Federal and State Tuition Assistance

What is it and how do I apply?

Agenda

- Introduction
- What is Federal Tuition Assistance?
- How to Apply to FTA through ArmyIgnited
- What is State Tuition Assistance?
- How to Apply to STA
- Contact Information

Introduction

The Education Services Office is here to assist you with your tuition assistance and any questions you may have relating to tuition assistance. We are in office 7:30-4:00 M-F, at the end of this PowerPoint there will be a contacts list as well as a main office line/email. Feel free to leave us a voicemail or send an email if you need to contact us outside of typical hours, someone will get back to you in a timely manner.

This PowerPoint is to serve as a tutorial and FAQ for Soldiers who would like to utilize their education benefits. This PowerPoint was last updated 08/2023.
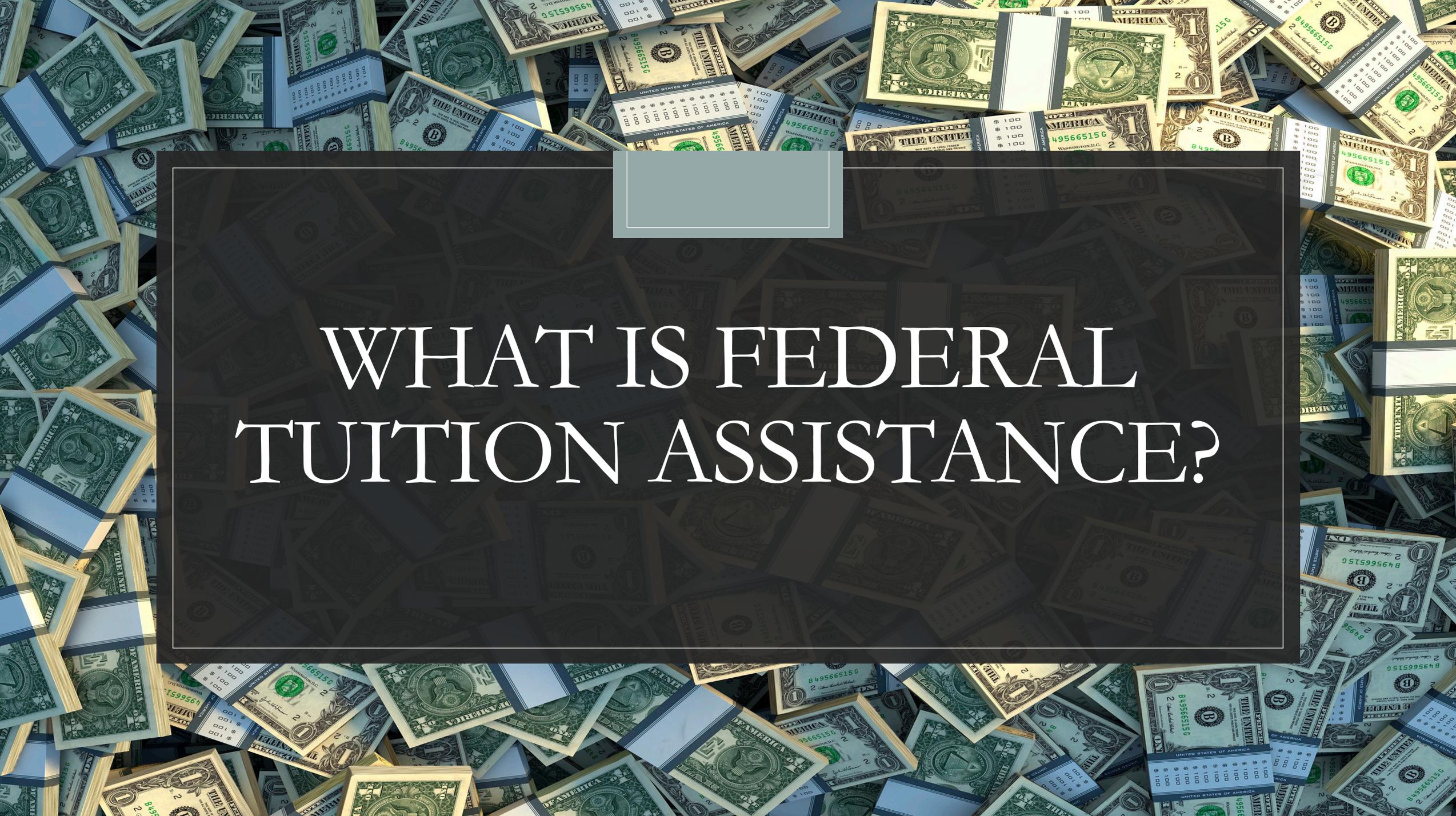
WHAT IS FEDERAL TUITION ASSISTANCE?

