Purpose

This guide highlights the process of creating a Special Program Path and requesting Tuition Assistance through ArmyIgnitED. To begin this process, the student must have a Special Program Path to which the assistance can be applied. <u>The student will also need a signed Memorandum for Record from the commander of the special program and/or from the Education Institution that the Student wishes to attend.</u> *Instructions on obtaining this form will be provided in this guide.*

Steps to Creating a Special Program Path

1. Log in to ArmyIgnitED.
2. From the Home Page click **Program Path**.

    Note: If a Special Program Path has already been created **skip to Step 12**.

3. Click **Add Special Program Path** to continue.
4. Confirm your personal, contact, and education information:
    *   First Name
    *   Last Name
    *   Middle Name
    *   Preferred Method of Contact
    *   Additional Methods of Contact
    *   Home Phone
    *   Duty Phone
    *   Mailing Address

    Note: Clicking the **Edit Pencil** allows you to update select Contact and Mailing information.

5. Click **the Next arrow.**

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Steps to Creating a Special Program Path

6.   Choose the Special Program that you are interested in pursuing then click the **Next arrow**.

- Foreign Language, History, and Culture Classes
- Specialized Chaplain Certificate
- Prerequisite Classes for Army In-Service Career Advancement Programs
- High School Completion Program
- Prerequisite Classes for a Graduate Programs
- Defense Department Strategic Foreign Languages
- Teacher Certification or Licensure Coursework
- College Preparatory and Remedial Exams

Note: Please refer to AR 621-5 Policy Paper for more details on each Special Program path.

Note: Clicking **Don't know which education level is right for you?** will create an email using the default email service on the device you are using to access ArmyIgnitED address to a Counselor at your Ed Center.

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How To Guide
Create Special Program Paths and Tuition Assistance Requests (3 of 7)

Which education institution would you like to attend?

Enter an Education Institution or State

(7) Search: _____ Clear All

Institution Type ☐ Public ☐ Private ☐ For-Profit

[Florida State University ✕] [Florida ✕]

Showing 1 - 2 of 2 Results   Don't see your education institution?

Florida State University   Tallahassee, FL   Remove —
Public https://www.fsu.edu/

University of Miami   Miami, FL   Select +
Private https://www.miami.edu

Prev **1** Next   Page 1 of 1

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Steps to Creating a Special Program Path

7. Choose the Education Institution (EI) you would like to attend by entering either the <u>name of the Education Institution</u> or the <u>state in which it is located</u>.
8. Click **Select +** next to the EI of your choice then click **the Next arrow.**

Note: Clicking **Remove** will deselect the Education Institution and allow you to choose another. *You can only select one Education Institution at a time.*

Clicking **Don't see your education institution?** Will create an email using the default email service on your device requesting assistance from your ArmyIgnitED Counselors.

Upload the Army Special Program Required Documentation.

You must upload the specific documentation required for the Army Special Program you are pursuing to receive approval for TA funding. A list of requirements for each Army Special Program can be found in AR 621-5. Contact your assigned Army Education Center/Office if you have questions about Army Special Program documentation requirements.

Upload Supporting Files   **Uploaded Files**

[upload icon]

Drag a .pdf,.docx file to upload

(9) Upload File

⬇ Download AR 621-5 document

(10) (>)

9. Upload your **Army Special Program Required Documentation**. This document is required for you to pursue a Special Program.
10. Click the **Next arrow** to continue.

Note: Clicking **Download AR 621-5** will download the AR 621-5 document onto your device using your default downloading method. You will need to have this form signed by your Army Commander before submitting it into ArmyIgnitED.

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How To Guide

Steps to Creating a Special Program Path

11. Click any of the **yellow circles** to review its contents and update any incorrect information. Click **Submit for Approval** once you've reviewed your information. Your request will then be sent to your Army Education Counselor for review.

