Federal Tuition Assistance (FTA)

Presented by:

Tennessee Army National Guard

Education Office

Agenda

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- Prohibitions and Restrictions
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Overview

FTA will fund up to **$4,000 per fiscal** year for voluntary off-duty education programs in support of a Soldier's professional and personal self-development goals:

- The semester hour cap is <u>**16** semester hours</u> per fiscal year (October 1 – September 30)

- Up to <u>**$250** per Semester Hour</u> (<u>**$166** per Quarter Hour</u>, or <u>**$5.55** per Clock Hour</u>)

- <u>**130** semester hours of undergraduate credits</u> or baccalaureate degree, whichever comes first; <u>**39** semester hours of graduate credits</u> or master's degree whichever comes first; or <u>**21** semester hours for a graduate or undergraduate certificate</u> every **five years**.

Tiers

Tier 1: Soldiers who have not attained a bachelor's degree and wish to pursue a graduate or undergraduate certificate, an associate or bachelor's degree; or have previously attained a bachelor's degree without the use of TA and wish to pursue a master's degree. Soldiers establish Tier 1 TA eligibility as follows:

    a.   Enlisted Soldiers who have graduated Advanced Individual Training

    b.   Warrant officers who have graduated Warrant Officer Basic Course

    c.   Officers who have graduated Basic Officer Leaders Course

Tier 2: Soldiers who previously used TA for any portion of their undergraduate degree, have attained a bachelor's degree, and wish to pursue a master's degree. Soldiers establish Tier 2 TA eligibility as follows:

    a.   Enlisted Soldiers who have graduated Advanced Leaders Course

    b.   Warrant officers who have graduated Warrant Officer Advanced Course

    c.   Officers who have graduated Captain Career Course or equivalent

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Eligibility

- Soldier has completed AIT, WOBC or BOLC to request their first course

- Soldier **cannot** be flagged

- Soldier's ArmyIgnitED account **cannot** be on hold

- Soldier must complete the course **before** they are separated or ETS

- All FTA requests must be submitted and approved **PRIOR** to course start date (five business days prior to qualify for an ETP)

- Maintain a 2.0 GPA for undergraduate degrees after 15 SHs of coursework; 3.0 GPA for graduate degrees after 6 SHs of coursework

Using FTA w/Other Programs

- Soldiers can request FTA in conjunction with State Tuition Assistance, Pell Grant, work-study programs, colleges scholarships, and MGIB (selected chapters):

  - ❑ Soldiers can use CH1606 during the same semester but not the same courses as FTA

  - ❑ Soldiers can use CH30 and CH33 for the same courses as FTA in certain cases

Prohibitions and Restrictions

- School must be listed in ArmyIgnitED
- FTA pays towards tuition **only**
  - FTA does **not** pay any type of fees to include, lab fees, enrollment fees, parking fees, or any other fees
- FTA is **not** authorized for lower or lateral degrees
- FTA is **not** authorized for first professional degrees
- FTA will **not** pay for Double major or major-minor programs
- Soldiers **cannot** receive reimbursement from:
  - ROTC or Green-to-Gold scholarships

Military Service Obligation

- Enlisted Soldiers must have sufficient time in service remaining to complete all courses before separating

- Reserves or National Guard Officers (CW2, 2LT and above) are subject to a four-year MSO after the last day of the course (M-Day Soldiers)

- Active Duty Officers (CW2, 2LT and above) are subject to a two-year MSO after the last day of the course (AGR Soldiers)

Recoupment

- Soldiers will be subject to recoupment if they:
  - ❑ Receive a failing grade (grades **D & F** are recoupable in an <u>undergraduate</u> degree; grades **C, D & F** are recoupable in a <u>graduate</u> degree), **OR**
  - ❑ Receive an incomplete for the course **OR**
  - ❑ Withdraw from a course without an approved military withdrawal **OR**
  - ❑ Do not complete their MSO

FTA Process

Create ArmyIgnitED Account

Create ArmyIgnitED Account

- Go to **www.ArmyIgnitED.com** and click '**Get Started**' to start the process of creating an account with login.gov

Create ArmyIgnitED Account

- Select '**Create an account**'
- Enter the '**.mil**' email address, then click '**Submit**'
- Once you receive the email click on '**Confirm email address**'

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Create ArmyIgnitED Account

Add your PIV or CAC

Set up your PIV or CAC as a two-factor authentication method so you can use it to sign in.

1 **Give it a nickname**

If you add more than one PIV/CAC, you'll know which one's which.

CAC123

2 **Insert your PIV/CAC into your card reader**

3 **Add your PIV/CAC**

You'll need to **choose a certificate** (the right one likely has your name in it) and **enter your PIN** (your PIN was created when you set up your PIV/CAC).