Federal Tuition Assistance (FTA)
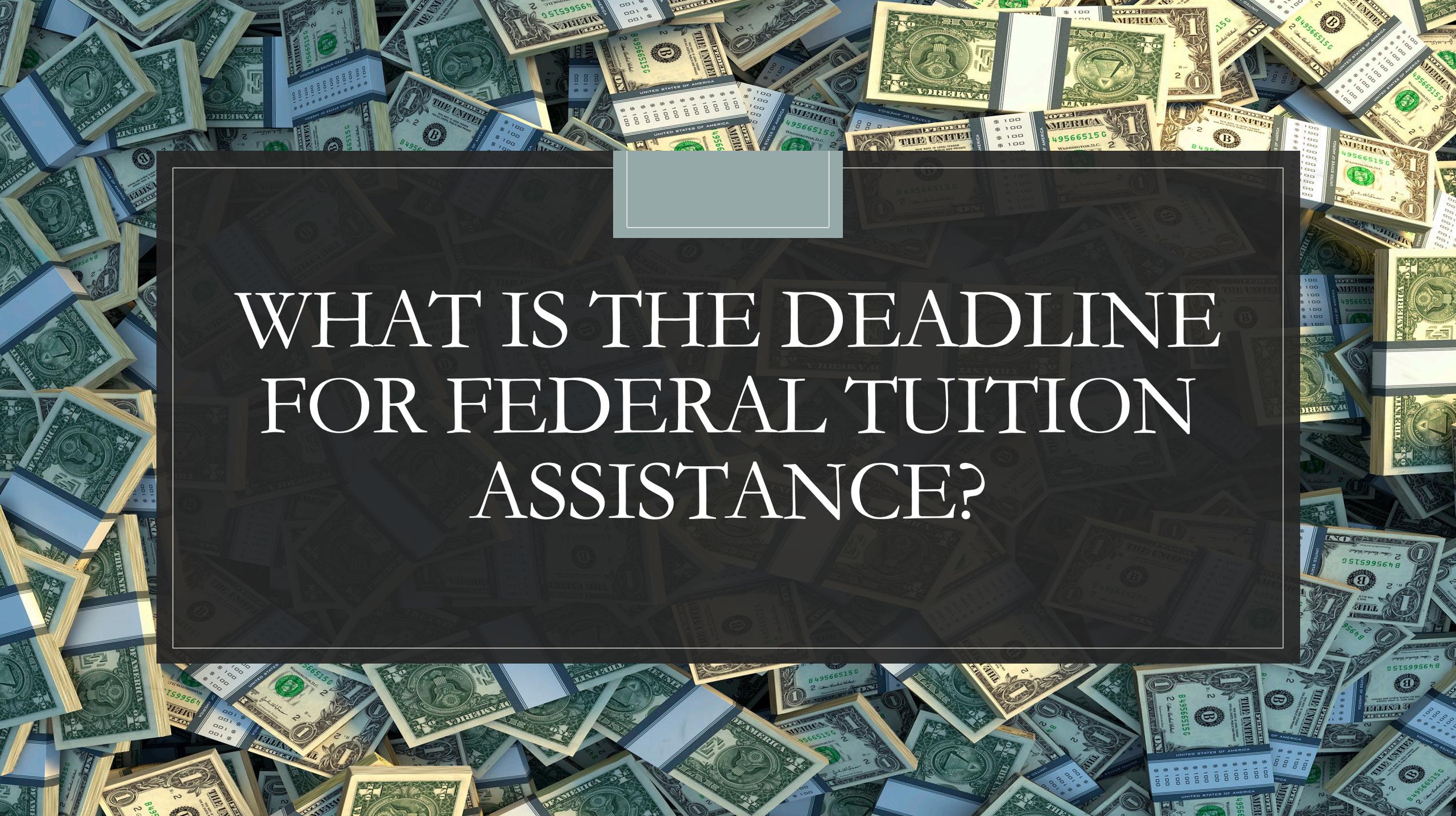
What Is it?

- The Army provides TA for voluntary off-duty education programs in support of a Soldier's professional and personal self-development goals.

How Do I Qualify?

- Must Have CAC Card
- Active duty must meet qualifying standards, in accordance with current HQDA policy.
- Army National Guard must have a 'satisfactory participant' designation.
- Choose Academic Institution (AI) with signed Memorandum of Understanding (MOU) with DoD.
- CW2, 2LT, and above must agree to service commitment. AGR 2-year ADSO, Reserve Compo 4-year ADSO

What do I get?

- TA is a semester hour benefit; you do not have to be a full-time student to use TA
- Up-to $250 per semester hour, up-to $4,000 per fiscal year, maximum of 16 semester hours.
- $4,000 fiscal limit can only be achieved by using all 16 semester hours at an AI with a $250 or greater cost per credit.
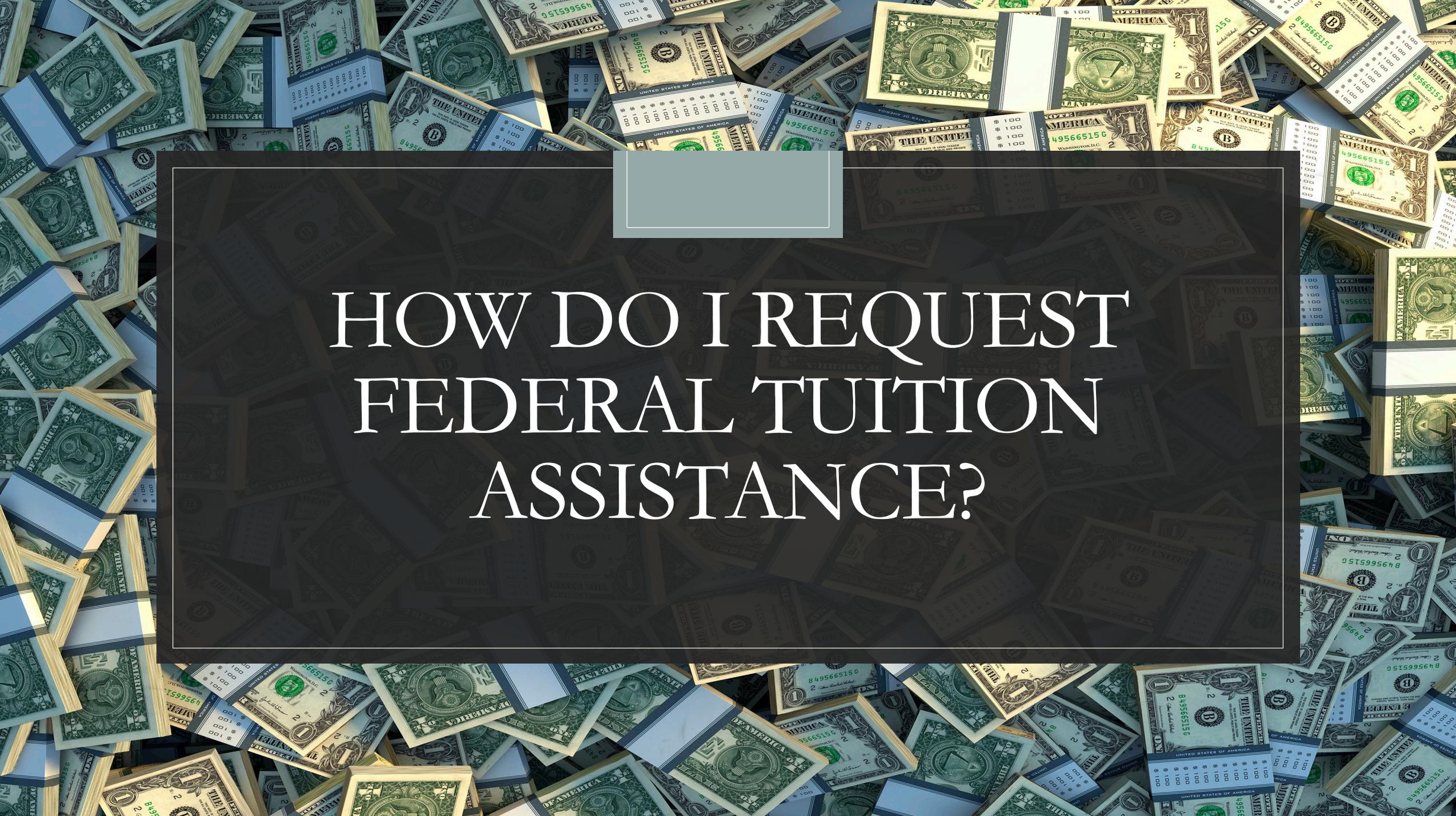- **TA lifetime caps: 130 undergraduate semester hours/39 graduate semester hours/21 academic certification**