Note: Clicking **Having trouble or just want to send a note to your Army Education Counselor? Click here** will allow you to send a note to your counselor.
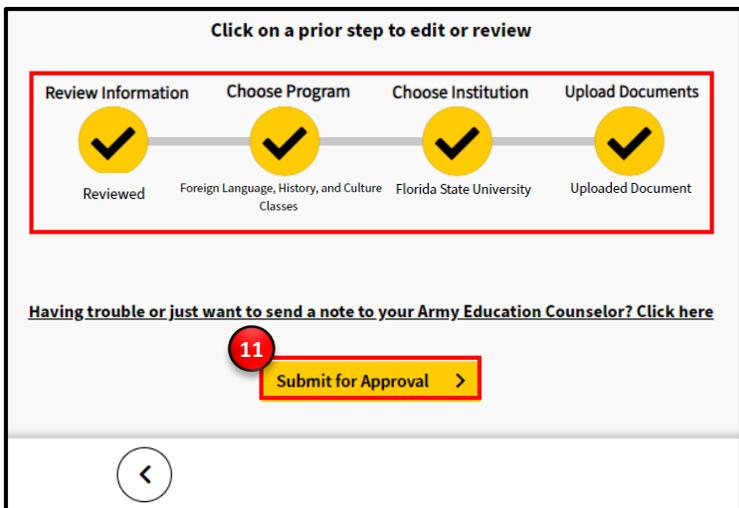
Congratulations! Your Special Program Path request has been successfully submitted to your Army Education Counselor for review.

12. Review the information to find out what you can expect next in the process then click **View your Submission** to continue.

Your **Program Path** section has now been updated to reflect your new Special Program Path. Once it has been reviewed by your Army Education Counselor you will be notified of their decision via email.

Congratulations!
Your Special Program Path request was submitted to your Army Education Counselor for approval.

1. If your Special Programs Path request is approved, you will receive an email.
2. Upon approval, your Army Education Counselor will automatically send your Special Program Path to the indicated Education Institution.
3. After the Education Institution is notified of your Special Program Path request, they will send you an application to complete for their school.
4. Once the application has been completed and returned, the Education Institution will notify you of their admissions decision.
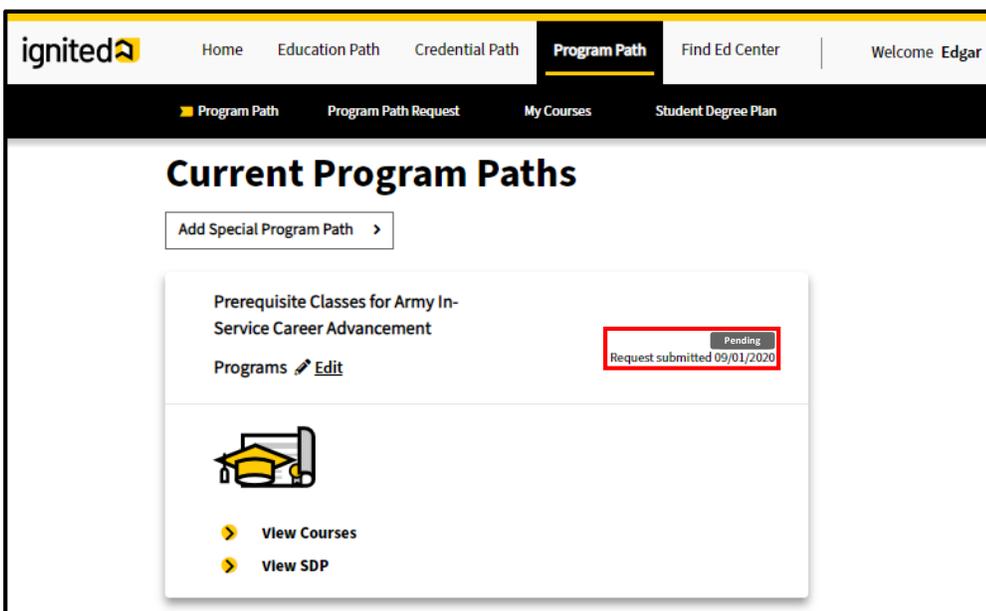
03/05/21

