2022 — Oct 23, 2022

2022 Summer Session B  
Jul 4, 2022 — Aug 28, 2022

2022 Summer Session K  
Aug 1, 2022 — Nov 20, 2022

2022 Summer Session I  
Aug 1, 2022 — Sep 25, 2022

Different Term Dates

BACK NEXT CANCEL

If dates are **not** listed, then click on **'Different Term Dates'** and input correct dates, then click **'Next'**:

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

Demographic Institution Term Dates Courses

What are your exact start and end dates?

Select the exact term dates provided by the institution. Using the wrong dates can delay the application approval.

2022 Summer Session A Ⓞ  
Jul 4, 2022 — Oct 23, 2022

2022 Summer Session B Ⓞ  
Jul 4, 2022 — Aug 28, 2022

2022 Summer Session K Ⓞ  
Aug 1, 2022 — Nov 20, 2022

2022 Summer Session I Ⓞ  
Aug 1, 2022 — Sep 25, 2022

Different Term Dates

Start Date\*  
7/1/2022

End Date\*  
9/18/2022

BACK NEXT CANCEL

Add your desired course by clicking on **'Add Course'**:

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

Demographic Institution Term Dates Courses

You have 45.00 remaining semester hour credits to apply towards this goal.

ADD COURSE

BACK SUBMIT CANCEL

Select your desired course by clicking on the '+'.

- **NOTE:** If your institution has added courses into ArmyIgnitED, the courses will be displayed on your screen. Courses can be filtered by 'Code - Title' and / or by 'Keyword'.

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

Demographic Institution Term Dates Courses

ADD COURSES MANUALLY BACK

Subject Keyword

Code - Title	Level	Credits	Credit Type
ACCT100 - Accounting I	Undergraduate	3	Semester Hour
ACCT101 - Accounting II	Undergraduate	3	Semester Hour
ACCT105 - Accounting for Non Accounting Majors	Undergraduate	3	Semester Hour
ACCT202 - Introduction to Payroll	Undergraduate	3	Semester Hour
ACCT300 - Financial Accounting	Undergraduate	3	Semester Hour

Remaining Funding  
Fiscal Year  
**\$2,500.00**

Remaining Credits  
Undergraduate Credit Cap  
**124**  
Graduate Credit Cap  
**39**

**NOTE:** If your desired course is not listed, click on 'Add Course Manually':

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

Demographic Institution Term Dates Courses

ADD COURSES MANUALLY BACK

Subject Keyword

Code - Title	Level	Credits	Credit Type
ACCT100 - Accounting I	Undergraduate	3	Semester Hour

Remaining Funding  
Fiscal Year  
**\$2,500.00**

Input ALL course information

- **NOTE:** Ensure that the course information **matches** your institution. Then click **'Add Course'**:

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

Demographic Institution Term Dates Courses

Code \* PSYC101 Title \* Introduction to Psychology

Level \* Undergraduate Location \* DL/Online Number of Credits \* 3 Credit Type \* SH

Cost Per Credit

- \$285 - Civilian TA Undergraduate  
This cost applies to GS employees using Civilian TA for undergraduate coursework
- \$250 - Military TA Undergraduate  
This cost applies to Airmen using Military TA for undergraduate coursework
- \$250 - MyCAA  
This cost applies to spouse's of Airmen for undergraduate coursework
- Different Cost?

ADD COURSE BACK

Remaining Funding

Fiscal Year  
**\$2,500.00**

Remaining Credits

Undergraduate Credit Cap  
**124**

Graduate Credit Cap  
**39**

Click on **'Add Course'** if you want to add another course; otherwise click **'Submit'**:

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

Demographic Institution Term Dates Courses

You have 42.00 remaining semester hour credits to apply towards this goal.

PSYC101 - Introduction to Psychology

Credits	Credit Cost	Government Cost	Student Cost
3	\$250.00	\$750.00	\$0.00

ADD COURSE

Costs

Total Costs	Government Costs	Student Costs
<b>\$750.00</b>	<b>\$750.00</b>	<b>\$0.00</b>

BACK SUBMIT CANCEL

Remaining Funding

Fiscal Year  
**\$1,750.00**

Remaining Credits

Undergraduate Credit Cap  
**121**

Graduate Credit Cap  
**39**

You will then receive a confirmation that your TA request has been submitted. Please note your 'TA Request ID' and click 'Finish': (option to 'Print TA Request')

Tuition Assistance Request Application: Application Submitted



**Congratulations your tuition assistance request has been approved!**

Your tuition assistance request ID is 826 

Here are your next steps

- 1 Go to your institution's website and register with your institution. Make sure you are enrolled in the correct courses on your institution's website.
- 2 If your school requests your tuition assistance document you can print that here using the button below.
- 3 You can view your Tuition Assistance Requests section under your Education Record to check the status and details of your applications.

   

**\*\*IMPORTANT NOTES\*\*:**

1. Submitting a Tuition Assistance request does **not** enroll you in the course. Once the Tuition Assistance request is approved, you must register for the course at your Academic Institution.
2. With the new ArmyIgnitED 2.0, Soldiers **must apply** for tuition assistance (TA) in the system **60 to 7 days prior to the class start date.**
3. All TA **must be approved prior to the start date** of the course.
4. If an eligible Soldier decides to use TA, Academic Institutions (AIs) will enroll him/her for a TA-funded course only after the TA is approved by the Army.
5. Soldiers will be solely responsible for all tuition costs without this prior approval.
6. A Soldier may pre-register for a course to secure a slot.
7. TA is approved on a course-by-course basis and only for the specific course(s) and class dates that a Soldier requests.
8. If the Army has not approved the funding, then the Soldier will be solely responsible for all tuition costs.