

Tuition Assistance Fact Sheet

David L. Stone Education Center
Joint Base Lewis-McChord, WA 98433-9500



ArmyIgnitED (AIED) Program Overview:

References: Interim Policy Update, Army Continuing Education System,
Dated 04 August 2022

- 1.) The Army will pay tuition costs for Active Duty/Reserve/Guard Soldiers up to 16 semester hours per fiscal year with a maximum tuition rate of \$250 per semester hour (SH) or \$166 per quarter hour (QH).
- 2.) Tuition Assistance (TA) may be used at colleges, universities and trade schools which are regionally or nationally accredited by agencies recognized by the US Dept. of Education TA is authorized for one credential at each of the following levels ONLY
 - a. Associate; Baccalaureate; Masters
 - b. TA is available for up to 130 SHs of undergraduate credit or a Bachelor degree, whichever comes first.
 - c. TA is available for a Master's degree or up to 39 SHs of graduate credit, whichever comes first; which, includes any classes taken at the undergraduate level that are part of a graduate degree.
 - d. TA is not authorized for a credential already held.
 - e. Exceptions to these policies are:
 1. Courses in the Army's Strategic Foreign Language Program **OR** courses required as prerequisites for approved AMEDD special programs (*IPAP, AECF, DPT, EMDP2, etc.*).
 2. Courses leading to a state education credential to teach in the Nation's public schools. TA cannot be used for re-certification or to maintain a teaching certificate.
- 3.) TA requests at your chosen Academic Institution are systematically approved within the AIED portal after you submit your TA request. **You can request TA up to 60 days before the class start date. TA MUST BE REQUESTED AT LEAST 7 DAYS BEFORE THE CLASS START DATE.**

(NOTE: All schools receiving TA funding must sign the DoD MOU and agree to update their data systems to allow for nightly communication between their servers and AIED. If the school has not completed these steps then you will not be able to receive TA at that school. You can check a school's MOU stats here: <https://www.dodmou.com/TADECIDE/>)

Eligibility:

- 1.) Soldiers must complete their initial entry training requirements to be eligible for TA. Enlisted Soldiers must graduate from Advanced Individual Training, Warrant Officers must graduate from Warrant Officer Basic Course and Officers must graduate from Basic Officer Leader Course. **The 2 tiered eligibility system has been discontinued.**
- 2.) Soldier must not be flagged IAW AR 600-8-2 Suspension of Favorable Personnel Actions.
- 3.) **Officers WILL incur at 2 year ADSO** for the use of TA.
- 4.) An evaluated academic degree plan must be uploaded and approved after the completion of two classes. The Evaluated Degree Plan is an official academic document provided by the AI that articulates all degree requirements for degree completion, identifies all courses required for graduation and includes an evaluation of all successfully completed prior coursework. **TA requests will not be approved after the successful completion of two classes without an approved academic degree plan.**

- 5.) TA funds will **NOT** be authorized for Soldiers whose current civilian education level is incorrect in AIED. Soldiers should update their current civilian education level code with their unit S1 administrative office.
- 6.) TA is authorized for prerequisite classes required for admission to a graduate degree program. School officials must list these classes on the Evaluated Degree Plan or provide written documentation specifying that additional coursework is necessary for the Soldier's admission into the program. This documentation must be uploaded into AIED prior to requesting TA for this program. Soldiers should see their counselor regarding the upload of this documentation.
- 7.) **Commissioning Prerequisites:** TA is authorized for AD enlisted Soldiers to pursue undergraduate prerequisite classes required for acceptance into an Army Credentialing and Continuing Education Services for Soldiers (ACCESS), Army University (ArmyU)-authorized Commissioning Program. Current programs include the Army Medical Department (AMEDD) Enlisted Commissioning Program, the Doctor of Physical Therapy Program, the Enlisted to Medical Degree Preparatory Program, the Interservice Physician Assistant Program, the Master of Social Work Program, the Master's Program in Nutrition, the Occupational Therapy Doctorate and the United States Military Academy. *(The SHs that Soldiers use for these classes will count toward the 130 SH undergraduate lifetime cap. If a Soldier already has a bachelor's degree, the SHs will still only count toward the 130 SH undergraduate lifetime cap.)*

Recoupment: You will repay TA in any of the following situations:

