

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':

← Welcome Back, Randie!

Active TA Army CA

Fiscal Year Cap
\$2,500.00
Funding Remaining

Undergraduate ⓘ
124
Credits Remaining
GPA: N/A

Graduate ⓘ
39
Credits Remaining
GPA: N/A

ACTIVE EDUCATION GOALS ←

Bachelors of Applied Science in Administration
APPROVED • AMERICAN MILITARY UNIVERSITY (AMU) • Associates Degree • Eligible for Active TA

25% COMPLETE

Required Credits: 60.00 Completed Credits: 0.00 Transferred Credits: 15.00 Remaining Credits: 45.00

APPLY FOR FUNDING ←

Verify 'Contact Information':

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

← Create Tuition Assistance Request

Contact Information ✎ ←
Email
randie.jenkins@bamtech.net
Personal Email
randie.jenkins@bamtech.net
Work Phone
5555555
Mobile Phone
5555555

Address ✎ ←
Street 1
123 Main St
Street 2
City
Hope Mills
State
NC
Zip
28348

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: Criminal Justice

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:

ACADEMIC

☒

I understand that it is my responsibility to ensure my grades are updated in the Army official system of record (Army/ignitED/Army/ignitED). Grades that are 60 days past term end date are considered overdue and will prevent me from applying for TA and will result in recoupment of TA. I hereby voluntarily authorize the amount to be withdrawn from my pay if it is determined that my failure to complete the course was not due to circumstances beyond my control. Collection of this debt will be in accordance with DoDFMR, Vol 7A, Chapter 50 and AFMAN 65-116, 70.21

☒

I authorize the release of academic information (i.e. Course grades, degree/certification completion status etc.) by the above institution to the Army (PL 93-568). I understand that official document of degree completion must be provided to the education center before Mil TA will be authorized for another degree for which Mil TA may pay. While most Academic Institutions (AI) load degree completions in the AI Portal, it is ultimately the member's responsibility to ensure the education level is updated.

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 academic institution. I understand that the Army will pay 100% of my tuition up to \$250 per SH and \$166.66 per QH.

☒

I understand that my annual fiscal year CAP is \$4000. I agree to pay the remaining amount and any other costs. I will reimburse the Total Government Cost above for non-completions, withdrawals, or unsatisfactory grades due to reasons within my control.☒☒

PRIVACY ACT STATEMENT:

AUTHORITY: 10 U.S.C. 8013 and EO 9397.

PRINCIPAL PURPOSE: To process an individual's request for Army tuition assistance. Use of SSN is necessary to make positive identification of the individual and records.

ROUTINE USES: Records may be disclosed to civilian academic institutions for the purposes of ensuring correct enrollment and billing information.

DISCLOSURE IS VOLUNTARY: Disclosure of SSN is voluntary; however, failure to provide the information required may result in disapproval of the individual's request for tuition assistance.

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’:

← Create Tuition Assistance Request: Criminal Justice

1 Demographic

2 Institution

3 Term Dates

4 Courses

What is your Servicing Education Center?

Your servicing Education Center location is the same as your servicing MPF location. Selecting the wrong education center may result in your tuition assistance request application being delayed or disapproved.

Location *

USAG Hawaii Hub/Schofield Barracks Education Center (ADR5)

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

1 Demographic 2 Institution 3 Term Dates 4 Courses

What is your Institution?

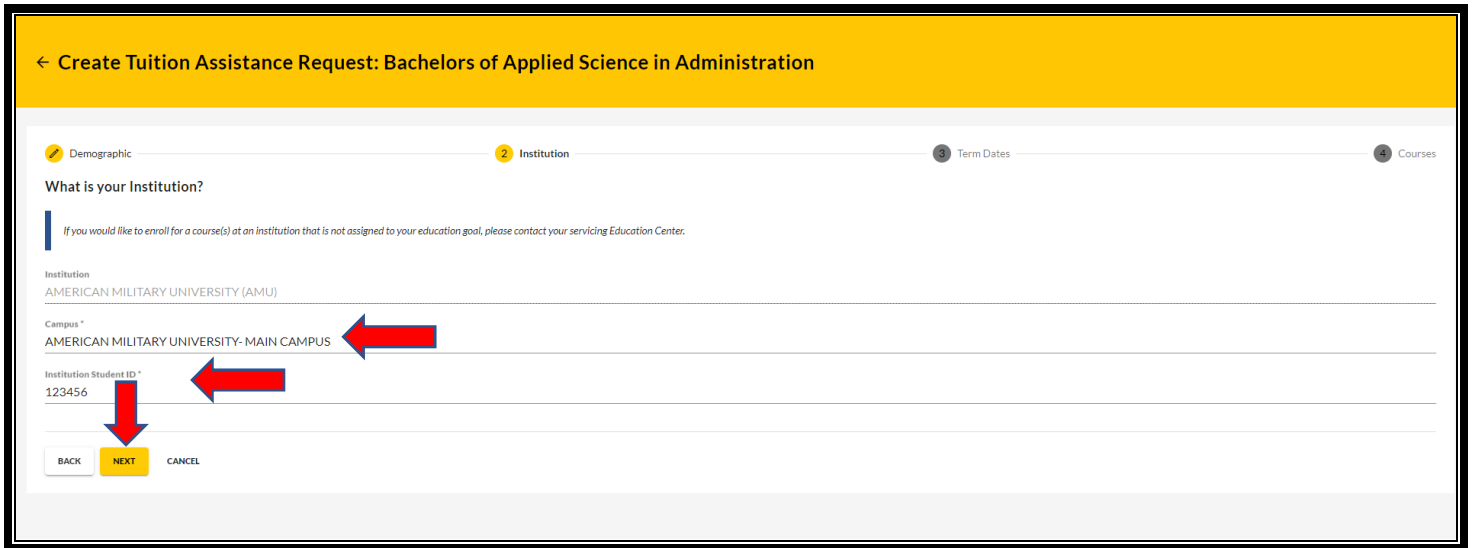
If you would like to enroll for a course(s) at an institution that is not assigned to your education goal, please contact your servicing Education Center.

