

Signing TARs- Soldier's View

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1. Within the Soldier's Screen, select "Funding Requests". Look for the TAR and click "Sign Document" located at the bottom of the TAR.

The screenshot displays the 'Funding Requests' section of the Army IgnitED interface. The left sidebar contains a navigation menu with 'Funding Requests' highlighted. The main content area shows a list of funding requests for ID #129-AMERICAN MILITARY UNIVERSITY (AMU). A 'SIGN DOCUMENT' button is highlighted at the bottom of the first request.

Funding Requests		Other Funded Enrollments	
Filter By All			
ID #129-AMERICAN MILITARY UNIVERSITY (AMU) APPROVED • GUARD TA			
BIOL241 - Cell Biology	01/01/2021 - 03/31/2021	Level: Undergraduate	Grade: F Credits: 3 Government Cost: \$750.00 Student Cost: \$0.00
BIOL250 - Human Anatomy and Physiology with Lab I	01/01/2021 - 03/31/2021	Level: Undergraduate	Grade: F Credits: 4 Government Cost: \$1,000.00 Student Cost: \$0.00
ACCT612 - International Accounting	01/01/2021 - 03/31/2021	Level: Graduate	Grade: F Credits: 3 Government Cost: \$750.00 Student Cost: \$0.00
SIGN DOCUMENT			
ID #128-AMERICAN MILITARY UNIVERSITY (AMU) APPROVED • GUARD TA			
ACCT100 - Accounting I	12/01/2021 - 02/28/2022	Level: Undergraduate	Grade: D+ Credits: 3 Government Cost: \$750.00 Student Cost: \$0.00

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2. After the Soldier clicks "Sign Document", they will be taken to the "Agreement". After the Soldier reads and clicks on each box within the "Agreements" a check mark will appear. All boxes must contain a check mark before the Soldier can view the "Sign Document" button.

The screenshot displays the Tuition Assistance Request Document (TAR) interface. At the top, it shows the document number (#129) and the status (APPROVED). Below this, there are sections for Student Information and Institution Information. The Student Information section includes fields for Name (Jason Blue Ang'la), Rank (E4), ETS (06/16/2027), and Active Duty Status (N/A). The Institution Information section shows AMERICAN MILITARY UNIVERSITY (AMU) and the Institution Student ID (111111112). The Courses section lists three courses: BIOL241-CELL BIOLOGY, BIOL250-HUMAN ANATOMY AND PHYSIOLOGY WITH LAB I, and ACCT412-INTERNATIONAL ACCOUNTING. Each course has a Total Cost, Total Government Cost, and Total Student Cost. The Agreement section is highlighted with a blue border and contains a list of conditions that the Soldier must agree to in order to sign the application. The conditions are categorized into Financial and Academic. The Financial section includes three conditions related to tuition reimbursement and the Academic section includes two conditions related to grade updates and academic information release. At the bottom of the form, there are buttons for "SIGN DOCUMENT" and "CANCEL".

Tuition Assistance Request Document: #129
Guard TA Issued 01/08/2021

Location: ARNG-Arizona Education Services Office
Creation Reason: Historical
Enrollment Reason: Civilian Degree Program

Status: APPROVED

Student Information

Name: Jason Blue Ang'la
Rank: E4
ETS: 06/16/2027
Active Duty Status: N/A

Institution Information

AMERICAN MILITARY UNIVERSITY (AMU)
AMERICAN MILITARY UNIVERSITY- MAIN CAMPUS
Institution Student ID: 111111112

Courses

	Total Cost: \$2,500.00	Total Government Cost: \$2,500.00	Total Student Cost: \$0.00
BIOL241-CELL BIOLOGY 01/01/2021 - 03/31/2021			Level: Undergraduate Grade: F Credits: 3 SH Total Cost: \$750.00
BIOL250-HUMAN ANATOMY AND PHYSIOLOGY WITH LAB I 01/01/2021 - 03/31/2021			Level: Undergraduate Grade: F Credits: 4 SH Total Cost: \$1,000.00
ACCT412-INTERNATIONAL ACCOUNTING 01/01/2021 - 03/31/2021			Level: Graduate Grade: F Credits: 3 SH Total Cost: \$750.00

EXPAND ALL COLLAPSE ALL

Agreements

You must agree to all conditions in order to sign this application:

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 difference to the Army and/or the school.
- ☒ 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 costs and fees. I understand that I may use both Tuition Assistance (TA) and Credentialing Assistance; however, the combined usage shall not exceed \$4000 per FY.
- ☒ 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 equivalent), incomplete "I" grades unresolved 180 days after the class end date, or withdrawals if determined that the failure to complete the course was not due to reasons beyond my control (IAW AR 621-5). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DoDPMR, 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 by the education services staff.
- ☒ 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 date are considered overdue and will prevent me from applying for TA and will result in recoupment of TA.
- ☒ I authorize the release of academic information (course grades, degree completion status, etc.) by the above institution to the Army (PL 95-568). I grant permission for the Army to share my academic information as needed with Army Civilians and Army Contractors only for their responsibilities and contracts for education services/programs. All policies and conditions in AR 621-5 apply.

SIGN DOCUMENT

CANCEL

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3. After the Soldier has signed the document, the Soldier's screen will return to the "Funding Requests" screen. The Soldier will, now, see "Print PDF" at the bottom of the TAR. The Soldier can click on "Print PDF" to load the TAR. Tip: The Soldier should save a copy of the PDF to their desktop, before printing the PDF, so that the Soldier has a copy of the document for his/her own record.

