



Federal Tuition Assistance

<https://www.armyignited.army.mil/student>



<https://www.ng.ms.gov/gs/g1/edu/benefits>

"Education, The Key To Strength and Readiness"



ARMYIGNITED



**ArmyIgnitED
HAD a
makeover!**

**It's NEW and
IMPROVED!**



Be quick!

***Create an
account
TODAY!***

<https://www.armyignited.army.mil/student>

"Education, The Key To Strength and Readiness"



Federal Tuition Assistance

ArmyIgnitED.army.mil



- **What is it – What do I get?**
 - **Financial assistance** to help Soldiers with off-duty voluntary civilian educational pursuits
 - **100% of tuition cost up to \$250 per semester hour (\$167 per quarter hour, or \$5.55 per clock hour)**
 - **Up to 16 semester hours (\$4,000.00) per fiscal year**
 - For **FY-24**, that covers courses with start dates between **1 Oct 2023** and **30 Sep 2024**



Federal Tuition Assistance

ArmyIgnitED.army.mil



▪ How Do I Qualify?

Be currently serving in the ARNG and have a military CAC.

NOT FLAGGED

ARNG Soldiers are NOT required to complete Basic Training or AIT to be eligible for Federal Tuition Assistance.



Federal Tuition Assistance

ArmyIgnitED.army.mil



Commit to Service Obligation:

- **Commissioned Officers/Warrants**
 - 2 years ADSO – AGR / Active Duty
 - 4 years RDSO – TPU / M-Day

- **Enlisted**
 - Complete FTA-funded courses a **MINIMUM** of **60** days **prior** to ETS date



Federal Tuition Assistance

ArmyIgnitED.army.mil



- May be used with GI Bill benefits
- May be used with the Mississippi National Guard General Scholarship Program (Mississippi Schools Only)
- **CHANGE:** There are no more tier levels!
 - Soldiers that are eligible for FTA can graduate with a bachelor's and continue to use FTA towards a master's without having to complete additional military education i.e. ALC, WOAC, or CCC



UNCLASSIFIED

Federal Tuition Assistance

ArmyIgnitED.army.mil



- **Career limits for FTA are:**
 - **130** undergraduate semester hours
 - **39** graduate semester hours
 - **21** semester hours towards an **undergraduate or graduate CERTIFICATE**, not both.
 - FTA **will not pay** for a **second** or **lower** degree at any level, regardless of the funding used for the first degree
 - FTA **does not** cover **fees** or **books**



Federal Tuition Assistance

ArmyIgnitED.army.mil



- **GPA Requirements to prevent account **HOLD****
 - **2.0** – Undergraduate / **3.0** – Graduate
 - If placed on **HOLD**, Soldier must self-fund through ArmyIgnitED until **GPA HOLD** is lifted
- **Recoupment**
 - **Soldiers agree** to reimburse the Army when they receive an unsatisfactory grade
 - Receiving a grade of a **“W”** or **“D”** or below for an **undergraduate course**
 - Receiving a grade of a **“W”** or **“C”** or below for a **graduate course**



Federal Tuition Assistance

ArmyIgnitED.army.mil



- **Recoupment Waiver Requests (DA 7793)**
 - **Withdrawal for Military Reasons**
(**unanticipated/unexpected reasons**, such as emergency leave/reassignment, natural or man-made disasters, illness/hospitalization, or unforeseen military mission)
 - **Must be submitted no later than 30 days after a school posts a “W” grade (previously, it was 3 years**
 - **Receipt of grades **other than a “W”** are not eligible for Recoupment Waiver**



Soldier Process Overview

ArmyIgnitED.army.mil



1. Establish ArmyIgnitED Account by going to <https://www.armyignited.army.mil/student> and clicking “Get Started” (**CAC ID required**)
2. Request an Education Goal (select your school and degree program)
3. Submit Evaluated Degree Plan when requesting Education Goal

Note: If an Evaluated Degree Plan is not submitted when requesting an Education Goal, a HOLD will be placed on account after submitting two courses.



Soldier Process Overview

ArmyIgnitED.army.mil



4. Enroll in Courses at your School.

5. Return to ArmyIgnitED and Request TA for the Courses you want to use TA for.

Note: **TA Requests may be submitted up to 60 days** prior but **NLT 14 days prior** to a Term Start Date to ensure TA Requests are processed and approved **PRIOR** to a Term Start Date.

