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**’.
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’:

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’.

NOTE: If your desired course is not listed, click on ‘Add Course Manually’:

![Image of Create Tuition Assistance Request: Bachelors of Applied Science in Administration](image_url)
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’)

**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.