Institution
AMERICAN MILITARY UNIVERSITY (AMU)

Campus *
AMERICAN MILITARY UNIVERSITY-MAIN CAMPUS

Institution Student ID *
123456

BACK NEXT CANCEL



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

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

1 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

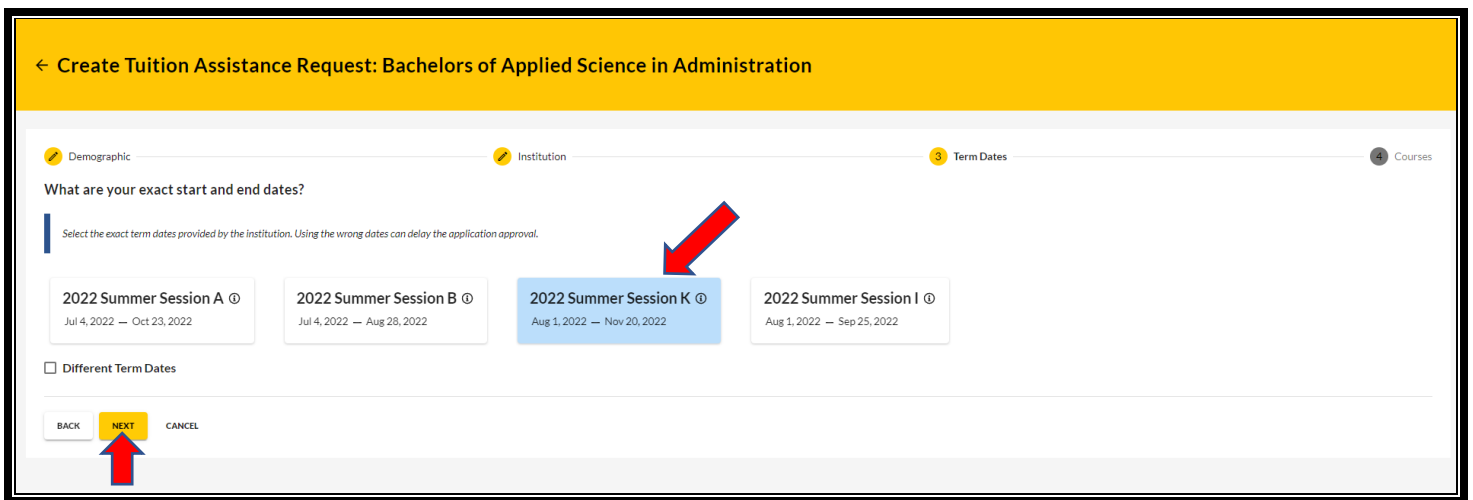
2022 Summer Session B ⓘ
Jul 4, 2022 — Aug 28, 2022

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 **3** 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

Red arrows point to the 'Different Term Dates' checkbox, the Start Date field, the End Date field, and the 'NEXT' button.

Add your desired course by clicking on **‘Add Course’**:

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

Demographic Institution Term Dates **4** Courses

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

ADD COURSE

BACK SUBMIT CANCEL

A red arrow points to the 'ADD COURSE' button.

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. The 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
3

Credit Cost
\$250.00

Government Cost
\$750.00

Student Cost
\$0.00

ADD COURSE

Costs

Total Costs
\$750.00

Government Costs
\$750.00

Student Costs
\$0.00

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’**:

Tuition Assistance Request Application: Application Submitted

Your tuition assistance request ID is: 364

Your application for funding has been submitted! Your application should be processed within 10 business days. You will get an email message confirming approval or disapproval of the tuition assistance request application. This email message will also include instructions on how to print your tuition assistance request document to take to your academic institution. You may also view your Tuition Assistance Requests section under your Education Record to check the status of your application periodically.

If you do not get a decision on your Tuition Assistance Request application within 10 business days, please contact your education center.

FINISH