The system prevents the input of TARs 7 days prior to term start date.



Soldier Process Overview

ArmyIgnitED.army.mil



Submit TA Requests **ONE** course at-a-time, click "**submit**" and "**finished.**" **Repeat** until you have a TAR for each course. **Do not click ADD ANOTHER CLASS.**

Can't see your term start/end dates? Call your school to request they add the dates for your course(s).

6. Once courses are approved, go back into ArmyIgnitED, print the SIGNED authorization form and provide the form to the school.

UNCLASSIFIED



ArmyIgnitED 2.0

Creating an Account



<https://www.armyignited.army.mil/student>

Empower yourself and your career

WELCOME TO ARMYIGNITED

GET STARTED



Soldiers MUST use CAC when using ArmyIgnitED
Use MS Edge, Chrome, or Firefox browser

"Education, The Key To Strength and Readiness"



ArmyIgnitED 2.0

Select Tuition Assistance (TA)



CHOOSE YOUR FUNDING METHOD



TUITION ASSISTANCE

The Army's Tuition Assistance Program is a tailored, intuitive program which funds eligible Soldiers' college courses leading to a degree. Get started on your college education now!



CREDENTIALING ASSISTANCE

(coming soon)

The Army's Credentialing Assistance Program is a multi-faceted program that provides eligible Soldiers the opportunity to earn professional and technical certifications and licenses. Begin your credentialing and licensure journey today!



CADET SCHOLARSHIP

(coming soon)

Army ROTC scholarships and stipends help you focus on what's important - getting that college degree. Begin your Cadet scholarship funding through ArmyIgnitED and become the leader you were meant to be!

"Education, The Key To Strength and Readiness"



UNCLASSIFIED



Update "My Profile"

ignited student portal

Dashboard

Messages

EDUCATION RECORD

Tuition Assistance Requests

Education Goals

Documents

Recoupments

Recoupment Transactions

Education Programs

Research

INFORMATION

Resources

News

Education Center Visits

Education Center Events

Version 2.7.14.2

← Dashboard

Add a work email, personal email, work phone number, and personal cell phone number

THIS IS REQUIRED!

Guard TA Active TA

Fiscal Year Cap	Undergraduate	Graduate
\$4,000.00	130	39
Funding Remaining	Credits Remaining	Credits Remaining
Credits Remaining: 16	GPA: N/A	GPA: N/A

ED CENTER INFO

Ed Center: ARNG-Florida Education Services Office

Needs Assessment Survey

Ed Center Events

Ed Center News

ARMY NEWS

Start here to get your funding

DANIEL K. INOUE BUILDING

Education, The Key To Strength and Readiness

"Education, The Key To Strength and Readiness"



Virtual Benefits Training

ignited student portal

EDUCATION RECORD

- Dashboard
- Messages
- Tuition Assistance Requests
- Education Goals
- SkillBridge Applications
- Virtual Benefits Training**
- Documents
- Scheduled Tests

EDUCATION PROGRAMS

← Virtual Benefits Training

Virtual Benefits Training is MANDATORY. Select "Education Programs" and then "Virtual Benefits Training".

SIGN & COMPLETE TRAINING

"Education, The Key To Strength and Readiness"



Evaluated Degree Plan REQUIRED



An Evaluated Degree Plan/Degree Audit/Degree Progress Report is required **PRIOR** to submitting two courses, or your account will go on HOLD.

Please upload your Evaluated Degree Plan when submitting your Education Goal. Log on to your school's student portal to download/save your degree plan in PDF format. If your degree plan is NOT available via student portal, contact your school and request an Evaluated Degree Plan.

An Evaluated Degree Plan includes:

- ✓ school's name
- ✓ your name
- ✓ degree being pursued
- ✓ total number of hours required to complete the degree
- ✓ total number of hours already completed with school
- ✓ total number of transfer hours that were applied towards the degree program
- ✓ total number of hours remaining for graduation
- ✓ **Remaining courses to take: Course Name, Subject, Course Number, and Number of Hours i.e. College Algebra, MATH 1313, 3 hrs**

"Education, The Key To Strength and Readiness"



Creating Education Goal

← Education Goals

CREATE NEW GOAL



No Education Goals

You have no education goals at this time.