WHAT IS THE DEADLINE FOR FEDERAL TUITION ASSISTANCE?

HOW DO I REQUEST FEDERAL TUITION ASSISTANCE?

Requesting FTA

The very first thing you will need to do when requesting FTA is reach out to your RNCO or 1SG (if you are unsure who to contact, reach out to our office), have them ensure the following:

- ❑ IPERMS: OFFICIAL high school diploma/OFFICIAL college transcripts are uploaded ONLY into IPERMS.
- ❑ IPPS-A: You must have ONLY ONE active education level in IPPS-A. If you have more than one active level, ArmyIgnited will default to the lowest active level, this will likely prevent you from requesting the correct courses.
  - Example: if you have your high school diploma and bachelors degree active, ArmyIgnited will default to you being a high school graduate. Thus, preventing you from requesting graduate-level courses.
- If a change is made, please allow 24 hours before attempting the next steps as the programs will update overnight.
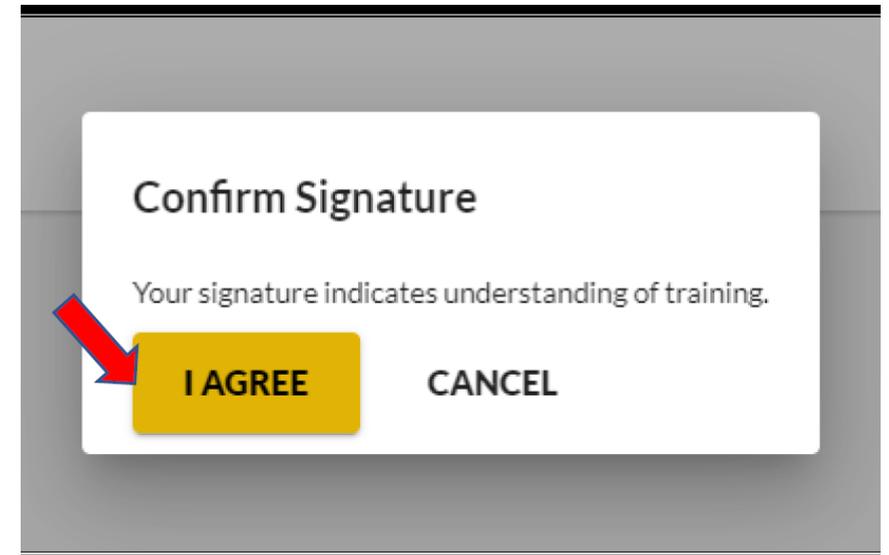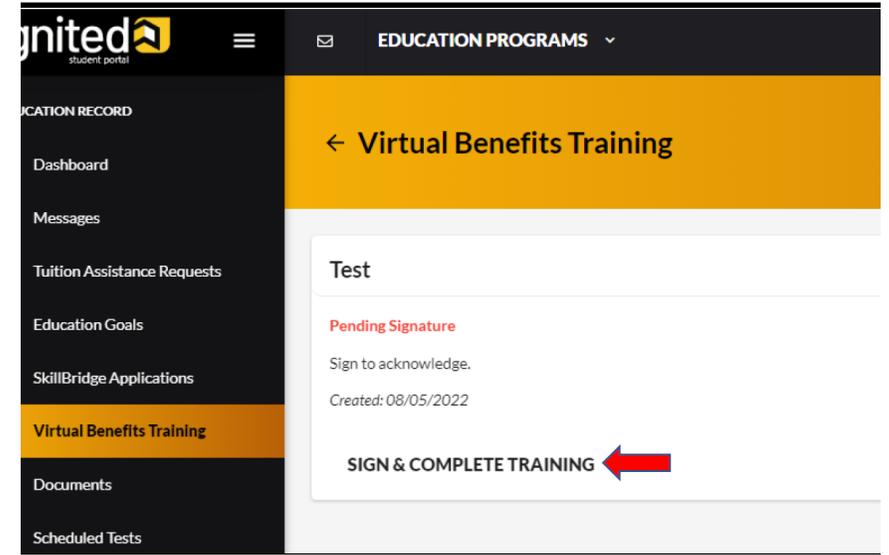
Requesting FTA

Once you have ensured your IPPS-A and IPERMS information is correct and up to date please continue to the following on ArmyIgnited:

An Evaluated Degree Plan includes:
- ✓ school's name
- ✓ your name
- ✓ degree being pursued
- ✓ total number of hours required to complete the degree
- ✓ total number of hours already completed with school
- ✓ total number of transfer hours that were applied towards the degree program
- ✓ total number of hours remaining for graduation
- ✓ Remaining courses to take: Course Name, Subject, Course Number, and Number of Hours i.e. College Algebra, MATH 1313, 3 hrs
- ✓ Degree plan must be a PDF document. NO SCREEN SHOTS.

