Fort Cavazos
Education Services Division
Tuition Assistance Checklist

LIFETIME LIMITS
UNDERGRADUATE: 130 SH
GRADUATE: 39 SH
CERTIFICATE: 21 SH
SPECIAL PROGRAM: 39 SH
FOREIGN LANGUAGE: 12 SH

TA WILL COVER
$250 PER CREDIT HOUR
18 SH OR $4,500;
WHICHEVER
COMES FIRST.

GPA REQUIREMENTS
SOLDIERS MUST
MAINTAIN A
TA GPA
UNDERGRADUATE: 2.0
GRADUATE: 3.0



RECOUPMENT
SOLDIERS MUST
MAINTAIN GRADES
UNDERGRADUATE: D OR F
GRADUATE: C , D OR F
WILL RESULT IN
RECOUPMENT.

! RECOUPMENT WAIVER REQUEST
SOLDIERS MUST
WITHDRAW FROM
COURSES TO REQUEST A
RECOUPMENT WAIVER.
THE WAIVER MUST BE
SUBMITTED NO MORE
THAN 30 DAYS FROM THE
WITHDRAWAL DATE.

CREATE A CAREER GOAL



COLLEGE 101
Brief
THURS @1300

CAREER PATH DECIDE:
https://www.careerpathdecide.org/

KUDER JOURNEY:
https://journey.kuder.com/

MY NEXT MOVE:
https://www.mynextmove.org

OCCUPATIONAL OUTLOOK HANDBOOK:
www.bls.gov/ooh



CREATE AN EDUCATION PLAN

TA DECIDE:
https://www.dodmou.com
COLLEGE NAVIGATOR:
http://nces.ed.gov/collegenavigator/
COLLEGE SCORE CARD:
https://collegescorecard.ed.gov

- ◯ Research Academic Institutions
- ◯ Complete Admissions Process
- ◯ Request Evaluated Degree Plan

ARMYIGNITED STEPS





ARMYIGNITED BRIEF
TUES & WED @1300
& FRI @0900

- ☐ ATTEND ARMYIGNITED BRIEF
- ☐ 1ST TIME TA USERS: COMPLETE CAREER PATH DECIDE
- ☐ UPLOAD CAREER PATH DECIDE GOALS REPORT TO ARMYIGNITED
- ☐ CREATE EDUCATION GOAL
- ☐ READ/SIGN VIRTUAL BENEFITS TRAINING IN ARMYIGNITED
- ☐ REGISTER FOR CLASSES THROUGH ACADEMIC INSTITUTION
- ☐ REQUEST TUITION ASSISTANCE IN ARMYIGNITED PORTAL
- ☐ SEND TA REQUEST TO ACADEMIC INSTITUTION

Confirm start and end dates and request TA 60-7 days prior to the term start date

Tuition Assistance Checklist

1. Attend the College 101 brief to learn how to create a career goal and an education plan.

2. Create a career goal using the following websites to determine the career you would like to prepare for:
    a. Career Path Decide: https://www.careerpathdecide.org/
    b. Kuder Journey: https://journey.kuder.com/
    c. My Next Move: https://www.mynextmove.org
    d. The Occupational Outlook Handbook: www.bls.gov/ooh

3. Create an education plan by determining the degree you would like to pursue and using the following websites to research Academic Institutions (**AI**).
    a. TA Decide: https://www.dodmou.com
    b. College Navigator: http://nces.ed.gov/collegenavigator/
    c. College Score Card: https://collegescorecard.ed.gov

4. Contact AIs of interest to discuss degree programs, tuition costs, accreditation, academic support services, etc. to ensure you are choosing the best AI for **YOU**.

5. Complete the AI's admissions process. Take note of your student ID; you will need it to create your Education Goal in ArmyIgnitED.

ArmyIgnitED Steps

6. Ask your Academic Advisor to create your Evaluated Degree Plan (**EDP**). Previous college transcripts and your Joint Services Transcript (**JST**) must be submitted to your AI for your EDP to be created.

7. Activate your ArmyIgnitED account by logging onto https://www.armyignited.army.mil.

8. Attend a **MANDATORY** ArmyIgnitED brief to learn about TA policy and procedures.
    a. Soldiers using TA for the first time must use the Career Path Decide decision support tool and upload their assessment results to ArmyIgnitED before their education goal can be approved.

9. Create an Education Goal through ArmyIgnitED and upload your EDP (if it's complete). If an EDP is not uploaded to ArmyIgnitED after requesting TA for 6 SH your account will go on hold.

10. Request TA for your chosen class(es) through ArmyIgnitED. You may request TA up to 60 days before a term start date. **ALL TA REQUESTS MUST BE SUBMITTED AT LEAST 7 DAYS BEFORE A TERM START DATE.** If you drop a course prior to the term start date you **MUST** cancel the TA request in ArmyIgnitED.

11. Register for classes through the AI. Confirm term start and end dates match in ArmyIgnitED and your AI's portal at least 7 days prior to the term start date.

12. Print the approved TA voucher and provide it to your AI (if required).