Out of Pocket Cost Tuition Assistance Request (TAR):

ArmyIgnitED - Service Member
MUST have an approved education goal.

NOTE: This tutorial identifies what to pay attention to when submitting TA for a course at your Academic Institution when you are at or near your allotted FY TA allowance. This tutorial identifies the **'Student Costs'** for **ANY OUTSTANDING** balance for the desired course/s.

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

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'**

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

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

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 16SH 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://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570092/a0621-1-ahrc.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 and civil 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'**:

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

Select correct **'Start and End Dates'**:

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

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

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'.**

Input ALL course information

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

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

NOTE: IF when requesting TA, you are alerted in RED under 'Student Costs', this is the amount that YOU owe to your Academic Institution. This means that you have MAXIMIZED your allotted TA for the FY and YOU are responsible for the difference from what TA did not cover. It is YOUR responsibility to ensure that YOU reach out to your Academic Institution to satisfy this balance.

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')