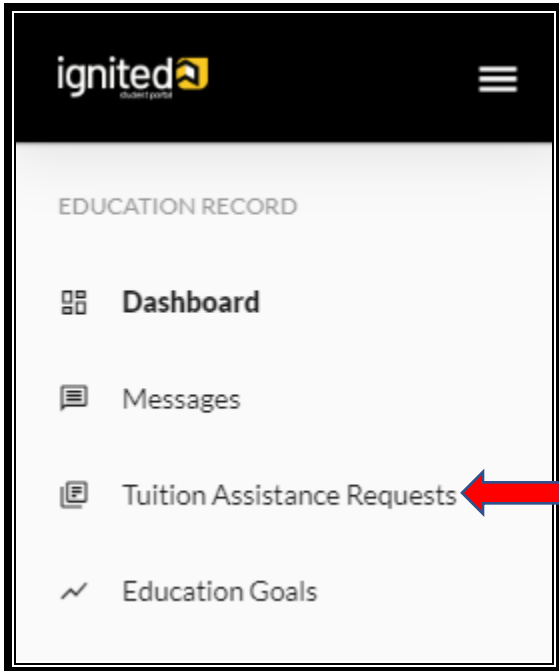


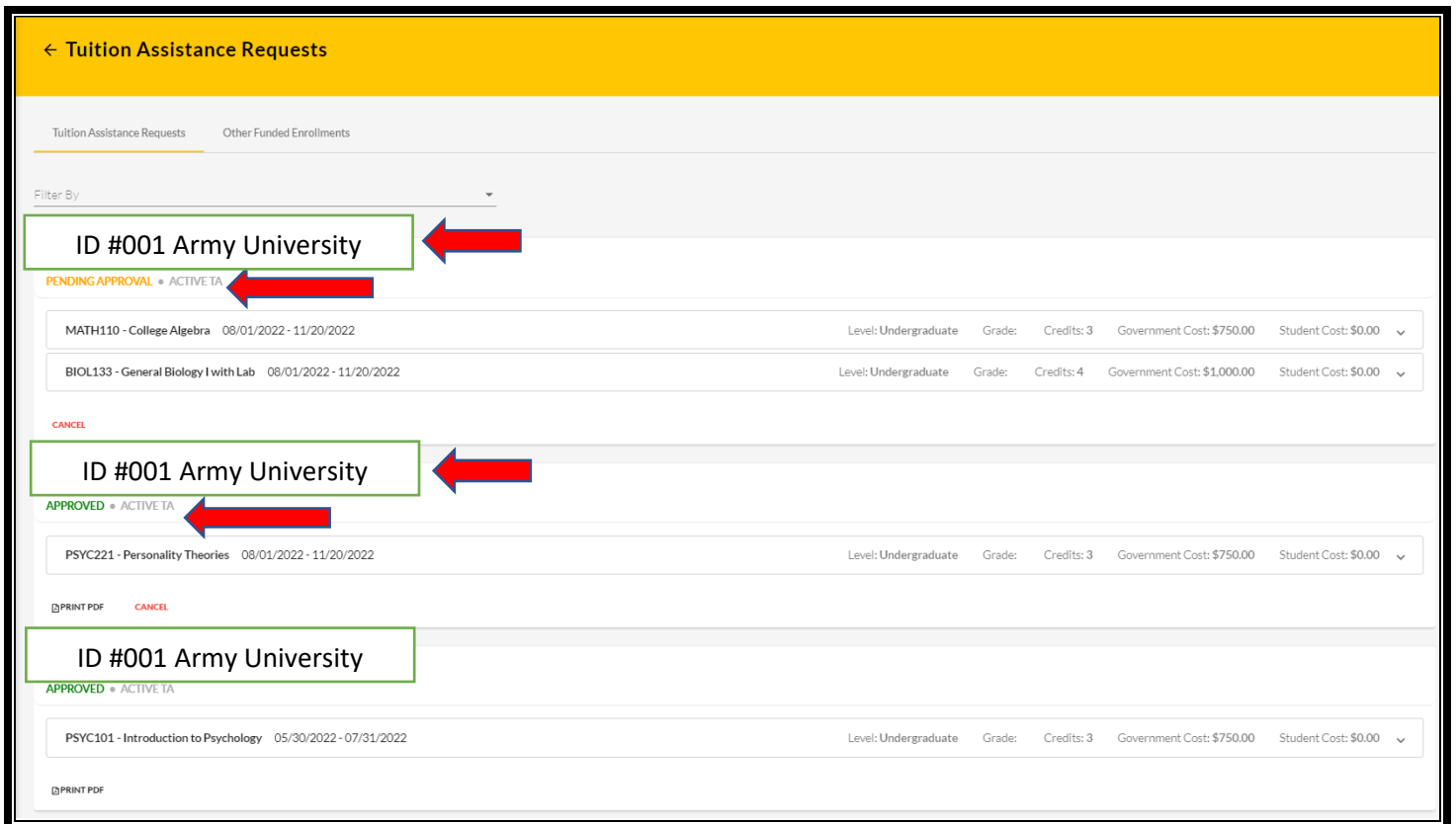
## Viewing an Approved TAR:

### ArmyIgnitED - Service Member

Click on 'Tuition Assistance Requests':



Locate the course for which you have requested TA:



If TA has been approved, then **'APPROVED'** will be listed under the course.