Dashboard

Messages

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Funding Requests

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Funding RequestsOther Funded Enrollments

Filter By
All

ID #129-AMERICAN MILITARY UNIVERSITY (AMU)
APPROVED • GUARD TA

BIOL241 - Cell Biology	01/01/2021 - 03/31/2021	Level: Undergraduate	Grade: F	Credits: 3	Government Cost: \$750.00	Student Cost: \$0.00	▼
BIOL250 - Human Anatomy and Physiology with Lab I	01/01/2021 - 03/31/2021	Level: Undergraduate	Grade: F	Credits: 4	Government Cost: \$1,000.00	Student Cost: \$0.00	▼
ACCT612 - International Accounting	01/01/2021 - 03/31/2021	Level: Graduate	Grade: F	Credits: 3	Government Cost: \$750.00	Student Cost: \$0.00	▼

PRINT PDF

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ARMY TUITION ASSISTANCE REQUEST
DATA REQUIRED BY THE ARMY ACT OF 1974

AUTHORITY: 10 USC 2607: Payment of Tuition for On-Duty Training or Education; AR 621-1, Army Continuing Education System; Proposed agency is DCE, D-1, PRINCIPAL PURPOSE: To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice AR621-1-AWRC: <https://www.fdo.gov/privacy/2018/05/01/AR621-1-AWRC>

PRINCIPAL PURPOSE: To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice AR621-1-AWRC: <https://www.fdo.gov/privacy/2018/05/01/AR621-1-AWRC>

DISCLOSURE: Information from this form will be entered by Army Continuing Education System personnel or academic institutions who have a need for it in the performance of their duties. In addition, this form is subject to proper and necessary release rules identified in the system of records notice specified in the principal purpose statement.

DISCLOSURE: Voluntary: However, failure to provide the information requested in detail of Army Tuition Assistance (TA).

LAST NAME, FIRST NAME, MIDDLE INITIAL: Bise AngTa, Jason
RANK: E4
ETS/DOB:
INSTITUTION STUDENT ID: 111111112

ORGANIZATION: WOOD01/ABCD
DUTY PHONE: 608948326
INSTITUTION / UNIVERSITY: AMERICAN MILITARY UNIVERSITY (AMU)

Personal Phone: 5434631698
Personal Email Address: Linda_GeneratedMertz72@test2.net

COURSE DESCRIPTION	DATES	CREDIT TYPE	CREDIT	CREDIT COST	TOTAL COST	GOV COST
BIO1241 - Cell Biology	01/01/2021 - 03/31/2021	SH	3	\$250.00	\$0.00	\$750.00
BIO1250 - Human Anatomy and Physiology with Lab I	01/01/2021 - 03/31/2021	SH	4	\$250.00	\$0.00	\$1,000.00
ACCT612 - International Accounting	01/01/2021 - 03/31/2021	SH	3	\$250.00	\$0.00	\$750.00

TOTAL INSTRUCTIONAL FEES: \$0.00
TOTAL TUITION: \$2,500.00
TOTAL GOVERNMENT COST: \$2,500.00
TOTAL STUDENT COST: \$0.00

TERMS AND CONDITIONS
I agree that no charges will be made in the above course(s) or dollar amount without the approval of the issuing education center staff. Otherwise, I will pay the difference to the Army and/or the school. I understand that the Army will pay 100% of my tuition up to \$250 per SH unit to exceed \$500 per SH unit per FY. I agree to pay the remaining amount and any other costs and fees. I understand that I may use both Tuition Assistance (TA) and Credit/Endorsement Assistance; however, the combined usage shall not exceed \$4000 per FY. I understand that I will not receive the Total Government Cost above for non-completing, unsatisfactory grades (undergraduate "D" or below, graduate "C" or below, or equivalent), incomplete "I" grades received 90 days after the class end date, or withdrawal. If determined that the failure to complete the course was not due to reasons beyond my control (AWAR AR 621-5), I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DODFAR, Vol TA, Chapter 10. 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 by the education services staff. I understand that TA for courses starting in the next FY is conditional until receipt of the TA funds. I understand that it is my responsibility to ensure my grades are updated in the Army official system of record (ArmygRMS). Grades that are 90 days past class end date are considered overdue and will prevent me from applying for TA and will result in reassignment of TA. I authorize the release of academic information (course grades, degree completion status, etc.) by the above institution to the Army (PL 83-506). I grant permission for the Army to share my academic information as needed with Army Civilian and Army Contractors only for their responsibilities and contracts for education services programs. All policies and conditions in AR 621-5 apply.

INITIAL: ☒ I certify that I am requesting Tuition Assistance (TA) for the course(s) listed above.
I agree to all of the above Terms and Conditions.
All policies and conditions in AR 621-5 apply.

SIGNATURE OF APPLICANT: ** // DIGITALLY SIGNED BY Jason Bise AngTa // **
DATE: 2/6/2023 3:38:50 PM

INITIAL: ☒ Approved. The applicant is considered qualified for the course(s). Eligibility is based on the certification above.

DISAPPROVED BECAUSE:

SIGNATURE OF EDUCATION SERVICES OFFICER REPRESENTATIVE: **DATE:**

ARMY TUITION ASSISTANCE REQUEST
DATA REQUIRED BY THE ARMY ACT OF 1974

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