Steps to Creating a Tuition Assistance Request – Special Programs

13. Once you have received notification that your Special Program Path has been approved, navigate to the **Program Path** page and click **Request Tuition Assistance** to start the process of requesting Tuition Assistance.
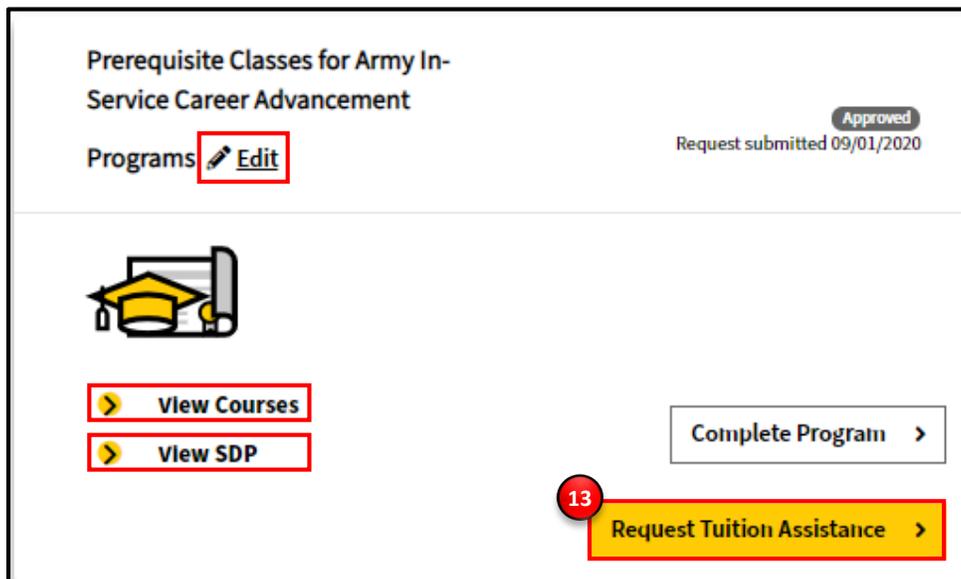
Note: Clicking **Edit** will allow you to revisit your Special Program Path request and make any changes, as needed. Once the Special Program Path is re-submitted, your Counselor will be notified and will need to re-review the request.

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

Clicking **View SDP** allows you to view your current Special Program Student Degree Plans and any previous Special Program Student Degree Plans.
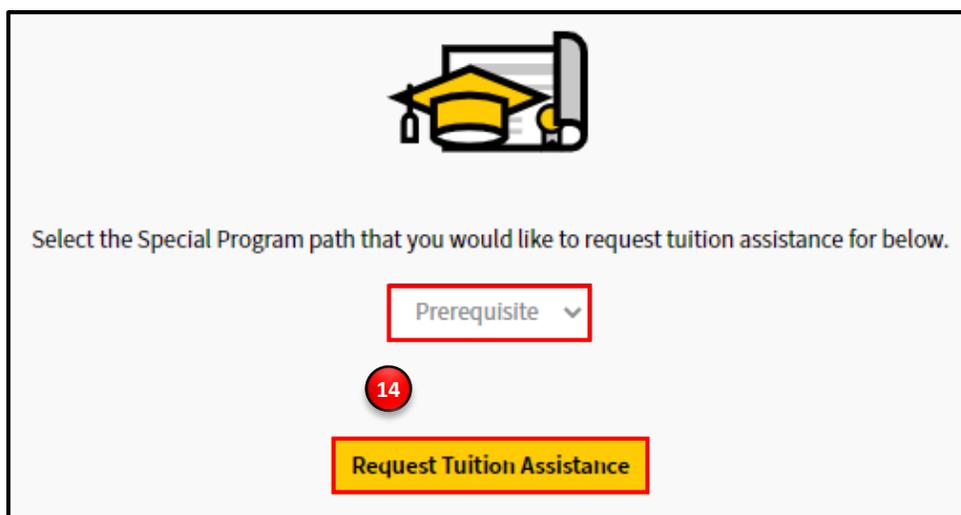
14. Select the Special Program Path you would like to request Tuition Assistance for and click **Request Tuition Assistance**.