CREATE NEW GOAL



ignited
your path



EDUCATION RECORD

Dashboard

Messages

Tuition Assistance Requests

Education Goals

SkillBridge Applications

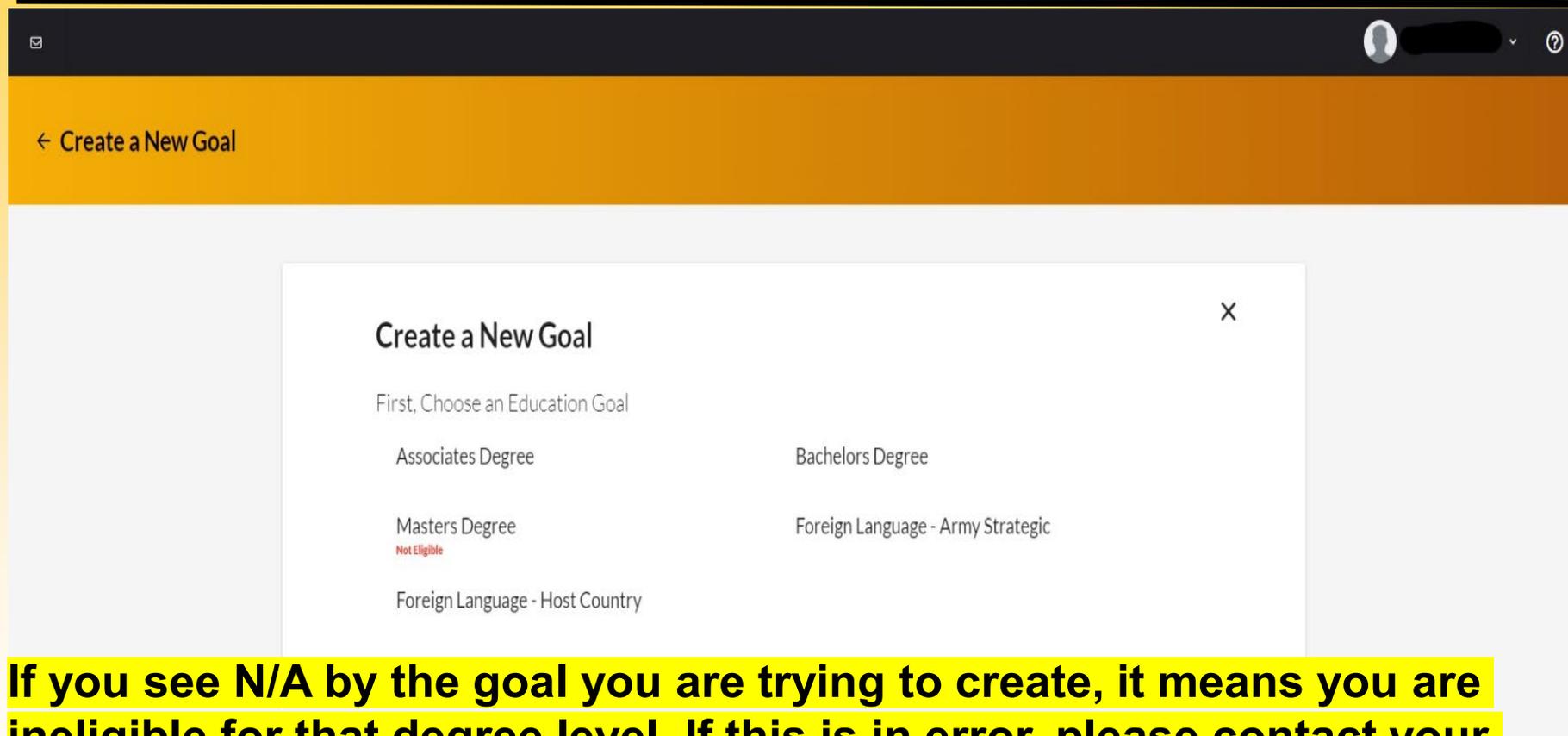


Click on "Education Goals" on the left side menu or "Create New Goal" near the bottom of the homepage

"Education, The Key To Strength and Readiness"



Select Education Goal Type



If you see N/A by the goal you are trying to create, it means you are ineligible for that degree level. If this is in error, please contact your unit to update your civilian education level in IPPS-A.

"Education, The Key To Strength and Readiness"



Select Academic Institution



1 Institution

Optional

What Institution will you be attending?