Step 2: Evaluated degree plan

An Evaluated Degree Plan is required when submitting your Education Goal. Log on to your school's student portal to download/save your degree plan. If your degree plan is NOT available via student portal, contact your school and request an Evaluated Degree Plan.

Step 2 (continued):

Click on 'Education Goals' on the left side menu OR 'Create New Goal' near the bottom of the home page.
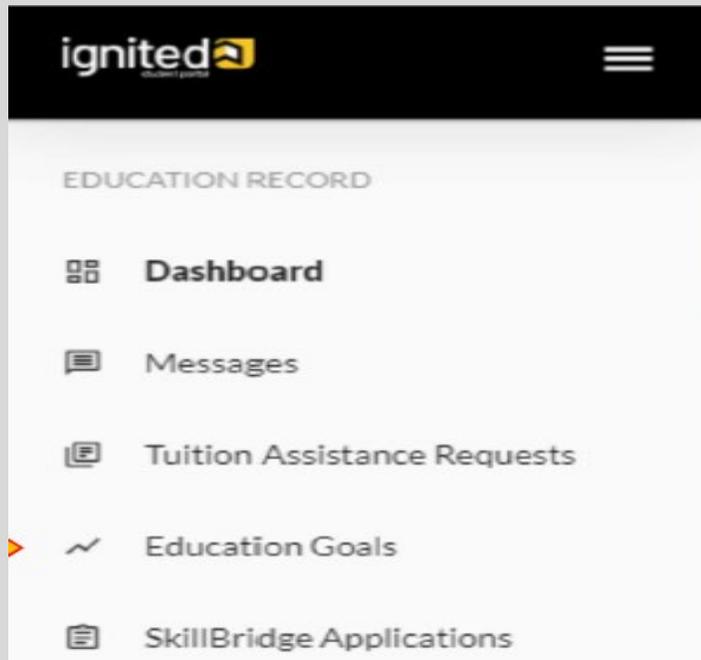
IF YOU SEE 'N/A' BY GOAL:

○ This means you are ineligible for that degree level.

○ If this is an error, please contact your S1 to get your Civilian Education Level updated in your record.

○ If you do not see this error, please continue.

Step 2 (continued):

Select Academic Institution

- Enter your Academic Institution name ad select from the drop-down list.
- You may need to enter your Academic Institution Student IS, if known, click 'Next'.

Select Degree Program

- There is a keyword search to help find your degree program. If you do not see the degree program you are pursuing, contact the school to have the degree program loaded to the Academic Institution Portal.
- Select the Degree Program from the drop-down list, click 'Next'.

Upload Degree Plan

- Drag and drop your Evaluated Degree Plan into the space provided.

Submit Education Goal

- The 'Required Credits' should be the number of hours needed to complete your degree AFTER transfer hours were applied towards degree. If unsure, use the following:
  - Associate's Degree- enter 64 credits
  - Bachelor's Degree- enter 120 credits
  - Master's Degree- enter 36 credits

Step 3: Funding Request

You MUST have an approved education goal before completing this step.

1. From the Army Ignited Dashboard, locate 'Active Education Goals' and then select 'Apply for funding' (see top picture)

2. Verify 'Contact Information' (see bottom picture):

   1. If information needs updated, select the yellow pencil icon next to the designated area.

   2. If all information is correct, click 'Verify and Proceed'.

ACTIVE EDUCATION GOALS

Bachelors of Applied Science in Administration
APPROVED •

ID #001 Army University

25% COMPLETE

Required Credits: 60.00   Completed Credits: 0.00   Transferred Credits: 15.00   Remaining Credits: 45.00

APPLY FOR FUNDING

← Create Tuition Assistance Request

Contact Information 🖉

Email
randie.jenkins@bamtech.net

Personal Email
randie.jenkins@bamtech.net

Work Phone
5555555

Mobile Phone
5555555

Address 🖉

Street 1
123 Main St

Street 2

City   **State**   **Zip**
Hope Mills   NC   28348

VERIFY AND PROCEED

← Create Tuition Assistance Request: Bachelor of Applied Science in Health Sciences

User Agreement

In order to simplify the application process, you should be aware of or have the following information:

- Access to your student registration information. This will help you identify the course information needed for your tuition assistance request. You will need the followin...
- Exact term dates for your courses. These dates are set by your institution and is inclusive of the entire term. These dates will not fluctuate based on your individual sche...
- Ensure your personal data is up-to-date on your education record. This is crucial in making sure your tuition assistance request flows properly.

You must agree to all conditions in order to submit this application for approval:

FINANCIAL

☑ 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 differe...

☑ 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 c...

☑ 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... 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 30.

☑ 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...

☑ I understand that TA for courses starting in the next FY is conditional until receipt of the TA funds.

ACADEMIC

☑ 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 dat...

☑ 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 t... AR 621-5 apply.

PRIVACY ACT STATEMENT:

AUTHORITY: 10 USC 2007: Payment of Tuition for Off-Duty Training or Education; AR 621-5, Army Continuing Education System.
PRINCIPAL PURPOSE: To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice A0621-1-AHRC, h...
ROUTINE USES: Information will be viewed by Army Continuing Education System personnel or academic institutions who have a need for it in the performance of their d...
DISCLOSURE: Voluntary; however, failure to provide the information may result in denial of Army Tuition Assistance (TA).

