

While ArmyIgnitED functionality is being updated, you can still use Tuition Assistance (TA) through the Blanket Exception to Policy (ETP) by enrolling in courses directly at your educational institution (EI). Eligible Soldiers can use the ETP to fund courses with start dates of 8 March 2021 and later, until the ETP is discontinued. Talk to an Army Education Counselor about ETP TA. We are here to help you navigate through the ETP TA process.

## Step 1- Know your TA Benefits/Eligibility

- You must be TA-eligible (e.g., not Flagged, no TA GPA hold, and completed the required Professional Military Education for your degree level) to receive ETP TA. Contact your Army Education Center if you need help determining your eligibility.
- Make sure you are TA eligible and have TA funds remaining for the fiscal year before you enroll in courses at your EI.
- If you don't know if you have TA funds available, provide all your college transcripts to your Army Education Center so they can determine if you have funds remaining.
- Soldiers are authorized up to \$250 dollars a semester hour for a maximum of 16 semester hours per fiscal year. Unused TA does not carry over from fiscal year to fiscal year.

## Step 2- Contact your Educational Institution (EI)

- **NEW STUDENTS:** Ask for information about your chosen degree program and if the EI has any admission requirements. This may include sending your high school transcript, previous college transcripts, and/or Joint Services Transcript (JST) to the EI. A copy of your JST can be requested at: <https://jst.doded.mil>. Once admitted to the EI, review your Degree Plan with your EI Academic Advisor. The Degree Plan lists the courses required to complete your degree and any accepted JST or transfer credit.
- **ALL STUDENTS:** [Discuss with your EI how they are assisting students during this ETP time frame.](#) Ask your EI Academic Advisor how you can register for courses at the EI without paying out-of-pocket using the Blanket ETP. *If you have any issues/barriers, contact your Army Education Center and talk to an Army Education Counselor for assistance.*



**Reminder** **CONTACT YOUR ARMY EDUCATION CENTER FOR ASSISTANCE IN RESOLVING ANY BARRIERS TO THE BLANKET**

**EXCEPTION TO POLICY.** This includes being asked to take out a student loan, past due holds, out-of-pocket costs, incurring late fees, graduation holds, etc. Find your Ed Center on ArmyIgnitED or at:

<https://home.army.mil/imcom/index.php/customers/ACES>

## Step 3- Register for Your Course(s) at the EI Using the Blanket Exception to Policy.

This means that you should not have to pay anything out of pocket for your courses; however, some EIs may require this. Your EI will be paid TA for your courses later once ArmyIgnitED is fully operational. Contact your Army Education Center for assistance if your EI requires that you pay out of pocket.

## Step 4 – Although Not Required at This Time, we strongly recommend you create your ArmyIgnitED account at [www.armyignited.com](http://www.armyignited.com). Click on “Get Started” at the top right hand corner. Be sure to use your government military email and not your personal email!

## Step 5- Once the TA Program Goes Live for All Soldiers in ArmyIgnitED

- Review your ArmyIgnitED account to ensure you have an accurate and approved Education Path (formally known as home school and degree plan). If not, submit an Education Path and have it approved by an Army Education Counselor and your EI within ArmyIgnitED.
- Verify with your Army Education Center whether your EI submitted a list of ETP eligible enrollments to HQ ACCESS, Army University for approval of ETP TA funding (ETP eligibility start dates: 8 March 2021 and later, until the ETP is discontinued).
- If your EI did not submit an enrollment list, you will be required to submit an individual ETP request via an ArmyIgnitED ServiceNow Helpdesk case. Please contact your local Army Education Center for assistance in this process and for a list of the supporting documentation required.
- **YOU WILL RECEIVE AN EMAIL NOTIFICATION FROM ArmyIgnitED WHEN THE TA ETP REQUEST HAS BEEN FUNDED/APPROVED. IT MAY TAKE SEVERAL MONTHS AFTER YOUR ETP REQUEST IS SUBMITTED FOR YOU TO RECEIVE TA.**
- Your EI will be able to invoice for your ETP courses in ArmyIgnitED using the established invoicing process once the courses are approved for TA.
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**\*\*NOTE:** You have up to one year after the start date of an eligible course to request ETP funding for it; BUT DO NOT WAIT. Act quickly once the TA program is functional in ArmyIgnitED.

## Step 6- Once functional, use ArmyIgnitED for all future course enrollments using the How-To-Guides within ArmyIgnitED.

