Steps to Creating a Tuition Assistance Request

16. Once you have received an email notification that your Education Path has been approved, return to the **My Education Path** page and click **Request Tuition Assistance** on the approved Education Path to start the process of requesting Tuition Assistance.

Note: Clicking **Edit** will allow you to revisit your Education Path request and make any changes, as needed. Once the Education Path is re-submitted, your Army Education Counselor will be notified and will need to re-review the request.

Note: Clicking **View Courses** will allow you to view all the courses for which you have requested Tuition Assistance, as well as your Cumulative Army TA GPA.

Note: Clicking **View SDP** allows you to view your current Student Degree Plan and any previous Student Degree Plans.

My Education Path ✏ Edit

Approved
Request submitted 09/08/2020

Education Institution: Florida State University

Degree Level: Bachelor's Degree

Area of Study: Computer Science.

▸ View Courses
▸ View SDP

16 Request Tuition Assistance ›

Important Reminders

- An individual Student Degree Plan (SDP) is required to request Tuition Assistance for more than six semester hours. Please contact your Education Institution to upload your SDP into ArmyIgnitED.

- TA Requests must be submitted and approved prior to the start date of a class. TA Requests submitted less than 5 business days before the start date of a class that are not approved prior to class start date will not be considered for exception to policy (ETP) TA funding for any reason.

- Eligible Soldiers may use up to 24 quarter hour (QH)/16 semester hours (SH) of TA each fiscal year at the rate of up to $165 a quarter hours/$250 a semester hour, for a total of $4,000 in funding.

- After completing 6 semester hours of TA-funded coursework in the current degree program, Soldiers must have an approved official degree plan outlining the specific classes required to meet their educational goal to continue using TA.

Note: Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

03/05/21

ignited

Steps to Creating a Tuition Assistance Request

The next page provides two sections which are used to select the courses you wish to request Tuition Assistance for.

17. Request Tuition Assistance from the educational institution where you are currently enrolled by selecting the course(s) within the first section. Use the corresponding checkbox to select the course(s).

Note: Clicking **Don't see your course listed?** creates an email using the default email service on your device, allowing you to contact your Army Education Counselor for assistance.

18. Request Tuition Assistance for a course at an educational institution where you are not currently enrolled by clicking **Add Course**.

Review the next page (Page 8) of this How to Guide for more details on adding a course at an Education Institution where you are not currently enrolled.

19. Upload documentation by clicking **Upload File**.
20. Click **Submit Request** to submit your request for Tuition Assistance.

Note: This is **optional** if you are selecting courses from your enrolled Education Institution but **required** if you are selecting courses at an EI where you are not currently enrolled.

Continue to Step 21

Note: Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

03/05/21

ignited

Optional - **Steps to Creating a Tuition Assistance Request – Adding External Courses**

If you are requesting Tuition Assistance for a course that you are not taking at your home school (an Education Institution that you are not currently enrolled in) follow the instructions below.

1. Enter the following information:
   - Education Institution
   - Degree Level
     - Undergraduate – Upper Level
     - Undergraduate – Lower Level
     - Graduate
     - Certificate
     - High School
   - Tuition Type
     - In-State
     - Out-of-State
     - Distance Learning
     - General
   - Course Reference Number
   - Subject
   - Catalog Number
   - Credits
   - Course Title
   - Is this a flat rate cost?
     - Yes/No
   - Start and End Date

Note: Your Tuition Assistance Request has to be approved prior to the course start date.

Note: Clicking **Can't find the Education Institution you want?** will allow you to send a message to your Army Education Counselor to ask for assistance.

Note: The total course cost information will automatically populate, based on the number of course credits provided.

2. Click **Add.**
You are returned to the previous page.
3. Use the **checkbox** to select the course you just added.

Add Course

Please fill out the below course information that you want to request tuition assistance for. You may only add a course that you are not taking at your home school.

