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.
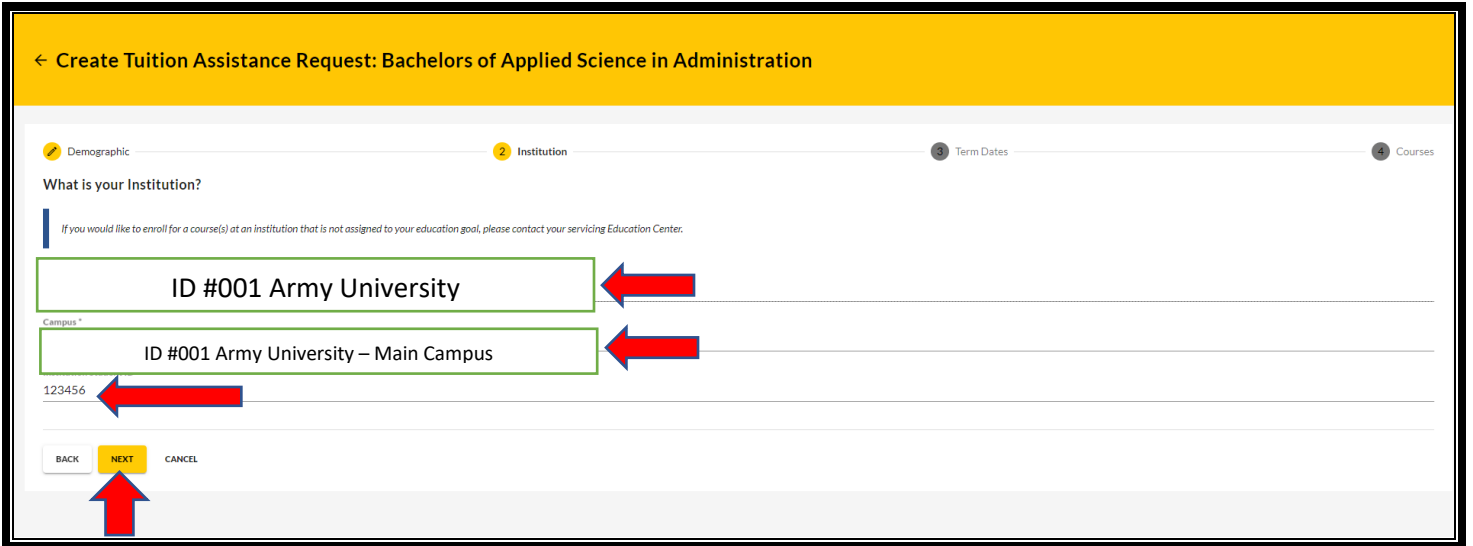
ID #001 Army University

Campus *
ID #001 Army University – Main Campus

123456

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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.

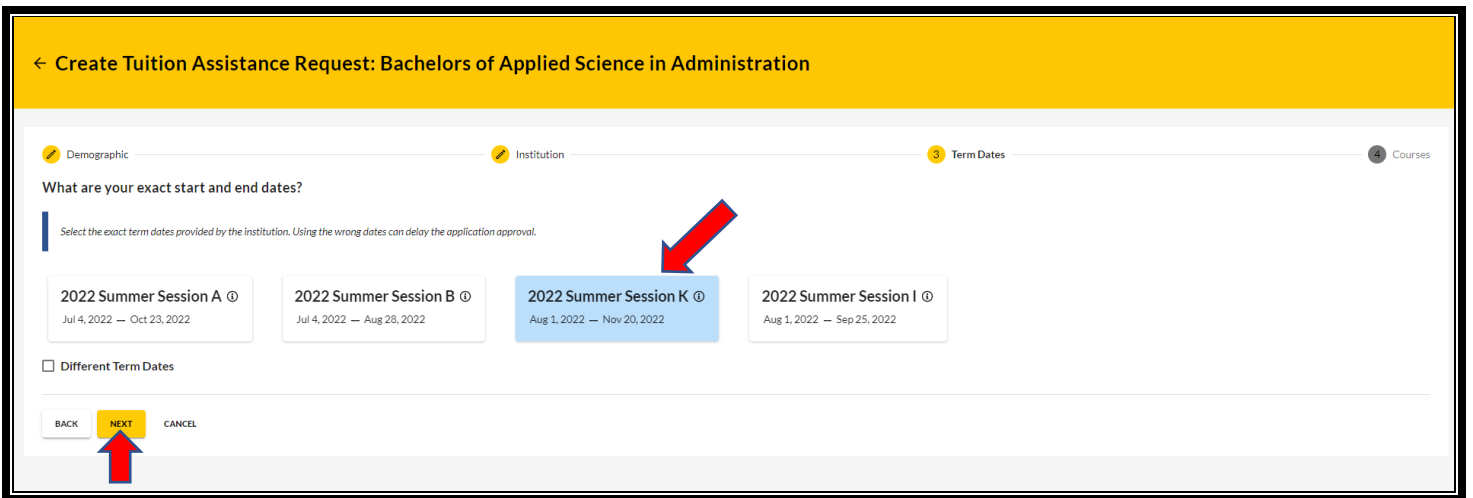| 2022 Summer Session A ⓘ	2022 Summer Session B ⓘ	2022 Summer Session K ⓘ	2022 Summer Session I ⓘ
Jul 4, 2022 — Oct 23, 2022	Jul 4, 2022 — Aug 28, 2022	Aug 1, 2022 — Nov 20, 2022	Aug 1, 2022 — Sep 25, 2022

☐ Different Term Dates

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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 **'+'**.

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.