Add PIV/CAC card

Authentication - Peter Pan
Issuer: DOD
Valid From: 5/13/2019 to 4/15/2022

ID - Peter Pan
Issuer: DOD
Valid From: 5/13/2019 to 4/15/2022

Signature - Peter Pan
Issuer: DOD
Valid From: 5/13/2019 to 4/15/2022

OK   Cancel

- Click on '**Add PIV/CAC card**'
- Select a certificate
- Click '**OK**'

Create ArmyIgnitED Account

- Click '**Agree and continue**'
- Return to www.armyignited.com and sign-in

Create ArmyIgnitED Account

- Confirm your personal information and click '**Continue**'
- Confirm your Home of Record and click '**Continue**'
- Confirm/edit your email and phone numbers, and click '**Continue**'

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Create ArmyIgnitED Account

- Select your preferred contact information
- Click '**Continue**'
- Confirm your education information and click '**Finish**'

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FTA Process

Select Education Path

Select Education Path
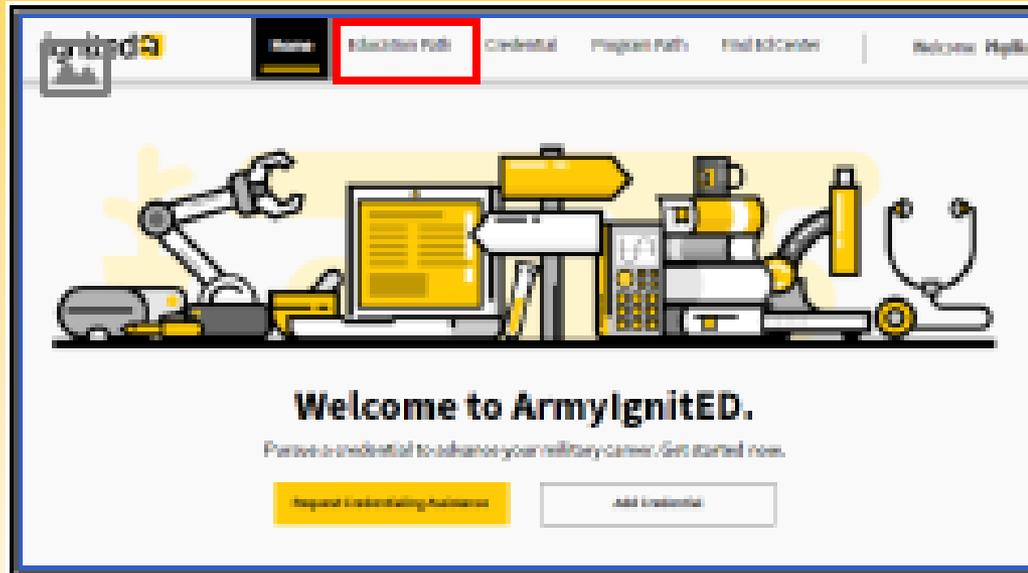
■ Create an Education Path (select education level, school, and degree), click on '**Education Path**'