Education Institution required

Louisiana State University

Degree Level required
Undergraduate - Upper Level

Tuition Type required
Out-of-State

Course Reference Number required
12

Subject required
Computer Science

Catalog Number required
123

Credits required
3

Course Title required
Introduction to Analysis of Algorithms

Is this a flat rate cost? ⓘ required
● Yes ○ No

Total Tuition Cost
$750.00

Total Army Cost
$750.00

Start Date required
09/18/2020

End Date required
09/30/2020

$750.00 $750.00 **$0.00**
Total Course Cost Tuition Assistance **You Pay** ⓘ

Can't find the Education Institution you want?   Cancel   Add

Return to Step 19 on the previous page

Note: Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

ignited

Steps to Creating a Tuition Assistance Request

21. Review the information for the course(s) for which you are requesting Tuition Assistance. If all of the information is correct, click **Confirm.**

Are you sure you want to request tuition assistance for the courses below?

Course Ref. Number	Subject	Catalog Number	Course Title	Total Army Cost
3454	Macro Ec	2323	MacroEconomics 101	$300.00

Uploaded Files

$300.00	$300.00	$0.00
Total Cost:	Financial Assistance:	Your Tuition Cost:

Cancel **21** **Confirm**

Note: Clicking **Cancel** will return you to the previous page and allow you to re-select the courses for which you want to request Tuition Assistance.

Note: If you selected a course(s) **not at your home school**, this will require a Counselor review.

Note: If the course(s) selected are **on your Student Degree Plan with your Education Institution**, it will be automatically approved.

Congratulations!
Your tuition assistance request has been submitted.

Course Ref. Number	Subject	Catalog Number	Course Title	Total Army Cost
3454	Macro Ec	2323	MacroEconomics 101	$300.00

Education Institution	Degree Level	Tuition Type	Credits
Stanford University	Undergraduate - Upper Level	In-State	3

Army Semester Hour Cost	Start Date	End Date
$300.00	Feb 28, 2021	Mar 31, 2021

$300.00	$300.00	$0.00
Total Cost:	Tuition Assistance:	Your Tuition Cost:

22 **Done**

Congratulations! Your Tuition Assistance Request has been submitted.

22. Click **Done.**

Note: Clicking the **drop-down arrow** will reveal additional details regarding your Tuition Assistance Request.
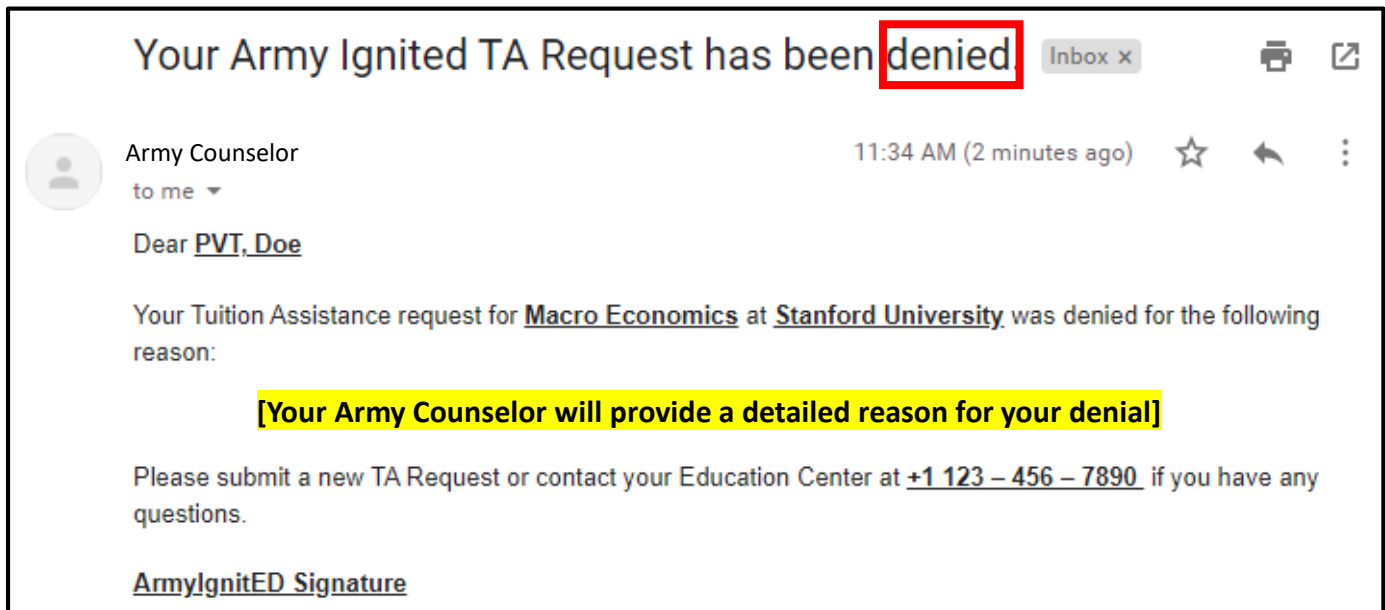
Note: Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