If TA is still in a pending status, then **'PENDING APPROVAL'** will be listed under the course.

SM has the option to 'cancel' TA Request as well as view/print PDF of TA Request Form:

**← Tuition Assistance Requests**

Tuition Assistance Requests | Other Funded Enrollments

Filter By

**ID #001 Army University**

PENDING APPROVAL • ACTIVE TA

MATH110 - College Algebra	08/01/2022 - 11/20/2022	Level: Undergraduate	Grade:	Credits: 3	Government Cost: \$750.00	Student Cost: \$0.00
BIOL133 - General Biology I with Lab	08/01/2022 - 11/20/2022	Level: Undergraduate	Grade:	Credits: 4	Government Cost: \$1,000.00	Student Cost: \$0.00

CANCEL

**ID #001 Army University**

APPROVED • ACTIVE TA

PSYC221 - Personality Theories	08/01/2022 - 11/20/2022	Level: Undergraduate	Grade:	Credits: 3	Government Cost: \$750.00	Student Cost: \$0.00
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PRINT PDF CANCEL

**ID #001 Army University**

APPROVED • ACTIVE TA

PSYC101 - Introduction to Psychology	05/30/2022 - 07/31/2022	Level: Undergraduate	Grade:	Credits: 3	Government Cost: \$750.00	Student Cost: \$0.00
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PRINT PDF

IF 'CANCEL' is selected:

**← Tuition Assistance Requests**

Tuition Assistance Requests | Other Funded Enrollments

Filter By

**ID #001 Army University**

PENDING APPROVAL • ACTIVE TA

MATH110 - College Algebra	08/01/2022 - 11/20/2022	Level: Undergraduate	Grade:	Credits: 3	Government Cost: \$750.00	Student Cost: \$0.00
BIOL133 - General Biology I with Lab	08/01/2022 - 11/20/2022	Level: Undergraduate	Grade:	Credits: 4	Government Cost: \$1,000.00	Student Cost: \$0.00

CANCEL

**ID #001 Army University**

APPROVED • ACTIVE TA

PSYC221 - Personality Theories	08/01/2022 - 11/20/2022	Level: Undergraduate	Grade:	Credits: 3	Government Cost: \$750.00	Student Cost: \$0.00
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PRINT PDF CANCEL

**ID #001 Army University**

APPROVED • ACTIVE TA

PSYC101 - Introduction to Psychology	05/30/2022 - 07/31/2022	Level: Undergraduate	Grade:	Credits: 3	Government Cost: \$750.00	Student Cost: \$0.00
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PRINT PDF