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Financial Assistance Fiscal Year 2020

$2,370.00
As of 09/17/20

● Credentialing Assistance $120.00 ● Tuition Assistance $2,250.00 ◐ Pending Assistance $300.00 $1,330.00 Per Year

Please select the courses, at the education institution where you are currently enrolled, that you want to request tuition assistance for:

☑ 0 Items selected

Select	Course Ref. Number	Subject	Catalog Number	Course Title	Credits	Total Army Cost	Total EI Cost	
☐	12345	Math	1234566	Discrete Math	1	$100.00	$100.00	⋮

Education Institution	Degree Level	Tuition Type	Start Date	End Date
University of Virginia	Undergraduate - Upper Level	In-State	09/30/20	10/22/20

Don't see your course listed?

To request tuition assistance for a course at an education institution where you are not currently enrolled, please add one below.

Add Course

☑ 1 Items selected

Select	Course Ref. Number	Subject	Catalog Number	Course Title	Credits	Total Army Cost	Total EI Cost	
☑	3454	Macro Ec	2323	MacroEconomics 101	3	$300.00	$300.00	⋮

Education Institution	Degree Level	Tuition Type	Start Date	End Date
Stanford University	Undergraduate - Upper Level	In-State	02/28/21	03/31/21

Select	Course Ref. Number	Subject	Catalog Number	Course Title	Credits	Total Army Cost	Total EI Cost	
☐	12	123	123	Course Testing 101	1	$77.00	$77.00	⋮

Education Institution	Degree Level	Tuition Type	Start Date	End Date
Louisiana State University	Undergraduate - Upper Level	Out-of-State	09/25/20	09/30/20

To add supporting documentation to your request, upload it below. required

Upload Supporting Files   **Uploaded Files**
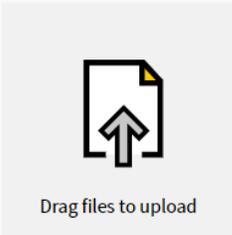
Drag files to upload

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

Upload File

(16) **Submit Request →**

Steps to Creating a Tuition Assistance Request – Special Programs

15. Select the courses you wish to request Tuition Assistance for:
- For courses at the Education Institution where you are currently enrolled, select the course using its corresponding checkbox.
- For courses at an Education Institution where you are not currently enrolled, please add the course by clicking **Add Course.**

Once you've selected the courses that you're requesting Tuition Assistance for, you can upload supporting documentation. This documentation is optional if you are selecting courses from your enrolled education institution but required if you are selecting courses at an education institution where you are not currently enrolled.

16. Click **Submit Request** to submit your request for Tuition Assistance.

Important Reminders

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.

Soldiers may use up to the TA Fiscal Year Limit at the rate of up to $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.

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Steps to Creating a Tuition Assistance Request – Special Programs

17. Review the information for the course(s) for which you are requesting Tuition Assistance. If all 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   **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**, the request will require a Counselor review.

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

Congratulations! Your Tuition Assistance Request has been submitted.

Congratulations!
Your tuition assistance request for Prerequisite Classes for a Graduate Programs has been submitted.

Course Ref. Number	Subject	Catalog Number	Course Title	Total Army Cost	⌄
12345	Anthro	33333	Anthro 102	$100.00	

$100.00	$100.00	$0.00
Total Cost:	Tuition Assistance:	Your Tuition Cost:

Note: Clicking the **drop-down arrow** will reveal additional details regarding your Tuition Assistance Request.

View previous Tuition Assistance Requests   Request Tuition Assistance for Another Program

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