Select Education Path
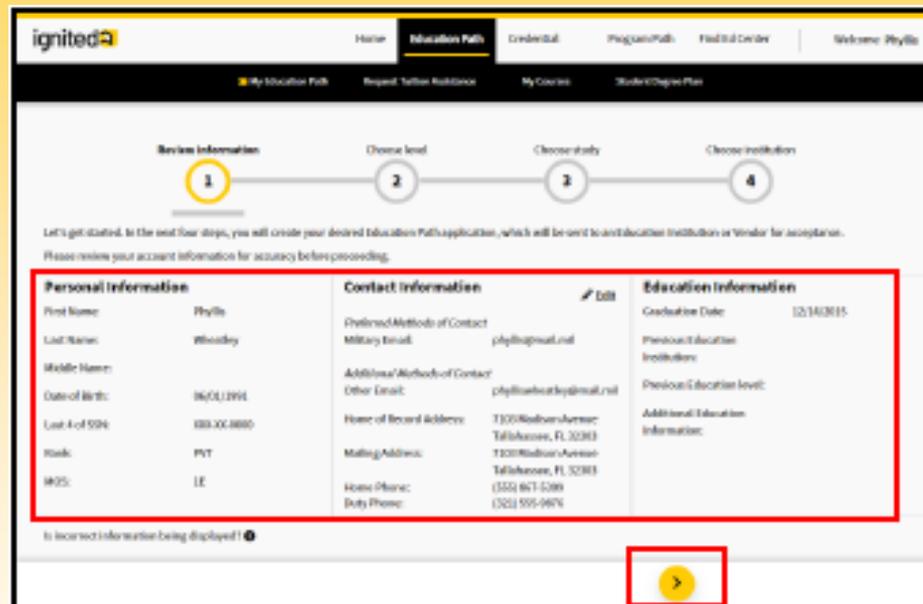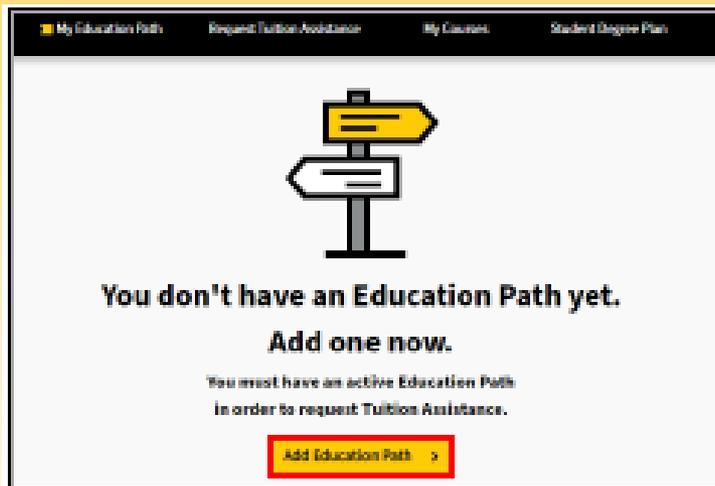
- Click on '**Add Education Path**'
- Confirm your personal information (edit if necessary), and click the yellow next arrow

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Select Education Path

- Select the education level
  - Clicking on '**Don't know which education level is right for you?**' will create an email to contact your assigned education counselor
- Click on the yellow next arrow
- Click '**Proceed**' on the pop-up window

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Select Education Path

- Enter the area of study
- Click the yellow next arrow
- Search for the school/college you want to attend
- Select the school/college from the list by clicking 'Select'
- Click on the yellow next arrow

Select Education Path

My Education Path Summary

Please review your Education Path summary below. Update any incorrect information before clicking submit.

Once you click submit, your Education Path will be sent to your Army Education Counselor for approval.

Click on a prior step to edit or review

Review Information	Choose level	Choose study	Choose institution
✔	✔	✔	✔
Reviewed	Bachelor's Degree	Computer Science.	Florida State University

Having trouble or just want to send a note to your Army Education Counselor? Click here

Submit for Approval >

Congratulations.
Your Education Path request was submitted to your Army Education Counselor for approval.

Here's what you can expect next:

1. If your Education Path request is approved, you will receive an email.

2. Upon approval, your Army Education Counselor will automatically send your Education Path to the indicated Education Institution.

3. After the Education Institution is notified of your Education Path request, they will send you an application to complete for their school.

4. Once the application has been completed and returned, the Education Institution will notify you of their admissions decision.

View your Submission >

- Click on 'Submit for Approval'
- Congratulations, you have submitted your education path for review
- Click on 'View your Submission' to view the status of the education path

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Select Education Path

- If your education path is approved, you will be able to create a tuition assistance request
- If your education path is rejected, you will need to revise your education path based on the instructions provided in the message you receive from your Army Education Counselor or Education Institution.

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FTA Process

Create a Tuition Assistance Request (TAR)

Create a TAR

- Once the Education Path is approved, click on '**Request Tuition Assistance**' **

- Select the courses

- Click on '**Add Course**'

- Click on '**Submit Request**', upload any documentation if needed

Create a TAR

- Review the course information and click '**Confirm**'
- Congratulations you submitted a TAR, click '**Done**'