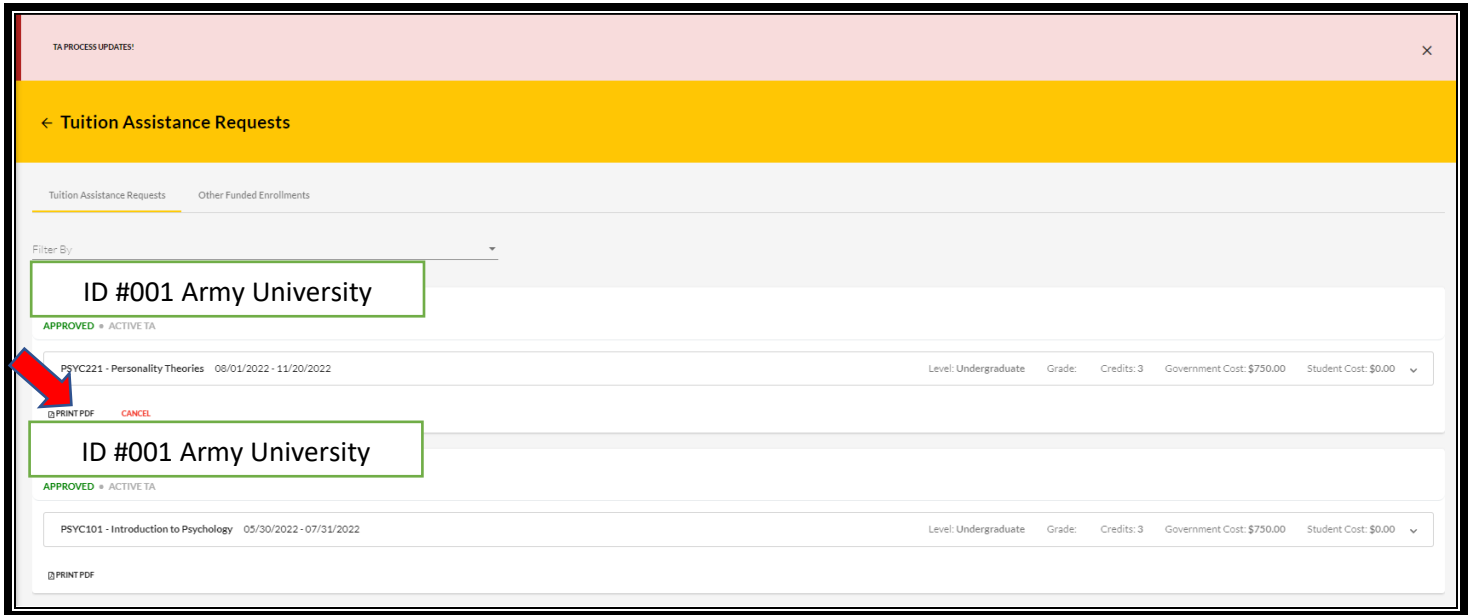
**Cancel Tuition Assistance Request**

Are you sure you want to cancel this tuition assistance request application? There is no undo operation and you will have to resubmit your application.

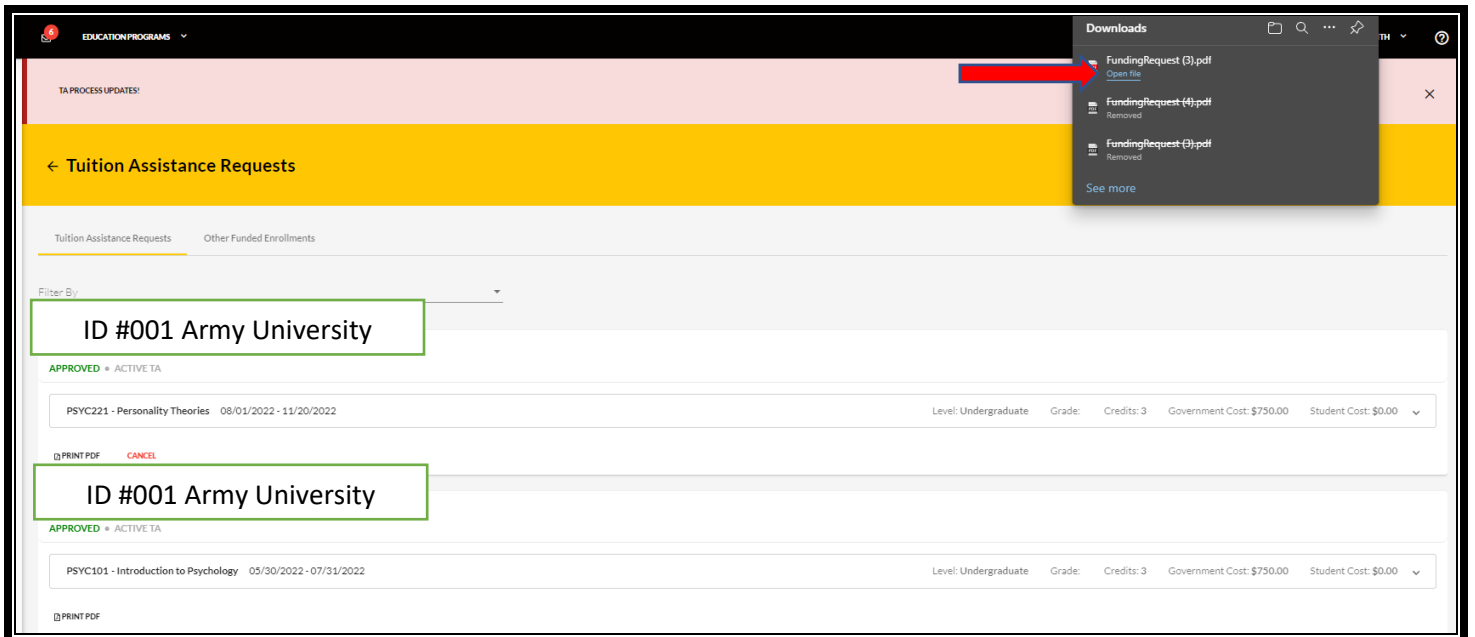
YES NO

**NOTE:** Once 'yes' is selected, the operation **CANNOT** be undone. A resubmission would need to be completed.

IF 'PRINT PDF' is selected:



