

# Creating Tuition Assistance Request (TAR):

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

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

The screenshot shows the ArmyIgnitED dashboard for a user named Randie. At the top, there is a yellow header with a back arrow and the text "Welcome Back, Randie!". Below this, there are two tabs: "Active TA" (selected) and "Army CA". The dashboard displays three key metrics: "Fiscal Year Cap" at \$2,500.00 with "Funding Remaining" below it; "Undergraduate" with 124 "Credits Remaining" and "GPA: N/A"; and "Graduate" with 39 "Credits Remaining" and "GPA: N/A". Below these metrics is a section titled "ACTIVE EDUCATION GOALS" with a red arrow pointing to it. The goal listed is "Bachelors of Applied Science in Administration", which is "APPROVED" and associated with "AMERICAN MILITARY UNIVERSITY (AMU)", "Associates Degree", and "Eligible for Active TA". A progress bar shows "25% COMPLETE" with a blue bar. Below the bar, it lists "Required Credits: 60.00", "Completed Credits: 0.00", "Transferred Credits: 15.00", and "Remaining Credits: 45.00". At the bottom left of this section 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' next to the designated area.
- If all information is **correct**, click 'Verify and Proceed'

The screenshot shows the "Create Tuition Assistance Request" form. At the top, there is a yellow header with a back arrow and the text "Create Tuition Assistance Request". Below this, there are 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: 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 MII TA will be authorized for another degree for which MII 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.
- I understand that this application does not guarantee that funds are available and that the United States Army has no obligation to fund this application until it has been approved (within 5 business days) by the education services staff.
- I understand that TA for courses starting in the next fiscal year is conditional until the receipt of the TA funds.

**PRIVACY ACT STATEMENT:**  
AUTHORITY: 50 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.

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

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.

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

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?

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

ADD COURSE

Costs

Total Costs	Government Costs	Student Costs
\$750.00	\$750.00	\$0.00

BACK SUBMIT CANCEL

Remaining Funding

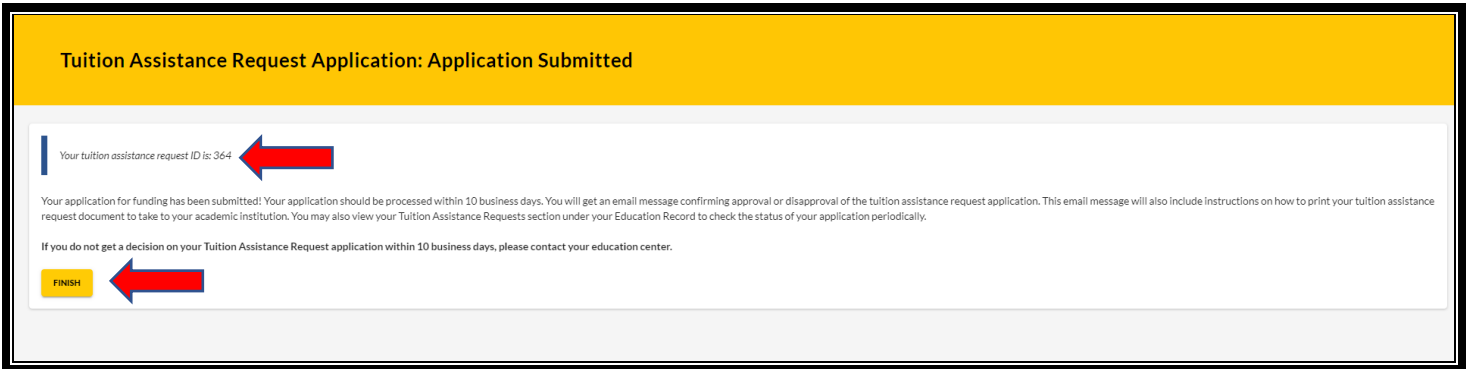
Fiscal Year  
**\$1,750.00**

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'**:



The screenshot shows a confirmation page with a yellow header. The main content area is white and contains the following text and elements:

- Tuition Assistance Request Application: Application Submitted** (Header)
- Your tuition assistance request ID is: 364 (Text with a red arrow pointing to the ID number)
- 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** (Yellow button with a red arrow pointing to it)