PENALTY STATEMENT:

There are severe criminal ... ...alties for knowingly submitting false, fictitious, or fraudulent application and for requesting federal funding that duplicates course c...

I AGREE, CONTINUE   CANCEL

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

① Demographic   ② Institution

What is your Servicing Education Center?

Selecting the wrong Army Education Center may result in your tuition assistance request application being delayed or disapproved.

Location *
Fort Bragg Education Center (ADSAEC) ▾

Are you applying for funding from a deployed location?
○ Yes ● No

NEXT   CANCEL

Step 3 (continued):

- 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'
  - **'ARNG- West Virginia Education Services Office (ARNGRI)' is the education center for WVNG**

Step 3 (Continued):

Tuition Assistance Request Application: Application Submitted

Congratulations your tuition assistance request has been approved!

Your tuition assistance request ID is 826

Here are your next steps

1. Go to your institution's website and register with your institution. Make sure you are enrolled in the correct courses on your institution's website.
2. If your school requests your tuition assistance document you can print that here using the button below.
3. You can view your Tuition Assistance Requests section under your Education Record to check the status and details of your applications.

PRINT TA REQUEST   FINISHED

- 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'.
  - 'ARNG- West Virginia Education Services Office (ARNGRI)' is the education center for WVNG.

- Verify 'Education Institution' (your school's name) is correct; ensure correct Campus is selected; input 'Institutional Student ID' then click 'Next'.

- Select correct 'Start and End Dates' DOUBLE CHECK THIS FEATURE, YOUR REQUEST MAY NOT BE APPROVED IF INCORRECT!

- If dates are NOT listed, then click on 'Different Term Dates' and input correct dates, then click 'Next'.

- Add your desired courses by clicking on 'Add Course':
  - Select your course by clicking on the '+'.
  - Courses can be filtered by 'Code-Title' and/or by 'Keyword'.
  - If you do not see your course;
    - You can add your course manually by clicking on 'Add Course Manually'.
    - Contact your school to put the course in for you.
  - Ensure all information matches your institution, then click 'Add Course'

- Rinse & Repeat until all courses have been added. Then click 'Submit'.

- You will then receive a confirmation that your TA request has been submitted. Please note your 'TA Request ID' and click 'Finish'
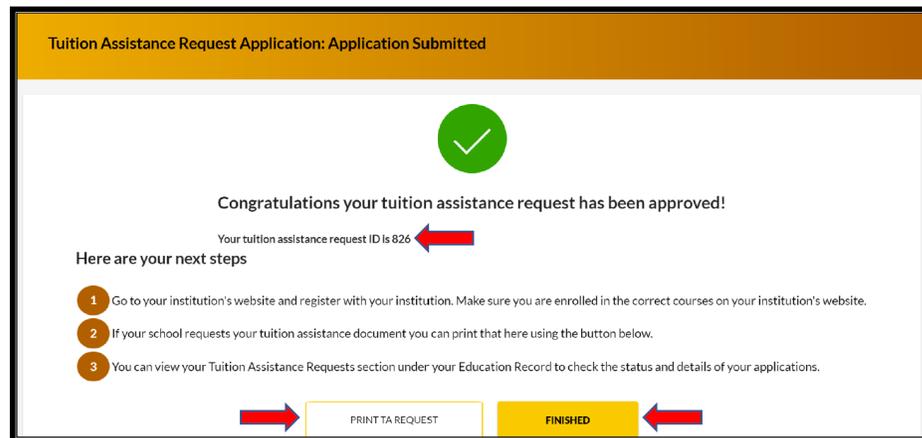
Important Notes:

- Submitting a TA request does NOT enroll you in the course. Once the TA request is approved, you must register for the course at your Academic Institution.
- All TA MUST be approved prior to the start date of the course.
- If an eligible Soldier decides to use TA, Academic Institutions will enroll them for a TA- funded course only after the TA is approved by the Army.
- Soldier will be solely responsible for ALL tuition costs without this prior approval.
- A Soldier may pre-register for a course to secure a slot
- TA is approved on a course-by-course basis and only for the specific course(s) and class dates that a Soldier requests
- If the Army has not approved the funding, then the Soldier will be solely responsible for ALL tuition costs.
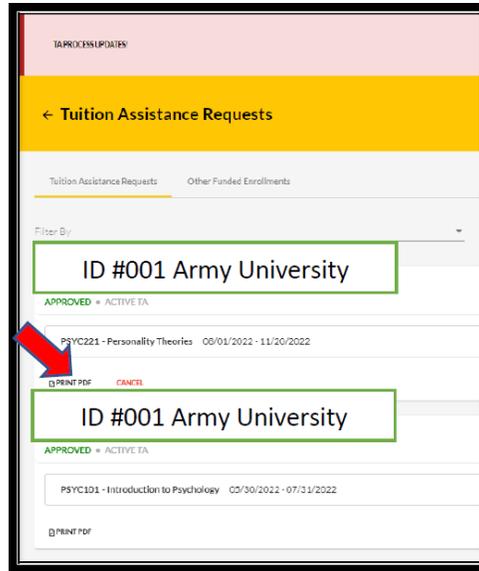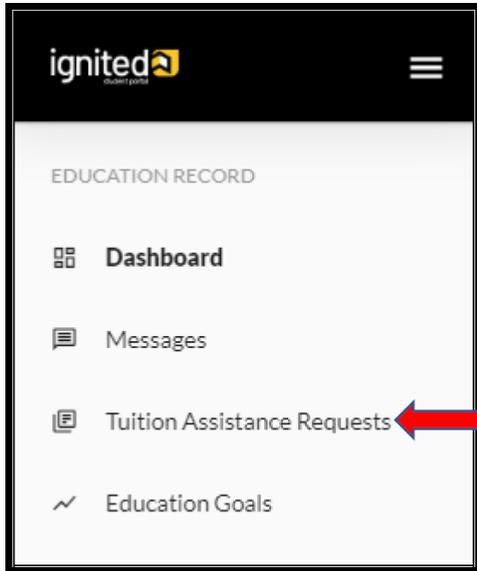
Step 4: Sign PDF & Send it to the School