03/05/21

ignited

Email Responses for a Tuition Assistance Request

The following images are provided to detail the emails sent to you once you have submitted your Tuition Assistance Request.

Your Army Ignited TA Request has been **approved** and submitted to your home school. Inbox ×

ArmyIgnitED
Army Counselor   10:23 AM (3 minutes ago)
to me

Dear **PVT, Doe**

Your Tuition Assistance request for **Macro Economics** was approved and submitted to **Stanford University.**

Please contact your Education Center at **+1 123 – 456 – 7890** if you have any questions.

ArmyIgnitED Signature

Your Army Ignited TA Request has been **denied.** Inbox ×

Army Counselor   11:34 AM (2 minutes ago)
to me

Dear **PVT, Doe**

Your Tuition Assistance request for **Macro Economics** at **Stanford University** was denied for the following reason:

[Your Army Counselor will provide a detailed reason for your denial]

Please submit a new TA Request or contact your Education Center at **+1 123 – 456 – 7890** if you have any questions.
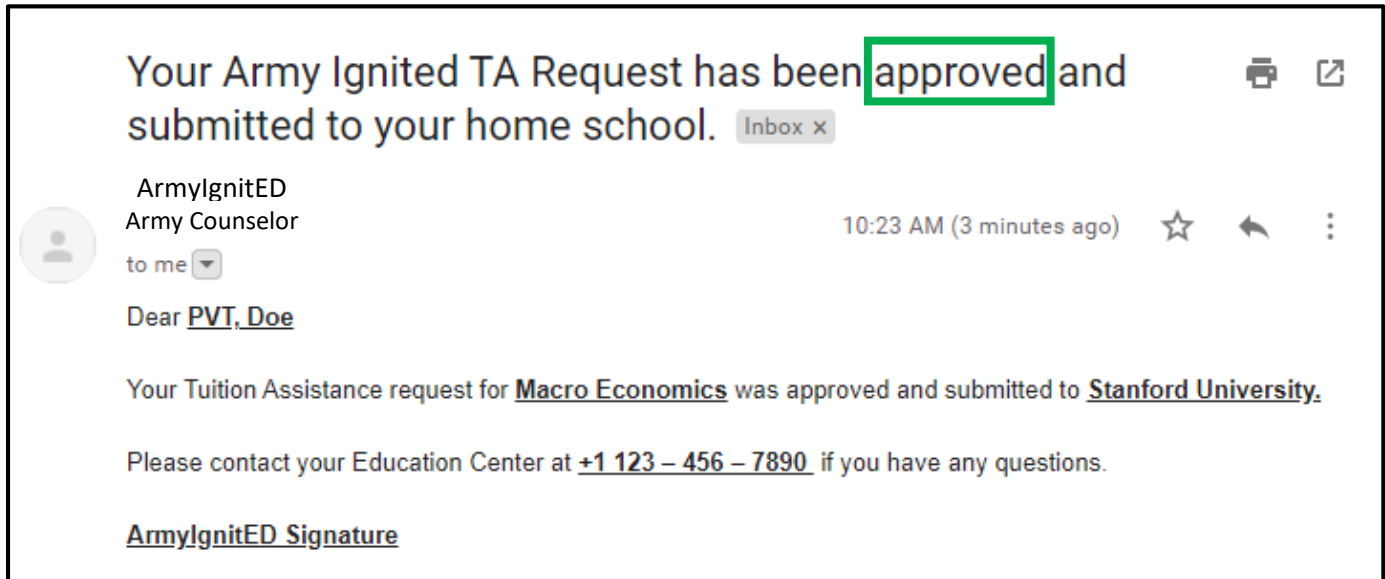
ArmyIgnitED Signature

Note: Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

03/05/21

ignited