

## 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':

The screenshot shows the 'Dashboard' with tabs for 'Active TA', 'Active CA', 'Reserve CA', and 'Guard CA'. The 'Active TA' tab is selected. It displays three summary cards: 'Fiscal Year Cap' at \$250.00 with 1 credit remaining, 'Undergraduate' with 130 credits remaining and GPA N/A, and 'Graduate' with 39 credits remaining and GPA N/A. Below these is the 'ACTIVE EDUCATION GOALS' section, highlighted with a red arrow. It shows a goal for 'Technician' at 'AMERICAN MILITARY UNIVERSITY (AMU)' for a 'Bachelors Degree', which is 'APPROVED' and 'Eligible for Active TA'. A progress bar indicates '12% COMPLETE' with 'Required Credits: 120.00', 'Completed Credits: 15.00', 'Transferred Credits: 0.00', and 'Remaining Credits: 105.00'. A red arrow points to the 'APPLY FOR FUNDING' button.

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. It has two main sections: 'Contact Information' and 'Address'. The 'Contact Information' section includes fields for 'Email' (Doug.Sleigh@bamtech.net), 'Personal Email' (Marianna43@test2.net), 'Work Phone' (1279452143), and 'Mobile Phone' (0358076113). A red arrow points to the yellow pencil icon next to the 'Contact Information' header. The 'Address' section includes 'Street 1' (63793 Marshall Heights), 'Street 2' (27646 Walter Turnpike), 'City' (Elouise), 'State' (MI), and 'Zip' (86152). A red arrow points to the yellow pencil icon next to the 'Address' header. At the bottom, there are two buttons: 'VERIFY AND PROCEED' (highlighted in yellow) and 'CANCEL'. A red arrow points to the 'VERIFY AND PROCEED' button.

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 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 (Army/ignited). 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:** 50 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://dodcid.defense.gov/Privacy/SORN/index/DOC=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 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: Technician

1 Demographic ————— 2 Institution

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':

← Create Tuition Assistance Request: Technician

Demographic 2 Institution

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\*  
1345453

BACK NEXT CANCEL

Select correct 'Start and End Dates':

← Create Tuition Assistance Request: Technician

Demographic Institution

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** ⓘ  
Sep 5, 2022 — Dec 25, 2022

2022 Summer Session D ⓘ  
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'**:

← Create Tuition Assistance Request: Technician

Demographic Institution

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 ⓘ  
Sep 5, 2022 — Dec 25, 2022

2022 Summer Session D ⓘ  
Sep 5, 2022 — Oct 30, 2022

Different Term Dates

BACK NEXT CANCEL

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

← Create Tuition Assistance Request: Technician

 Demographic

You have 105.00 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: Technician

Demographic Institution Term Dates Courses

Subject Keyword ADD COURSES MANUALLY BACK

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
ACCT301 - Intermediate Accounting I	Undergraduate	3	Semester Hour

**Remaining Funding**  
Fiscal Year  
**\$250.00**  
Fiscal Year Credits  
**1**

**Remaining Credits**  
Undergraduate Credit Cap  
**130**  
Graduate Credit Cap  
**39**

Input ALL course information

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

← Create Tuition Assistance Request: Technician

Demographic Institution

Code\* ACCT401 Title\* Cost Accounting

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 course work
- \$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

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.

< Create Tuition Assistance Request: Technician

Demographic Institution Term Dates Courses

You have 102.00 remaining semester hour credits to apply towards this goal.

ACCT401 - Cost Accounting

Credits	Credit Cost	Government Cost	Student Cost
3	\$250.00	\$250.00	\$500.00

ADD COURSE

Costs

Total Costs	Government Costs	Student Costs
\$750.00	\$250.00	\$500.00

VA TOP UP

Use VA TOP UP? Yes No

Remaining Funding

Fiscal Year \$0.00  
Fiscal Year Credits -2

Remaining Credits

Undergraduate Credit Cap 127  
Graduate Credit Cap 39

BACK SUBMIT CANCEL

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 968

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.

PRINT TA REQUEST FINISHED