Click 'OPEN FILE':



This allows the SM to view their digitally signed TA Request Form:

ARMY TUITION ASSISTANCE REQUEST							
DATA REQUIRED BY THE PRIVACY ACT OF 1974							
<p><b>AUTHORITY:</b> 10 USC 2007: Payment of Tuition for Off-Duty Training or Education; AR 621-5, Army Continuing Education System. Proponent agency is DCS, G-1.  <b>PRINCIPAL PURPOSE:</b> To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice A0621-1-AHRC <a href="https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570092/a0621-1-ahrc.aspx">https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570092/a0621-1-ahrc.aspx</a>.  <b>ROUTINE USES:</b> Information from this form 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 form is subject to proper and necessary routine uses identified in the system of records notice specified in the principal purpose statement.  <b>DISCLOSURE:</b> Voluntary; however, failure to provide the information may result in denial of Army Tuition Assistance (TA).</p>							
<b>LAST NAME, FIRST NAME, MIDDLE INITIAL:</b> Smith, Joe			<b>RANK:</b> E4	<b>ETS/DOS:</b>	<b>INSTITUTION STUDENT ID:</b> 123456		
<b>ORGANIZATION:</b> 0000 Test Unit OR/		<b>DUTY PHONE:</b> 5555555		<b>INSTITUTION / UNIVERSITY:</b> ID #001 Army University			
<b>Personal Phone:</b> 5555555			<b>Personal Email Address:</b> joesmith@gmail.com				
COURSE DESCRIPTION	DATES	CREDIT TYPE	CREDITS	CREDIT COST	TOTAL FEES	GOV COST	
PSYC221 - Personality Theories	08/01/2022 - 11/20/2022	SH	3	\$250.00	\$0.00	\$750.00	
<b>TOTAL INSTRUCTIONAL FEES:</b> \$0.00		<b>TOTAL TUITION:</b> \$750.00		<b>TOTAL GOVERNMENT COST:</b> \$750.00		<b>TOTAL STUDENT COST:</b> \$0.00	
TERMS AND CONDITIONS							
<p>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 SH not to exceed 16SH 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-completions; unsatisfactory grades (undergraduate "D" or below, graduate "C" or below, or equivalents); 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 DoDFMR, 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. I understand that it is my responsibility to ensure my grades are updated in the Army official system of record (ArmyIgnitED). 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 93-568). 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.</p>							
<b>INITIAL:</b> <input checked="" type="checkbox"/>	I certify that I am requesting Tuition Assistance (TA) for the course(s) listed above. I agree to all of the above Terms and Conditions. All policies and conditions in AR 621-5 apply.						
<b>SIGNATURE OF APPLICANT:</b> ** // DIGITALLY SIGNED BY Joe Smith // **				<b>DATE:</b> 6/13/2022 8:29:31 PM			
<b>INITIAL:</b> <input checked="" type="checkbox"/>	Approved. The applicant is considered qualified for the course(s). Eligibility is based on the certification above.						
<b>DISAPPROVED BECAUSE:</b>							
<b>SIGNATURE OF EDUCATION SERVICES OFFICER REPRESENTATIVE:</b> ** // AUTO APPROVED // **				<b>DATE:</b> 6/13/2022 8:28:54 PM			
<b>Submitting Invoices</b> Invoices and Refunds must be submitted to the Army MITA Central Billing Office through the Academic Institution Portal (AI Portal). Questions regarding payment of tuition assistance for the course(s) listed on this document can be directed through the AI Portal Secure Messaging System or Army_Mi_TA_Finance@army.mil.				<b>DOCUMENT INFORMATION:</b> TA-372			
<p>Mailing Address: ACCESS, Army(ATTN: Finance Division) 109 6th Avenue, Bldg. 1109B, Rm 140, Fort Knox, KY 40121</p> <p>If you have questions regarding your AI Portal Account or system issues, please email <a href="mailto:army@bamtech.net">army@bamtech.net</a> or call 276-231-0938.</p>							

**\*\*Important Notes\*\*:**

1. Once the Tuition Assistance (TA) request is approved, you **must register for the course at your Academic Institution (AI)**. AIs will enroll a Soldier for a TA-funded course only after the TA is approved by the Army.
2. Provide a copy of your approved TA Request form to your AI.
3. Soldiers will be solely responsible for all tuition costs without this prior approval.
4. A Soldier may pre-register for a course to secure a slot.
5. TA is approved on a course-by-course basis and only for the specific course(s) and class dates that a Soldier requests.
6. If the Army has not approved the funding, then the Soldier will be solely responsible for all tuition costs.