

How To Guide

Withdraw From a Course and Fulfill Recoupment (1 of 6)

Purpose

This guide provides the steps that a student must take to withdraw from a TA-funded course.

IMPORTANT: Students must withdraw from a course at their Educational Institution (EI) before withdrawing from the course in ArmyIgnitED.

Steps to Withdraw From a Course

1. **After completing your Education Institution (EI)'s withdrawal process** log into ArmyIgnitED.
2. Click Education Path.

The screenshot shows the ArmyIgnitED dashboard. At the top, there is a navigation bar with the 'ignited' logo on the left and several tabs: 'Home', 'Education Path' (highlighted with a red box and a red circle containing the number '2'), 'Credential Path', 'Program Path', and 'Find Ed Center'. On the right of the navigation bar, it says 'Welcome Nikola'. Below the navigation bar is a large illustration featuring a robotic arm, a laptop, a signpost, a calculator, a microscope, and a stethoscope. The main heading reads 'Welcome to ArmyIgnitED.' followed by the subtext 'Pursue a credential to advance your military career. Get started now.' Below this are four circular progress indicators for different types of hours: Undergraduate Hours (90 / 130 Semester Hours), Graduate Hours (0 / 39 Semester Hours), Certification Hours (11 / 21 Semester Hours), and Semester Hours (14 / 16 Semester Hours). Below these indicators are two buttons: 'Request Credentialing Assistance' and 'Add Credential Path'. At the bottom, there is a 'Financial Assistance' section for 'Fiscal Year 2020' showing a total of '\$0.00' as of 08/11/20. A progress bar below this shows three categories: 'Credentialing Assistance' (\$0.00), 'Tuition Assistance' (\$0.00), and 'Pending Assistance' (\$0.00), with a total of '\$4,000.00 Per Year'.

Note: Every Education Institution (EI) has their own process for withdrawing from a course. Withdraw from your course using your EI's process BEFORE withdrawing from the course in ArmyIgnitED. Contact your EI to find out more information about their process. This guide **ONLY** covers the processes of withdrawing from a course within the ArmyIgnitED system and providing a reason for the withdrawal.

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Steps to Withdraw From a Course

3. Click **My Courses**
4. Select the withdrawn course you wish to take an action on and click the **chevron** to view additional details.
5. Click **Take Action on Withdrawal**.

Financial Assistance Fiscal Year 2020

\$0.00
As of 08/11/20

● **Credentialing Assistance** \$0.00

● **Tuition Assistance** \$0.00

▨ **Pending Assistance** \$0.00

\$4,000.00
Per Year

Cumulative Army TA GPA

Current Courses

Course Title: Fundamentals of Computer Science		Credits: 3	Withdrawn	
Subject	Catalog Number	Education Institution	Start	Grade
Computer	2343242	University of Florida	08/21/2020	N/A

Financial Assistance

Requested:	Billed:	Course Cost	Tuition Assistance:	Student Cost
07/23/2020		\$231.00	\$0.00	\$231.00

Course Information

Program Path:	Grade Reason:	Pass Equivalency:	TA Funded:
			✓

Rejection Information

Rejection Date:	Reason:	Note:
07/23/2020		Withdrawn

Take Action on Withdrawal

Note: Every Education Institution has their own Course Withdrawal Process. Contact your EI to find out more information about their process. This guide **ONLY** covers the processes of withdrawing from a course within the ArmyIgnitedED system and providing a reason for the withdrawal.

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PERSONAL

Select **PERSONAL** if your reason for withdrawing from the course pertains to a personal, non-military situation.

Note: You can select a **PERSONAL WITHDRAWAL** at any point while your Tuition Assistance Request is active. However, if you request a **PERSONAL WITHDRAWAL** after HQ ACCESS has paid for your tuition it will trigger recoupment (repayment of funds).

MILITARY

Select **MILITARY** if you are withdrawing from the course due to UNANTICIPATED/UNEXPECTED reasons, such as emergency leave/reassignment, natural or man-made disaster, illness/hospitalization, or an unforeseen military mission.

Note: You can select a **MILITARY WITHDRAWAL** at any point while the Tuition Assistance Request is active. To request a **MILITARY WITHDRAWAL**, you are **required** to upload a completed [DA 7793, Request for TA Recoupment Waiver - Withdrawal for Military \(WM\) Reasons form](#) to support your reason which will then need to be approved by your Counselor.

If your Education Services Officer **approves** your Military Withdrawal Request, then you will not be recouped for the cost of your Tuition Assistance Request. If your Education Services Officer **rejects** your Military Withdrawal Request and HQ ACCESS has already paid for your tuition, then you will be recouped for the cost of your Tuition for the cost of your Tuition Assistance Request.

7. Upload files, as necessary.

8. Click **Submit**.

Note: Every Education Institution has their own Course Withdrawal Process. Contact your EI to find out more information about their process. This guide **ONLY** covers the processes of withdrawing from a course within the ArmyIgnitED system and providing a reason for the withdrawal.

Steps to Withdraw From a Course

6. Select a reason for withdrawing from the course:

Withdrawal Reason ×

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

Personal ^

6 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

7

Upload File

Cancel

8

Submit >

Note: Clicking the [DA 7793, Request for TA Recoupment Waiver - Withdrawal for Military \(WM\) Reasons](#) hyperlink will redirect you to an online pdf version of the form which can be saved on your personal device. It is recommended that you use a laptop or desktop to save this form.

