

**Subject:** ArmyIgnitED Unsigned Tuition Assistance (TA) Requests

**1. Soldier Signature REQUIRED on Tuition Assistance Requests**

**a.** Soldiers must log into their ArmyIgnitED account (<https://www.armyignited.army.mil>) to check for and sign any unsigned TA Requests. A Soldier signature is **required** on all TA Requests. Changes made to a previously submitted TA Request or a TA Request created on a Soldier's behalf by an Army Education Counselor, still **require** a Soldier signature.

**b.** Any unsigned FY23 TA Requests will be deleted on 1 April 2024. Effective 20 March 2024, any unsigned FY24 and forward TA Requests will be deleted 30 days after the term start date has passed.

**c.** Without a Soldier signature, Academic Institutions (schools) will not be able to invoice the Army and TA funding will NOT be applied. This will create an outstanding student balance on Soldiers' school accounts.

**d.** For further assistance with TA Requests, contact the Fort Sill Education Center.