1. Click on "Tuition Assistance Requests"

2. Select 'PRINT PDF' on the bottom left of your FTA request.

3. Open the file

4. This will allow you to view your digitally signed TA request form.

5. You will need to print this document and provide it to your school, so they are aware you are utilizing FTA

6. Without this document you may be solely responsible for tuition costs.

How to Cancel a TA request

1. Click on 'Tuition Assistance Requests'

2. Locate which course you would like to cancel

3. Select 'CANCEL' under the TA request and then select 'YES' in the pop-up window

4. Once 'YES' is selected, the operation CANNOT be undone. A resubmission would need to be completed.

5. You may only cancel a TA request up to the first day of classes. After which, no changes can be made.

How to Submit a HelpDesk Ticket on ArmyIgnited

- Click the '?' in the top right corner of the screen.

- Select the appropriate area for which you require assistance.

- Scroll through the difference categories to ensure that your question/concern gets submitted in the correct category

- Click 'Submit Message'.

- Follow this path: select appropriate 'Category' > type the 'subject' > type the message/question you have in the space provided > upload any documents (if applicable) > click 'Send'

VIEWING HELPDESK TICKETS

Return to the main 'HelpDesk' section, if a 'Support Ticket' was submitted, the 'Ticket' will reflect the status of your 'Support Ticket'
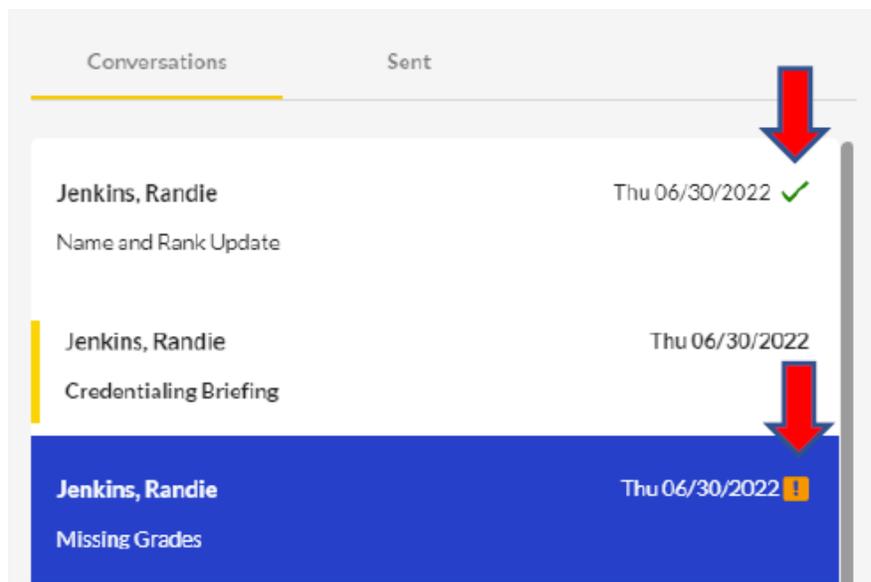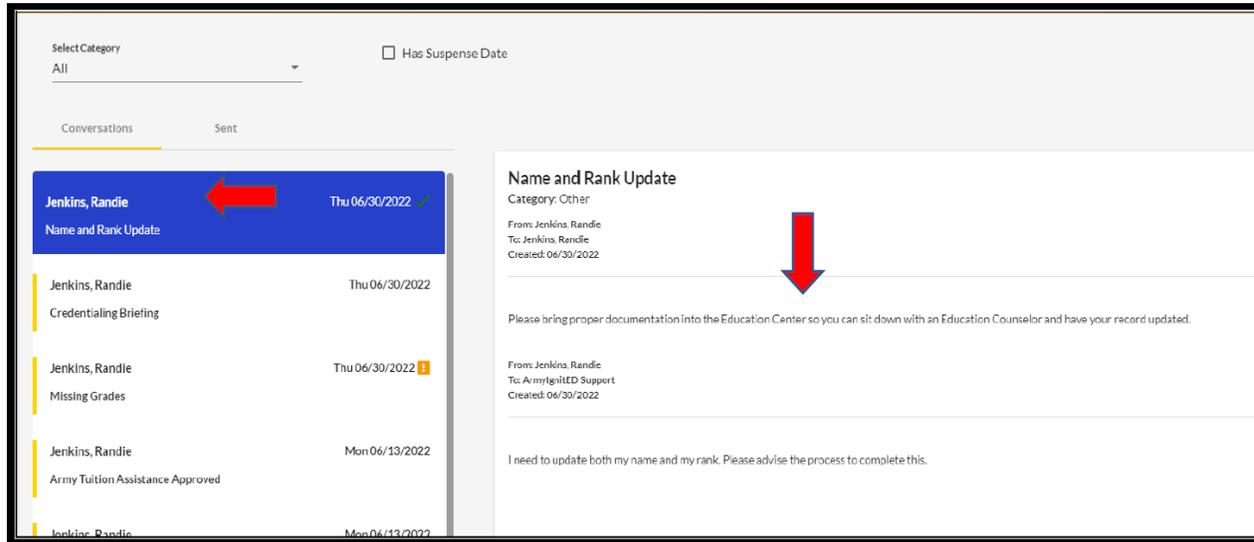
Support Tickets

Received System Error

Downloading Documents

Date Submitted
6/30/22

Status
Pending

VIEW

ADD TICKET

Viewing Messages from 'Support Tickets'