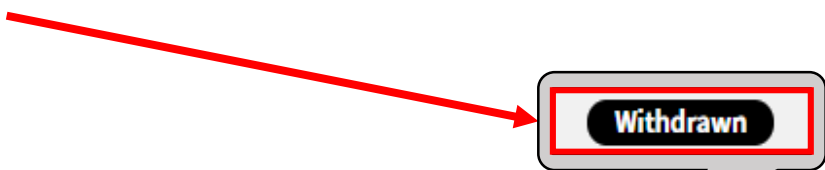
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Withdraw From a Course and Fulfill Recoupment (4 of 6)

Steps to Withdraw From a Course

You have now completed the process of withdrawing from your course within ArmyIgnitED and submitted the reason for your withdrawal.

Note: Once ArmyIgnitED has successfully processed your withdrawal, the term “Withdrawn” will appear in an icon in the top right corner of the course details box to confirm your successful withdrawal from the course.



Withdrawn

Pending

Course Title: Fundamentals of Computer Science

Credits: 3

Withdrawal: 09/25/2020

Withdrawal Reason: Personal

Subject	Catalog Number	Education Institution	Start	Grade
Computer	2343242	University of Florida	08/21/2020	N/A

REMINDER – Personal Withdrawal

You can select a **PERSONAL WITHDRAWAL** at any point while your Tuition Assistance Request is active.

However, if you request a **PERSONAL WITHDRAWAL** after HQ ACCESS has paid for your tuition it will trigger recoupment (repayment of funds).

REMINDER – Military Withdrawal

You can select a **MILITARY WITHDRAWAL** at any point while the Tuition Assistance Request is active. To request a **MILITARY WITHDRAWAL**, you are **required** to upload a completed **DA 7793, Request for TA Recoupment Waiver - Withdrawal for Military (WM) Reasons** to support your reason which will then need to be approved by your Counselor.

If your Education Services Officer **approves** your Military Withdrawal Request, then you will not be recouped for the cost of your Tuition Assistance Request. If your Education Services Officer **rejects** your Military Withdrawal Request and HQ ACCESS has already paid for your tuition, then you will be recouped for the cost of your Tuition for the cost of your Tuition Assistance Request.

Note: **Every Education Institution has their own Course Withdrawal Process.** Contact your EI to find out more information about their process. This guide **ONLY** covers the processes of withdrawing from a course within the ArmyIgnitED system and providing a reason for the withdrawal.

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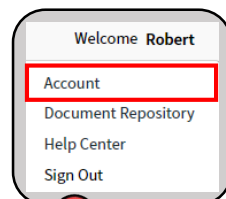
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Purpose

If a student has entered recoupment, they will need to choose a repayment plan. The student can follow the steps below to learn how to choose a repayment plan. If no repayment plan is chosen within 30 days, the minimum recoupment amount will be selected automatically.

Steps to Choose a Repayment Plan

1. **After you have received notice via email that you have entered recoupment** log into ArmyIgnitED.
2. Click **your name** and select **Account**.



ignited Home Education Path Credential Path Program Path Find Ed Center

Welcome Robert

Welcome to ArmyIgnitED.

Pursue a credential to advance your military career. Get started now.

Undergraduate Hours	Graduate Hours	Certification Hours	Semester Hours
90 / 130 Semester Hours	0 / 39 Semester Hours	11 / 21 Semester Hours	14 / 16 Semester Hours

Request Credentialing Assistance | Add Credential Path

Financial Assistance Fiscal Year 2020

\$1,990.00
As of 09/14/20

● Credentialing Assistance \$240.00
● Tuition Assistance \$1,750.00
● Pending Assistance \$0.00

\$2,010.00
Per Year

Note: If you do not enter a repayment plan a hold will be placed on your account.

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Steps to Choose a Repayment Plan

- At the bottom of your Student Profile in the Recoupments section, click **Choose Repayment Plan**.
- Choose the payment plan that is best for you:
 - Pay Minimum Every Month**
 - Pay Full Amount Now**
 - Pay Other Amount Every Month** – this option will require you to enter a custom monthly payment amount which will then be reviewed by ACCESS

Education Information

Education Center: Fort Benning Education Center

Current Education Path Approved

Education Institution: Florida State University Degree Level: Bachelor's Degree

Area of Study: Computer Science Expected Graduation:

Highest Education Level Completed

Highest Level of Education: N/A Education Institution: N/A

Graduation Date: Dec 13, 2015

[View Previous Paths](#)

Special Program

Special Program Paths

None

Credential

Most Recent Credential Path Completed > View All Paths

You don't have a completed Credential Path.

Enrolled Courses

> View All Enrolled Courses And Grades

Spring 2020 Semester

Not currently enrolled in a course

Financial Assistance

TA/CA Funding Status: User Type:

Undergraduate Hours 90 / 130 Semester Hours	Graduate Hours 0 / 39 Semester Hours	Certification Hours 11 / 21 Semester Hours
Semester Hours 14 / 16 Semester Hours		

Recoupments

Recoup Discrete Mathematics 1

Please choose a repayment plan to recoup the Army.

3 [Choose Repayment Plan](#)

Payment Plan Confirmed

Choose a payment plan for recouping Discrete Mathematics 1. The total cost of this course is \$750.00. Recoupment amounts will be taken out of your paycheck.

4

Pay Minimum Amount Every Month \$50.00 for 15 months
 Pay Full Amount Now \$750.00
 Pay Other Amount Every Month for 15 months

5

[Cancel](#) [Submit](#)

- Click **Submit**.

Note: Clicking **Cancel** will cancel the process of choosing a repayment plan and will return you to your Student Profile.

- Click **Ok**.

Choose Payment Plan

You chose to pay the minimum amount of USD for 15 months. This amount will be taken out of your next paycheck and sent to DFAS.

6 [Ok](#)

Note: Recoupment is handled through the Defense Finance and Accounting Service (DFAS). DFAS can change the payment option you selected based upon the amount you owe and your time remaining in service.

The time in which you must pay your full recoupment depends on the amount that you owe.