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’:

Select correct ‘Start and End Dates’:
If dates are **not** listed, then click on ‘**Different Term Dates**’ and input correct dates, then click ‘**Next**’:

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

**What are your exact start and end dates?**

Select the exact term dates as listed for the institution. If the wrong dates are selected, the application approval will be delayed.

<table>
<thead>
<tr>
<th>Term Dates</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022 Summer Session A</td>
<td>7/1/2022</td>
<td>9/18/2022</td>
</tr>
<tr>
<td>2022 Summer Session B</td>
<td>7/1/2022</td>
<td>9/18/2022</td>
</tr>
<tr>
<td>2022 Summer Session K</td>
<td>8/1/2022</td>
<td>9/18/2022</td>
</tr>
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<td>9/18/2022</td>
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</tbody>
</table>

Add your desired course by clicking on ‘**Add Course**’:

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

You have 42.00 remaining semester hour credits to apply towards this goal.

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’**.

  ![Image of the ArmyIgnitED interface](image)

  **NOTE:** 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’:

Click ‘Submit’:

Do not use Add Course!! Click submit below. If you have more courses go back to page 1 - Apply for Funding and add your next course. Continue adding only 1 at a time until all upcoming courses are added.
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’)

**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.