- Click on the 'envelope' icon
- This will automatically take you to the 'Conversations'. To view sent messages click 'Sent'.
- Click on messages (under the 'Conversations' tab) to read the Education Counselor's response to your 'Support Ticket'.
- '✓' = the reply form the Education Counselor has 'RESOLVED' this 'Support Ticket' and NO replies are allowed
- '!' = the reply from the Education Counselor has placed a 'FLAGGED' notification on the message and replies are allowed.
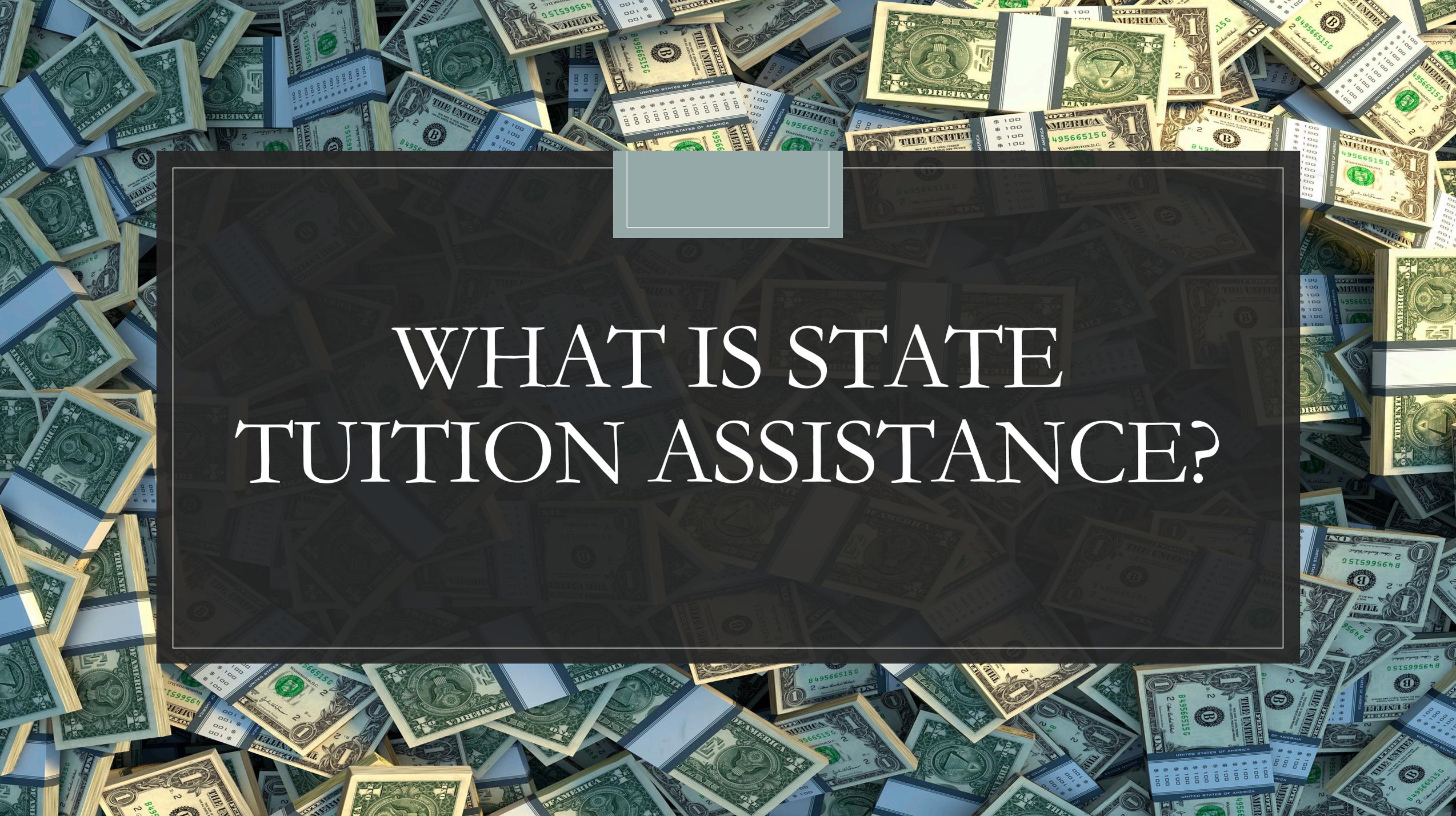
WHAT IS STATE TUITION ASSISTANCE?