Enter the name of the institution you will attend



Institution

What is your Institution Student ID? (optional)

Enter your Student ID (this is a unique identifier, non-social security number, that is issued by your institution. This information may be added later.)

Institution Student ID

No Institution Student ID

NEXT

CANCEL GOAL

Enter your Academic Institution name and select from the drop-down list. Enter your Student ID at your Academic Institution, click "Next".

"Education, The Key To Strength and Readiness"



Select Degree Program



← Create a New Goal: Associates Degree

1 Institution 2 Degree Program 3 Degree Plan File 4 Credits

What degree program will you be pursuing?

Enter the name of your degree program. If unsure, you may search education programs.

If you do not see your program listed or if your institution has not provided a list of their programs, please contact your institution for assistance in adding your program. If you need further assistance, please contact your education center.

Program Keyword

Keyword search

STEM

Program STEM

Associate of Applied Science in Administration
60 credits

Associate of Applied Science in Culinary and Foodservice Management
60 credits

Associate of Applied Science in Health Sciences
60 credits

Associate of Applied Science in Technical Management
60 credits

Associate of Arts in Business Administration

There is a keyword search to help find your degree program. If you do not see the degree program you are pursuing, contact the school to have the degree program loaded to the Academic Institution (AI) Portal. Select the Degree Program from the drop-down list, click "Next".

"Education, The Key To Strength and Readiness"



Upload Degree Plan

← Create a New Goal: Bachelors Degree

1 Institution 2 Degree Program 3 Degree Plan File 4 Credits

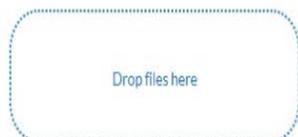
Please upload your degree plan file.

Your degree plan is a list of all the courses required to obtain your degree. There are 2 types: evaluated and non-evaluated. The difference is evaluated degree plans are specific to you and have transfer courses annotated. Contact your nearest Army Education Center for additional information.

You must provide a degree plan from your academic institution that lists all courses required to complete this goal. Degree plan file must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

Supporting Documentation (Optional)

↑ CHOOSE FILE



Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

No Degree Plan File

PREVIOUS STEP

NEXT

CANCEL GOAL

Drag and drop Evaluated Degree Plan as a PDF document

"Education, The Key To Strength and Readiness"



Submit Education Goal



← Create a New Goal: Associates Degree

Institution
 Degree Program
 Degree Plan File
 Credits

How many credits are required for your degree?

Enter the total amount of credits required to complete your degree, if not already entered. Do not subtract your transfer credit requirement is 120sh to obtain the degree and the institution has accepted 20sh in transfer, input 120sh in this area.

Required Credits*
60

How many credits have you previously completed towards your degree?

credits your institution has accepted as transfer credits. If unknown, input 0. This area can be updated at a later time, by your

Submit Education Goal

Are you sure you want to submit this goal?

YES NO

Are the credits you entered Quarter Hours?
 Yes

PREVIOUS STEP **SUBMIT GOAL** CANCEL GOAL

DO NOT mark YES for Quarter Hours if your school IS NOT a QH school. Most schools use Semester Hours. If unsure, contact your school.

The “required credits” should be the number of hours needed to complete your degree **AFTER** transfer hours were applied towards degree. If unsure, use the following:

- ✓ **Associate’s degree - enter 66 credits**
- ✓ **Bachelor’s degree - enter 130 credits**
- ✓ **Master’s degree - enter 39 credits**

“Education, The Key To Strength and Readiness”



Submit Education Goal

← Create a New Goal: Associates Degree

Institution Degree Program Degree Plan File 4 Credits

How many credits are required for your degree?

Enter the total amount of credits required to complete your degree, if not already entered. Do not subtract your transfer credit requirement is 120sh to obtain the degree and the institution has accepted 20sh in transfer, input 120sh in this area.

Required Credits *
60

How many credits have you previously completed towards your degree?

Enter the number of credits your institution has accepted as transfer credits. If unknown, input 0. This area can be updated at a later time, by your

Are the credits you entered Quarter Hours?
 Yes

PREVIOUS STEP SUBMIT GOAL CANCEL GOAL

Submit Education Goal

Are you sure you want to submit this goal?

YES NO



Are you sure you want to submit this goal? Select YES if and only if this is the actual degree you are pursuing.

