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’:

User Agreement

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

- Accept all registered personal or financial information available for this tuition assistance request.
- Complete all required data on this page. No data is required for completion on the next page. All data will be saved on paper. You will not be able to save this application until you have completed all required information.
- Accept all required conditions and check ALL boxes to agree to the conditions and terms of the agreement. You must read and understand the User Agreement before continuing with the application.
- Ensure your personal data is accurate and complete. Any omission or error may lead to denial of your application.

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

FINANCIAL

- I understand that I must accept the standard university tuition policy and financial aid guidelines. Any changes to tuition or financial aid policies will be communicated to me in writing.
- I understand that all required financial aid forms must be completed. Any incomplete or incorrect forms will result in denial of my application.

ACADEMIC

- I understand that all academic information is verified. Any false or misleading information will result in denial of my application.
- I understand that any false or misleading information may result in denial of my application and will be grounds for termination of my eligibility for financial aid.

FEDERAL ACT STATEMENT

- I understand that all required forms must be completed. Any incomplete or incorrect forms will result in denial of my application.

PENDANCE STATEMENT

- I understand that I must complete all required forms. Any incomplete or incorrect forms will result in denial of my application.

I AGREE CONTINUE  CANCEL
Verify current ‘Education Center’, identify if ‘deployed’ then select ‘Next’:

Create Tuition Assistance Request: Technician

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 Rucker Education Center (Benning)

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’.
Select correct ‘Start and End Dates’:

Create Tuition Assistance Request: Technician

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 C ①
Sep 5, 2022 — Dec 25, 2022

2022 Summer Session D ①
Sep 5, 2022 — Oct 30, 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’.
Add your desired course by clicking on ‘Add Course’:

You have 105.00 remaining semester hour credits to apply towards this goal.
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’):