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'**:

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'**:

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'**:

← 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.

ID #001 Army University ⬅

Campus *

ID #001 Army University – Main Campus ⬅

123456 ⬅

BACK   **NEXT**   CANCEL
⬆

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

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

✎ Demographic   ✎ 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 ⓘ	2022 Summer Session B ⓘ	2022 Summer Session K ⓘ	2022 Summer Session I ⓘ
Jul 4, 2022 — Oct 23, 2022	Jul 4, 2022 — Aug 28, 2022	Aug 1, 2022 — Nov 20, 2022	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'**:

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'.**

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

| Demographic | Institution | Term Dates | 4 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 | 4 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. Then click **'Add Course'**:

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

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 826

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

IMPORTANT NOTES:

1. Submitting a Tuition Assistance request does **not** enroll you in the course. Once the Tuition Assistance request is approved, you must register for the course at your Academic Institution.

2. With the new ArmyIgnitED 2.0, Soldiers **must apply** for tuition assistance (TA) in the system **60 to 7 days prior to the class start date.**

3. All TA **must be approved prior to the start date** of the course.

4. If an eligible Soldier decides to use TA, Academic Institutions (AIs) will enroll him/her for a TA-funded course only after the TA is approved by the Army.

5. Soldiers will be solely responsible for all tuition costs without this prior approval.

6. A Soldier may pre-register for a course to secure a slot.

7. TA is approved on a course-by-course basis and only for the specific course(s) and class dates that a Soldier requests.

8. If the Army has not approved the funding, then the Soldier will be solely responsible for all tuition costs.