Creating Tuition Assistance Request (TAR):

ArmyIgnitED (Service Member) MUST have an approved education goal.

From ArmyIgnitED Dashboard, locate ‘Active Education Goals’ and select ‘Apply for Funding’:

Verify ‘Contact Information’:
- If information needs to be updated, select ‘yellow pencil’ next to the designated area.
- If all information is correct, click ‘Verify and Proceed’
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’:

Create Tuition Assistance Request: Criminal Justice

What is your Servicing Education Center?

Are you applying for funding from a deployed location?

Next Cancel
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**’.
Input ALL course information

- **NOTE:** Ensure that the course information matches your institution. The 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’:

![Tuition Assistance Request Application: Application Submitted](image)

- Your Tuition Assistance application has been submitted. Your application should be processed within 10 business days. You will get an email message confirming approval or disapproval of the tuition assistance request application. This email message will also include instructions on how to print your Tuition Assistance receipt document to take to your academy's institution. You may also view your Tuition Assistance Requests section under your Education Record to check the status of your application up to date.

If you do not get a decision on your Tuition Assistance Request application within 10 business days, please contact your education center.