State Tuition Assistance (STA)
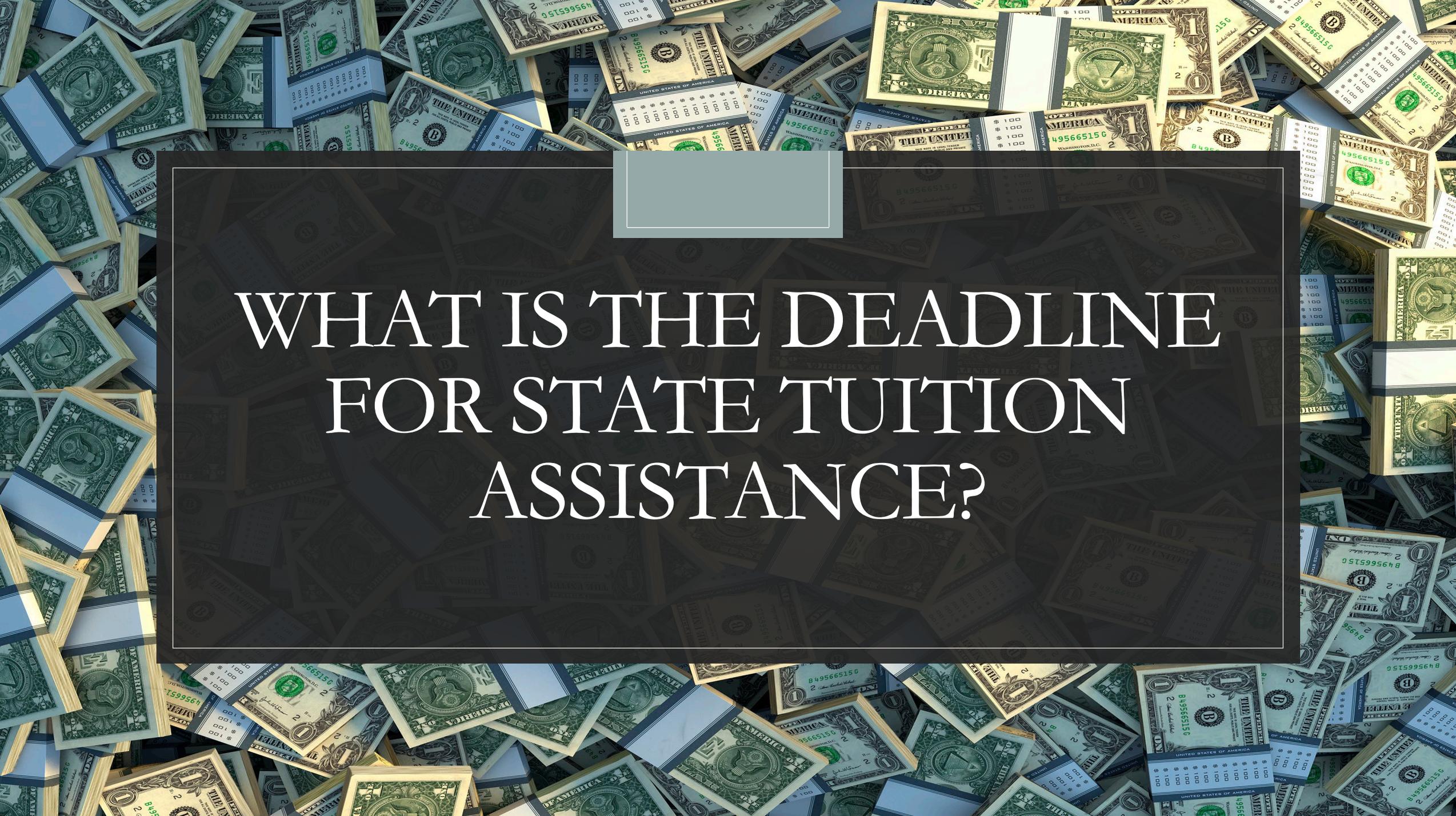
What Is It?

- Financial assistance for In-State, accredited, Universities and Colleges.

What Do I Get?

- **Up to** 100% tuition/allowable fees.
- $9,000 per state fiscal year (1 July-30 June) effective 1 JAN 2023.
- Payable for Certificate, Associate, Bachelor's, and Master's Degrees.

How Do I Qualify?

- Be a member of the WVNG at time of enrollment & throughout the duration of the semester.
- Meet and complete the full terms of your Enlistment.
- Must not flagged or pending unfavorable action at the time of the application deadline.

WHAT IS THE DEADLINE FOR STATE TUITION ASSISTANCE?
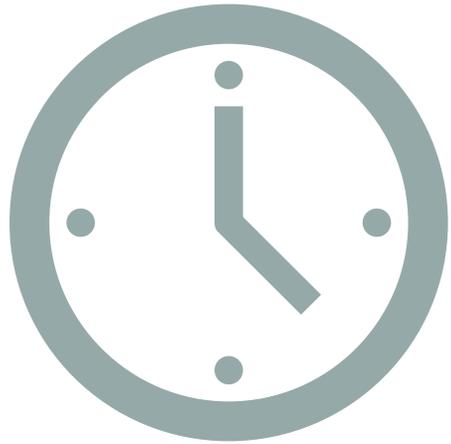
The deadlines for STA are:

➢ Fall: submit your STA application ON/BEFORE May 1

➢ Spring: submit your STA application ON/BEFORE November 1

➢ Summer: submit your STA application 60 days prior to classes starting

➢ Non-traditional semesters: submit your STA application 60 days prior to classes starting

➢ YOU CAN PROJECT YOUR APPLICATIONS IN ADVANCE AND WILL NEVER BE PENALIZED FOR A PENDING/UNUSED APPLICATION!

HOW DO I REQUEST STATE TUITION ASSISTANCE?

How to Request STA

Compared to FTA, requesting STA is a walk in the park!

1. Go to https://apps.wv.gov/WVEEP/ to create an account. Once you have created a login, log back in to complete your account creation.

2. Once your account has been created, you will end up in our Pending students, someone from our office will activate your account and send you an email with all of the documents you need (including FTA tutorials)

3. Submit an application. You can submit an application by clicking on the 'My Applications' tab in the blue ribbon. The application submission process is very simple.

4. Upload all documents requested from the initial email (MOU, WVEEP Form, Degree Plan, JST's) to your 'Document Library' (this will be located in the same blue ribbon as your 'My Applications' tab).

If you ever need to edit or change your application, reach out to our office for assistance.

Additional STA Information

○ A new application must be submitted for each term/semester you would like to utilize STA for. For non-traditional schools, Soldiers must submit a new application for each class start date.

○ Soldiers must submit their final grades within 30 days of completion.

    ○ Undergraduates must maintain a GPA of 2.0 and Graduates must maintain a GPA of 3.0.

    ○ Undergraduates are allotted 140 credit hours, 45 for Graduates.

○ ALL SOLDIERS ARE REQUIRED TO UTILIZE FTA, EFFECTIVE 1 JAN 2023

    ○ **This does NOT mean you have to request FTA before even applying for STA!**

    ○ Simply, your application for STA will not be approved until you have requested FTA.

    ○ There are exceptions to this policy such as; FTA funds have been exhausted, you are going for a second degree of the same level, you have a Minuteman scholarship, etc.

Contact Information

- WVEEP Director- Ms. Summer Kincaid
  - Email: summer.b.kincaid.nfg@army.mil
  - Phone: (304) 561-6750

- Education Services Officer- VACANT

- GI Bill Manager- SFC Jason Wilson
  - Email: jason.k.wilson.mil@army.mil
  - Phone: (304) 561-6359

- ArmyIgnited POC- Mr. Christopher Rush
  - Email: christopher.d.rush1.civ@army.mil
  - Phone: (339) 202-9419