Create a TAR
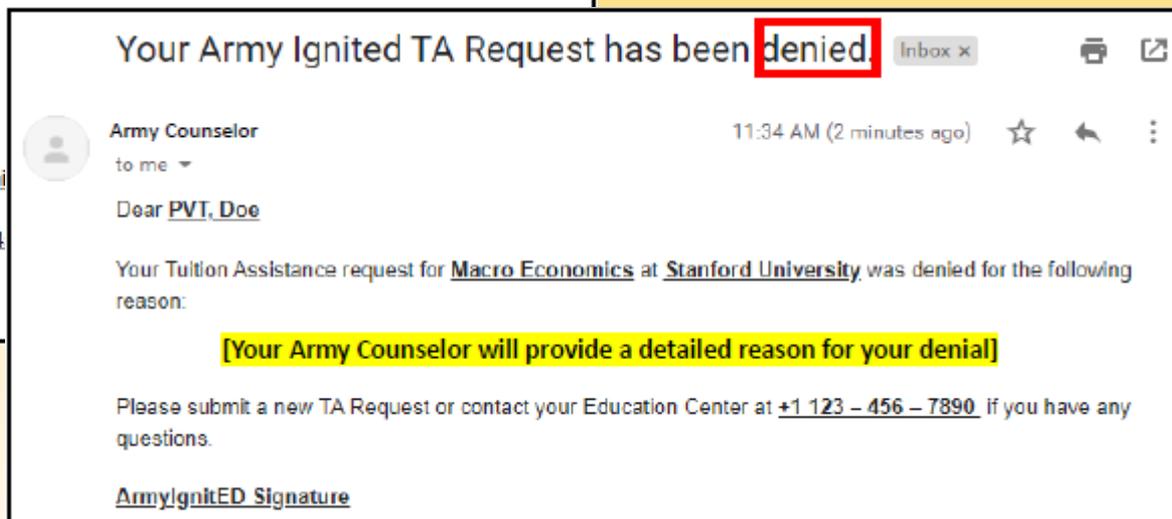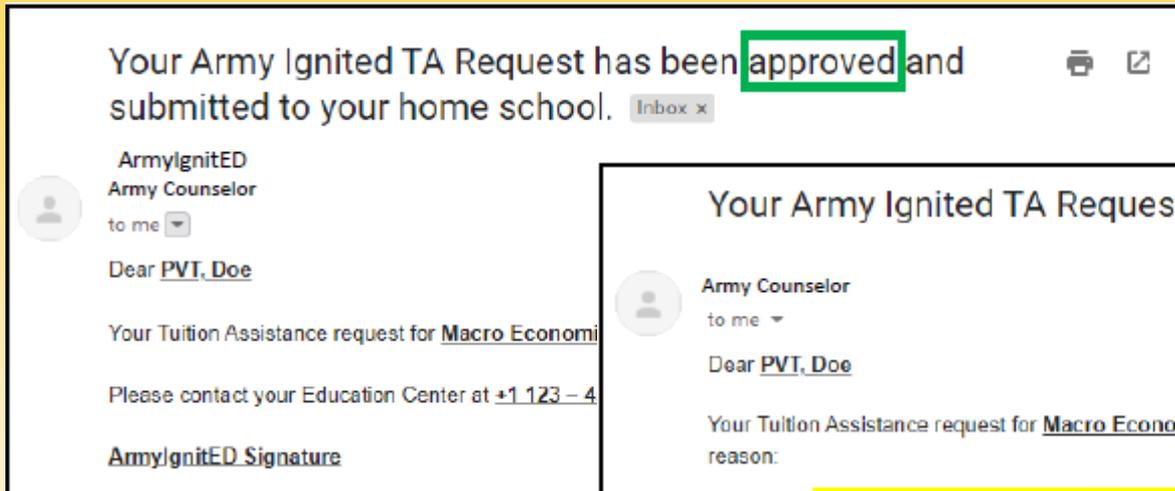
- Examples of emails sent to Soldiers reflecting the status of their TARs

FTA Process

Open a ServiceNow (SNOW) Case

Opening a SNOW Case

- Log in to ServiceNow (https://armyignitedprod.servicenowservices.com/ignited?id=ignited_csm_index)
- Select '**Case**', then click on '**Create Case**'

Opening a SNOW Case

- Confirm your contact information
- Select the '**Case Type**' and '**Sub Category**'
- Write a 'Subject' that describes the problem briefly
- Enter '**Description**' of the problem
- Attach any necessary documents
- Enter '**Submit**'

Checking the status of a SNOW Case

- Log in to ServiceNow (https://armyignitedprod.servicenowservices.com/ignited?id=ignited_csm_index)
- Select '**Case**', then click on '**All Cases**'

Checking the status of a SNOW Case

For a high-level view of the state of a case, you can view the **State** column.

State	Meaning
New	Incident is logged but not yet investigated.
Open	Incident is assigned and is being investigated.
Awaiting Info	The responsibility for the incident shifts temporarily to another entity to provide further information, evidence, or a resolution.
Resolved	A satisfactory fix is provided for the incident to ensure that it does not occur again.
Closed	Incident is marked Closed after it is in the Resolved state for a week and it is confirmed that the incident is satisfactorily resolved.
Cancelled	Incident was triaged but found to be a duplicate incident, an unnecessary incident, or not an incident at all.