"Education, The Key To Strength and Readiness"



Submitting TA Requests

1. Once an Education Goal has been approved, Soldiers can **submit TA Requests up to 60 days** prior but **NLT 14 days prior** to a Term Start Date to ensure TA Requests are processed and approved **PRIOR** to a Term Start Date.

The ArmyIgnitED system prevents the input of TARs 7 days prior to term start date.

2. All TA Requests **must be approved prior** to the **start date** of the term.

3. TA Requests are processed on a **first come, first served** basis.

"Education, The Key To Strength and Readiness"



Submitting TA Requests

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. TA is approved on a **course-by-course** basis and only for the **specific course(s)** and **class dates** that a Soldier requests.
7. **If the Army has not approved the funding, then the Soldier will be solely responsible for all tuition costs.**

"Education, The Key To Strength and Readiness"



Creating a TA Request

**ArmyIgnitED (Service Member)
MUST have an approved Education Goal**

1. **Enroll in Courses at your School.**
2. Return to ArmyIgnitED and Request TA for the Courses you want to use TA for.

Note: **TA Requests may be submitted up to 60 days** prior but **NLT 14 days prior** to Term Start Date to ensure TA Requests are processed and approved **PRIOR** to a Term Start Date.

The ArmyIgnitED system prevents the input of TARs 7 days prior to term start date.

"Education, The Key To Strength and Readiness"



Creating a TA Request



3. From ArmyIgnitED Dashboard, locate **“Active Education Goals”** and then select **“Apply for Funding”**

← Welcome Back, Randie!

Active TA

Army CA

Fiscal Year Cap

\$2,500.00

Funding Remaining

Undergraduate

124

Credits Remaining

GPA: N/A

Graduate

39

Credits Remaining

GPA: N/A

ACTIVE EDUCATION GOALS

Bachelors of Applied Science in Administration

APPROVED

ID #001 Army University

25% COMPLETE

Required Credits: 60.00

Completed Credits: 0.00

Transferred Credits: 15.00

Remaining Credits: 45.00

APPLY FOR FUNDING



Creating a TA Request



4. 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”**

← Create Tuition Assistance Request

Contact Information

Email
randie.jenkins@bamtech.net

Personal Email
randie.jenkins@bamtech.net

Work Phone
5555555

Mobile Phone
5555555

Address

Street 1
123 Main St

Street 2

City
Hope Mills

State
NC

Zip
28348

VERIFY AND PROCEED 



Creating a TA Request



5. Acknowledge the **“User Agreement”** – Read fully, check **ALL** boxes to agree to the conditions and then click **“I Agree Continue”**:

← Create Tuition Assistance Request: Bachelor of Applied Science in Health Sciences

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:

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 school.
- I understand that the Army will pay 100% of my tuition up to \$250 per 5H not to exceed 165H per fiscal year (FY). I agree to pay the remaining amount and any other costs and fees. I understand that I may use both Tuition Assistance (TA) and Credentialing Assistance; however, the combined usage shall not exceed \$4000 per FY.
- I understand that I will reimburse the Total Government Cost above for non-completion; unsatisfactory grades (undergraduate "D" or below, graduate "C" or below, or equivalent); incomplete "I" grades unresolved 180 days after the class end date; or withdrawals if determined that the failure to complete the course was not due to reasons beyond my control (IAW AR 621-5). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DoDFHR, Vol 7A, Chapter 50.
- I understand that this application does not guarantee that funds are available, and that the US Army has no obligation to fund this application until it has been approved by the education services staff.
- I understand that TA for courses starting in the next FY is conditional until receipt of the TA funds.

ACADEMIC

- I understand that it is my responsibility to ensure my grades are updated in the Army official system of record (ArmygRTEED). Grades that are 60 days past class end date are considered overdue and will prevent me from applying for TA and will result in recoupment of TA.
- I authorize the release of academic information (course grades, degree completion status, etc.) by the above institution to the Army (PL 93-560). I grant permission for the Army to share my academic information as needed with Army Civilians and Army Contractors only for their responsibilities and contracts for education services/programs. All policies and conditions in AR 621-5 apply.