- 1.) Grade of "D" or lower for any Undergraduate-level course.
- 2.) Grade of "C" or lower for any Graduate-level course.
- 3.) Final grade of "F".
- 4.) A grade of Incomplete (I) if not successfully completed within 120 days of the class end date.
- 5.) Drop/Withdrawal from a course for a personal reason after drop date.
(NOTE: Soldier must complete DA Form 7793 for military withdrawal consideration. The form MUST be DIGITALLY SIGNED.)
- 6.) A Military Withdrawal waives financial responsibility but requires written recommendation for approval from the 1st Commander in Soldier's chain of command with UCMJ authority to be submitted and approved to the soldier's AIED account within 30 days of withdrawal request.
(Failure to upload the approved DD Form 7793 within 30 days of withdrawal will result in a recoupment.)
(NOTE: Military Withdrawals are **only authorized for classes that earn a "W". Military Withdrawals are not authorized for grades that do not meet GPA requirements).**
- 7.) Acceptable reasons for Military Withdrawals are:
 - a. **Unanticipated** Military Duties
 - b. Illness
 - c. **Unanticipated** Hospitalization
 - d. Emergency Leave
 - e. Other **unanticipated** situations considered on a case-by-case basis
- 8.) ACCESS, Army U is the approval authority for all DA Form 7793s. ACCESS, Army U can disapprove a DA Form 7793 even if a Soldier's commander recommends approval.
- 9.) Approved Request for TA Recoupment Waivers will result in the return of SHs and money to the Soldier's AIED account.

CONTACT US

Stone Ed Center Phone: (253) 967-7295 **DSN:** 357-7295 Email:
usarmy.jblm.imcom.list.dpfr-aces-customer-inquiry@army.mil

Schedule an Appointment: https://stone_education.timetap.com

<https://home.army.mil/lewis-mcchord/index.php/my-Joint-Base-Lewis-Mcchord/all-services/continuing-education-services>

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NEW ArmyIgnitED Procedures

- 1.) Before requesting TA for any class the Soldier must establish an AIED account.
<https://www.armyignited.army.mil/student/army-cool/welcome>
- 2.) Soldiers must sign an electronic user agreement acknowledging compliance with Army TA policies and procedures each time they create a TAR.
- 3.) Soldiers must complete the Virtual TA Training after setting up an AIED account and then annually or when prompted by the system. Soldiers will acknowledge the review of this training in the AIED system.
- 4.) New TA users must attend TA 101 offered by the Stone Education Center.
- 5.) Soldiers must declare an educational goal in terms of an associate, baccalaureate or master's degree and this goal must be indicated within their AIED account.
- 6.) Soldiers may submit TARs within AIED up to 60 days before the class start date but must submit the requests no later than seven (7) days prior to the class start date.
- 7.) Soldiers must request TA in the AIED portal prior to registering with their AI for classes. If they are unable to register with their AI due to being wait-listed, they should still request TA in the portal for the waitlisted course no later than seven (7) days from the course start date. If they do not get a course seat, they can then cancel the course in the portal with no cost. If they do not get into the original course but are offered another course, Soldiers can seek assistance from a counselor to have their original course information updated.

Non-traditional sources of college credit: (check with your college for transfer acceptance policy.)

- 1.) Joint Services Transcript (JST) is a transcript of a Soldier's military education, training and experience with college credit recommendations developed by the American Council on Education (ACE).
- 2.) Credit by Exam (CLEP/DSST and Excelsior Exams) - Receive college credit by demonstrating competence in undergraduate college courses by passing nationally recognized exams; credit may be applied for promotion points. See an ACES Counselor for more information on free testing and study materials.

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Stone Education Center Workshops

6242 Colorado Avenue (Lewis-Main)

JBLM, WA 98433

(253) 967-7295

Tuition Assistance (TA) 101

Learn about Tuition Assistance eligibility and limitations, how to navigate the ArmyIgnitEd portal, and login to your ArmyIgnitEd account.

Weekly:

Monday 1300 – 1430

Thursday 1300 – 1430

Friday 0930 – 1100

Credentialing Assistance (CA) 101

Learn about Credentialing Assistance eligibility and limitations, research credential programs, and learn how to navigate the ArmyIgnitEd portal. **(Currently suspended until further notice)**

Weekly:

Tuesday 1200 – 1300

College 101

Need to get started with college? Topics covered include career goal planning, how to choose the right school for you, and helpful resources.

Weekly:

Every Wednesday

1300 – 1500



Monday 1300-1430	Tuesday 1200-1300	Wednesday 1300-1500	Thursday 1300-1430	Friday 0930-1100
TA 101	CA 101	College 101	TA 101	TA 101

To reserve your seat, please visit: https://stone_education.timetap.com

Select the option for: Briefings, Classes & Workshops