- The '**All Cases'** list displays all cases for your assignment group
- The '**Action Needed'** list displays cases that are awaiting information from you
- The '**My Cases'** list displays cases in which you are the customer. Someone may have opened a case on your behalf
- Click on the case number to access it

Checking the status of a SNOW Case

- The '**Comment Stream**' displays The actions taken in the case
- The '**Actions**' section includes applicable actions
- The '**Ticket Field Details**' displays specific case information
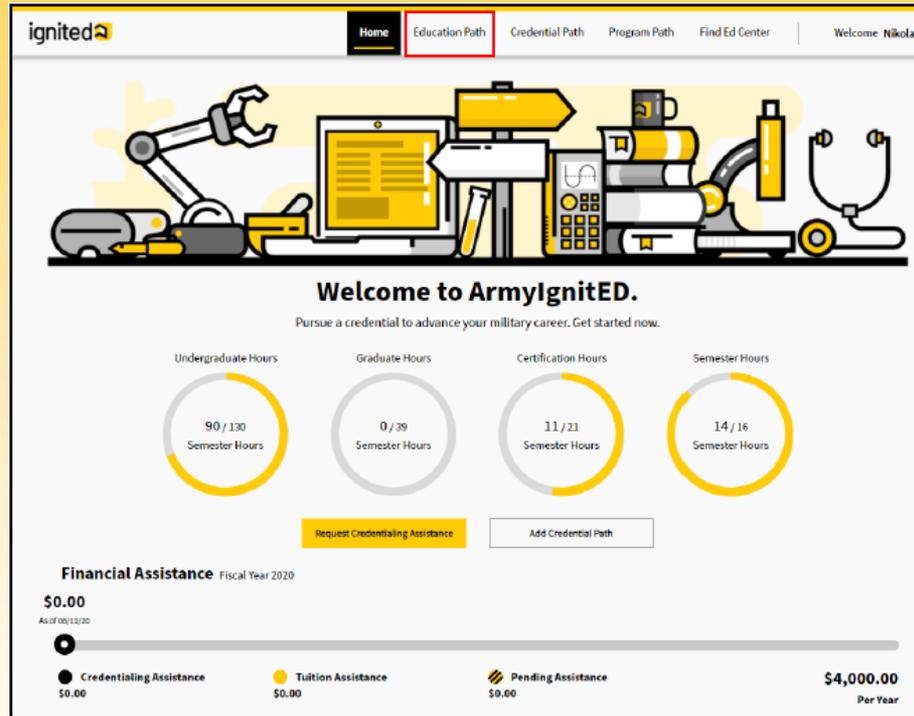- The 'Attachments' section displays the attachments that have been uploaded

FTA Process

Withdraw from a Course

Withdraw from a Course

- After withdrawing from the course at your school, log in to ArmyIgnitED to withdraw from the course, click on '**Education Path**'**

Withdraw from a Course

- Click on '**My Courses**'
- Select the course you withdrew from
- Click '**Take Action on Withdrawal**'

Withdraw from a Course

Withdrawal Reason   ✕

Our records indicate you have withdrawn from Fundamentals of Computer Science. You must provide a reason for your withdrawal.

○ Personal   ⌃

Select Personal if your reason pertains to a personal, non-military situation.

○ Military   ⌃

Select Military if you had to withdraw due to Military Order or unforeseen reasons. If you select Military, you must complete DA 7793, Request for TA Recoupment Waiver - Withdrawal for Military (WM) Reasons form.

You may upload an optional file or the DA 7793, Request for TA Recoupment Waiver - Withdrawal for Military (WM) Reasons form to support your reason.

Upload Supporting Files   Cancel   Submit›

Upload File

- Select withdrawal reason
  - ❑ Personal
  - ❑ Military - If a military Withdrawal was selected, click on the link to download the DA 7793, Request for TA Recoupment Waiver
- Click '**Upload File**' to upload the DA 7793 (only for WM)
- Click '**Submit**'

Withdraw from a Course

- Selecting a Repayment Plan: Log into ArmyIgnitED and click on your name, then select '**Account**'

Withdraw from a Course

- Click '**Choose Repayment Plan**'
- Choose a repayment plan
  - ❑ Pay a minimum every month
  - ❑ Pay full amount now
  - ❑ Pay other amount every month
- Click '**Submit**'
- Click '**OK**'

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Points of Contact

- ArmyIgnitED website: **www.armyignited.com**

- Contact your TN Education Services Specialist:

  James N. McClanahan, M.Ed.

  National Guard Bureau

  3041 Sidco Drive, Room 316

  Nashville, TN 37204

  PH: 615-313-0604

  james.n.mcclanahan.civ@mail.mil

- Find more information on our website: **www.tn.gov/military/programs-benefits/education-incentives**

- Follow us on facebook, Instagram, linkedIn, twitter: **@tnngeducation**

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Questions?