PRIVACY ACT STATEMENT:

AUTHORITY: 10 USC 2007; Payment of Tuition for Off-Duty Training or Education; AR 621-5, Army Continuing Education System.
PRINCIPAL PURPOSE: To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice A0621-1-AHFC, <https://oigold.defense.gov/Privacy/SORNs/index/DOD-wide-SORNs/Article-View/Article/370092/0621-1-ahfc.aspx>
ROUTINE USES: Information will be viewed by Army Continuing Education System personnel or academic institutions who have a need for it in the performance of their duties. In addition, this information is subject to proper and necessary routine uses identified in the system of records notice(s) specified in the principal purpose statement above.
DISCLOSURE: Voluntary; however, failure to provide the information may result in denial of Army Tuition Assistance (TA).

PENALTY STATEMENT:

There are severe criminal penalties for knowingly submitting false, fictitious, or fraudulent application and for requesting federal funding that duplicates course costs funded elsewhere.

I AGREE, CONTINUE

CANCEL



Creating a TA Request



6. Verify current **“Education Center”**. If you’re deployed, select **YES**. If you are not deployed, select **NO**. Then, select **‘Next’**:

7. Select correct **“TERM Start and End Dates”**: The dates you enter for the start and end dates **must match** your school’s course schedule. If dates are **not** listed, then click on **“Different Term Dates”** and input correct dates, then click **“Next”**:

Can't see your term start/end dates? Call your school to request they add the dates for your course(s).

“Education, The Key To Strength and Readiness”



Creating a TA Request

8. School Location

Off base: COLLEGE Campus

DL-Online: Online Courses

On base: MILITARY installation, like Fort Leonard Wood or Keesler AFB.

9. Put in your TA Requests **ONE** course at-a-time, click "**submit**" and "**finished.**" **Repeat** until you have a TAR for each course. **Do not click ADD ANOTHER CLASS.**

If you input incorrect information, to include Term START / END dates, you risk losing FTA and becoming financially responsible.

"Education, The Key To Strength and Readiness"



Creating a TA Request

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'**.

If your desired course is not listed, click on **'Add Course Manually'**: Input ALL course information

- **NOTE:** Ensure that the course information **matches** your institution. Then click **'Add Course'**:

"Education, The Key To Strength and Readiness"



Creating a Manual TA Request



If your desired course is not listed, click on **'Add Course Manually'**: Input ALL course information

• **NOTE:** Ensure that the course information **matches** your institution. Then click **'Add Course'**:

For example,

Code: MATH 1313

Title: College Algebra

Number of Credits: 3

Type of Credits: SH

OFF Installation or DL



Creating a TA Request

10. Click **'Submit'**
11. 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'**)
12. **To submit another TA Request, go back to step one and start over.**
13. **Once your TA Request is APPROVED, go back into ArmyIgnitED, print the authorization form and provide the form to your school.**



TA Request Approval

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

"Education, The Key To Strength and Readiness"



TA Request Approval

If your approved Tuition Assistance Request contains any incorrect information, to include the Term START / END Dates, you risk losing FTA and becoming financially responsible.

Contact an education counselor ASAP!

"Education, The Key To Strength and Readiness"



ArmyIgnitED Helpdesk

Login to ArmyIgnitED, Click on the Question Mark located at the Upper Right Corner

ArmyIgnitED Helpdesk

Phone: 276-231-0938

Email: army@bamtech.net

"Education, The Key To Strength and Readiness"



ArmyIgnitED Helpdesk



Create a CRM Helpdesk Ticket:

- Log in to your ArmyIgnitED account
- In the upper right corner of your screen, next to your name, click the “?”
- Under Support Ticket, click Add Ticket
- Review each area inside the white boxes to determine the category that best fits your issue or question
- **From the appropriate area, click Submit Message or Submit Ticket button**

"Education, The Key To Strength and Readiness"



ArmyIgnitED Helpdesk

. **Submit Message**

- Select the appropriate category and subject
- Enter your message into the message field
- Add attachment(s) if necessary
- Click Send

. **Submit Ticket**

- Choose the appropriate category, subcategory, and priority
- Enter a description of your issue or question
- Add attachment(s) if necessary
- Click Submit Ticket

"Education, The Key To Strength and Readiness"



ARMY IGNITED



Phone: (276) 231-0938

Email: army@bamtech.net

"Education, The Key To Strength and Readiness"



TO YOUR SUCCESS!

Mr. David F. Jolly

Education Services Specialist

NGB / MSARNG

Federal Tuition Assistance

PH: 601-927-9297

david.f.jolly2.civ@army.mil

"Education, The Key To Strength and Readiness"