

# Fort Hood 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 ACKNOWLEDGE  
THE FOLLOWING 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 30 DAYS  
FROM THE DATE THE "W"  
IS POSTED IN  
ARMYIGNITED

### CREATE A CAREER GOAL



COLLEGE 101  
Brief  
TUES&WED  
@1000

### KUDER JOURNEY:

<https://dantes.kuder.com/landing-page>

### MY NEXT MOVE:

<https://www.mynextmove.org>

### OCCUPATIONAL OUTLOOK

#### HANDBOOK:

[www.bls.gov/ooh](http://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

ATTEND A MANDATORY  
ARMYIGNITED BRIEF  
TUES & WED @ 1330  
FRI @ 0900



- ☐ ATTEND MANDATORY ARMYIGNITED BRIEF
- ☐ UPDATE YOUR ARMYIGNITED PROFILE
- ☐ COMPLETE THE KUDER JOURNEY ASSESSMENT
- ☐ READ/SIGN VIRTUAL BENEFITS TRAINING IN ARMYIGNITED
- ☐ CREATE EDUCATION GOAL
- ☐ 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\**

## **Accomplish these actions before attending an ArmyIgnitED Brief:**

1. Attend the College 101 brief (Tue and Wed at 1030). This brief will help you develop a career goal and an education plan.
2. Create a career goal. Use the following websites to answer, "What career do I want to pursue?":
  - a. Kuder Journey: <https://dantes.kuder.com/landing-page>
  - b. My Next Move: <https://www.mynextmove.org>
  - c. The Occupational Outlook Handbook: [www.bls.gov/ooh](http://www.bls.gov/ooh)
3. Create an education plan. Now that you know "what" you want to do, use these sites to help determine the degree and school to get you there:
  - a. TA Decide: <https://www.dodmou.com>
  - b. College Navigator: <http://nces.ed.gov/collegenavigator/>
  - c. College Score Card: <https://collegescorecard.ed.gov>
4. Research Academic Institutions (AIs) of interest. 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.
6. Send all previous college transcripts and your Joint Services Transcript to your AI. They will complete an Evaluated Degree Plan (EDP) that is needed for ArmyIgnitED.

## **Now that you have selected your AI, complete these actions to secure your Tuition Assistance (TA) Funding**

1. Attend a **MANDATORY** ArmyIgnitED brief.
2. Update your ArmyIgnitED profile. Log onto <https://www.armyignited.army.mil>.
3. Complete the Kuder Journey Assessment Tool if applicable. (Soldiers using TA for the first time must use the Kuder Journey Assessment support tool and upload their assessment results to ArmyIgnitED under the "Career Path Decide" tab before their education goal can be approved).
4. Read every word of the Virtual Benefits Training (VBT). Sign your acknowledgement and understanding.
5. Create an Education Goal in ArmyIgnitED. Upload your Evaluated Degree Plan (EDP) if completed. If an EDP is not uploaded to ArmyIgnitED after requesting 6 SHs of TA, your account will go on hold.
6. Register/enroll for classes with your AI.
7. Request TA for your enrolled class(es) through ArmyIgnitED. You may request TA up to 60 days before a term start date. **ALL TA REQUESTS MUST BE SUBMITTED NLT 7 DAYS BEFORE the COURSE/TERM START DATE.** If you drop a course prior to the course/term start date you **MUST** cancel the TA request in ArmyIgnitED.
8. Send your TA invoice to your AI. Download/print the approved TA voucher and provide it to your AI per their stated process and deadline.