



Army Tuition and Credentialing Assistance Fact Sheet

Overview: IAW AR 621-5, Army Continuing Education System, dated 28 October 2019

1. The Army Tuition Assistance (TA) Program will pay tuition costs for Active Duty/Reserve Soldiers up to \$4000 per fiscal year (FY) with a maximum tuition rate of \$250 per semester hour (SH) or \$166 per quarter hour (QH). The FY runs from 1 October to 30 September of the following year. Unused funding does not roll over into the next FY.
 - a. Lifetime SH Limits: 130 SH for Undergraduate and 39 SH for Graduate
2. TA may be used at colleges, universities and/or trade/vocational schools. However, Academic Institutions must be Regionally or Nationally accredited institutions recognized by the US Dept. of Education. All accredited Academic Institutions can be found here: <https://ope.ed.gov/dapip/#/home>
3. TA is authorized for one degree at each of the following levels:
 - a. Associate ► Baccalaureate ► Master
4. Special Program Exceptions include:
 - a. Enlisted Commissioning Programs, Medical Center of Excellence (MEDCoE)
 - b. Host Country Courses (Must be a native language of assigned duty location)
 - c. Strategic Foreign Language Programs (Must be on the Army Strategic Language List)
5. TA is approved before the course start date. Tuition Assistance Requests (TARs) are reviewed and approved on a course-by-course basis when you apply for funding through ArmyIgnitED at: <https://www.armyignited.army.mil/> **NOTE:** If Soldier is unable to submit TAR due to extenuating circumstances, an Education Counselor may be able to submit the TAR on the Soldier's behalf but it must be before the start date of the course.

Eligibility:

1. Soldiers must not be flagged IAW AR 600-8-2 Suspension of Favorable Personnel Actions.
2. Soldiers must maintain a GPA of 2.0 after completion of 15 semester hours (SH) for undergraduate level courses and GPA of 3.0 after completion of 6 SHs for graduate level courses.
3. Soldiers using Tuition Assistance (TA) are required to provide an Evaluated Degree Plan upon submission of two TA funded courses.

Tuition Assistance Policy Guidelines:

1. Soldiers must request TA in ArmyIgnitED up to 60 days before and no later than 7 days before the course start date.
2. *Soldiers must complete virtual ArmyIgnitED 101 training before education goal will be approved.
3. Soldiers must drop course through ArmyIgnitED before course start date.
4. Soldiers must withdraw through the Academic Institution and the withdrawal must be recorded in ArmyIgnitED (Check drop/refund deadline before withdrawing).
5. Active Duty Enlisted Soldiers must complete TA-funded courses 60 days prior to ETS/Separation.
6. Active Duty Officers (CW2, 2LT, and above) incur a 2-year Military Service Obligation (MSO) while Reserve and National Guard Officers incur a 4-year service obligation. MS commences on the end date of the last class for which TA was received and run concurrently with all other MSOs.



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Withdrawing/Dropping Courses:

1. Course must be processed for drop/withdrawal in ArmyIgnitED.
2. Drops occur before the course start date.
3. Withdrawals are either Personal or Military and occur after a fee is assessed by the Academic Institution:
 - a. Personal: Soldier pays TA back to the Army
 - b. Military: The Army waives the recoupment for the class - waiver must be within 30 days of the "W" grade posted by the Academic Institution.
4. Check with Academic Institution and instructor prior to withdrawing from a course. An Incomplete Grade (I) can be submitted to allow for additional time to complete assignments. Incomplete Grades must be resolved within 180 days with a passing grade posted by Academic Institution.

Recoupment:

1. Soldiers must repay all TA funds allocated if a Soldier:
 - a. Fails a course (Grade of D and below for Undergraduate Level; C or below for Graduate Level)
 - b. Drop/Withdrawal from a course for a personal reason after drop date
2. Incomplete (I) grades must be resolved within 180 days following the original end date of course.
3. No Recoupment Waivers for failing grades unless a "W". Waiver must be within 30 days of the "W" grade posted by Academic Institution.
4. Military Withdrawals (WM) require a DD 7793 Form signed by the Soldier's Commander and are submitted on ArmyIgnitED for:
 - a. Unanticipated military duties
 - b. Illness
 - c. Unanticipated hospitalization
 - d. Emergency leave
 - e. Other unanticipated situations considered on a case-by-case basis
 - f. Military withdrawals are reviewed and subject to UCMJ
5. Soldiers whose recoupment waiver is approved will have semester hours and funding returned to their ArmyIgnitED account.

NOTE: WMs are approved by Army Credentialing and Continuing Education Services for Soldiers (ACCESS). WMs that are not approved will be subject to recoupment.

Credentialing Assistance:

1. Credentialing Assistance (CA) funding is for courses and/or exams leading to an industry-recognized civilian credential.
2. CA eligibility mirrors TA eligibility with a combined CA/TA usage of \$4,000 per fiscal year
 - a. Aviation Credentials have a cap of \$1000 per fiscal year.
3. CA does not have a military service obligation for commissioned Officers.
4. Soldiers must submit their requests for CA no earlier than 90 days and no later than 45 days prior to the start date of the course or exam.
5. A course end date must be more than 30 days prior to ETS or retirement.
6. Soldiers who need counseling assistance for the use of Army CA funding can request assistance from the Army CA Virtual Counseling cell. Counseling sessions are available on Microsoft Teams.



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7. How to request a CA virtual counseling session:
 - a. Visit the link:
https://www.cool.osd.mil/army/costs_and_funding/index.html?credentialingassistance
 - b. Click on the yellow "CONTACT AN ARMY CA COUNSELOR" button and complete the form.

Next Steps: Explore What to Study

1. Career Path Decide: <https://www.careerpathdecide.org/>
 - Research detailed Information on specific career/vocation outlooks
 - Provides information on institutions that are eligible for Army TA
 - Take skill assessments to see school options
2. Kuder Journey: <https://journey.kuder.com/>
 - Learn about interests, skills, and values with research-based assessments
 - Plan education and career based off the assessments
 - Use the planning tools to be successful in education/career choices

Important: Make an appointment with an Army Education Counselor at the Fort Sill Education Center (580) 442-3201 for one-on-one counseling.

Support and Assistance:

1. Virtual Education Center Mailbox: usarmy.jbsa.imcom-hq.mbx.g1-aces-virtual-education-center@army.mil
2. BAM Technical Support for ArmyIgnitED: Phone: 276-231-0938; Email: army@bamtech.net
3. Submit Student Messages or Help Tickets on ArmyIgnitED

**Soldiers who have never used TA before or who have never requested TA in ArmyIgnitED 2.0 are required to complete the virtual ArmyIgnitED 101 training.*