

# Deleting a Tuition Assistance Request (TAR):

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**NOTE:** This is ONLY if the school has not invoiced for the enrollment(s)

In Students record, click 'Funding Requests':

The screenshot shows the 'Student Education Record' page. At the top left, there is a back arrow and the text 'Student Education Record'. Below this, there are two tabs: 'Active TA' (selected) and 'Active CA'. The main content area is divided into three columns: 'Fiscal Year Cap: 2023' with '\$4,000.00 Funding Remaining' and 'Credits Remaining: 16'; 'Undergraduate' with '130 Credits Remaining' and 'GPA: N/A'; and 'Graduate' with '39 Credits Remaining' and 'GPA: N/A'. On the right side, there is a user profile for 'DAVID, MIKAELJOSE' with a menu containing 'Login Data', 'Education Record', 'Funding Requests' (highlighted with a red arrow), 'Education Goals', 'Education Levels', and 'SkillBridge Applications'.

Click 'View Details':

The screenshot shows the 'View Details' page for a Tuition Assistance Request. At the top, it displays 'ID #3895461-SONORAN DESERT INSTITUTE' and 'APPROVED • ACTIVE TA'. Below this, there is a table with one row: 'FTT231 - Machining and Manufacturing of Firearms' with dates '05/30/2022 - 07/24/2022'. At the bottom, there are two buttons: 'VIEW DETAILS' (highlighted with a red arrow) and 'PRINT PDF'.

In the bottom left corner of the 'Tuition Assistance Request Document' box, you will see the option to 'Delete' the TAR:

← View Tuition Assistance Request

Tuition Assistance Request    Associated Goals    Invoice Summary    Log

Created    Signed

05/25/2022    05/25/2022

**Tuition Assistance Request Document: #3895461**

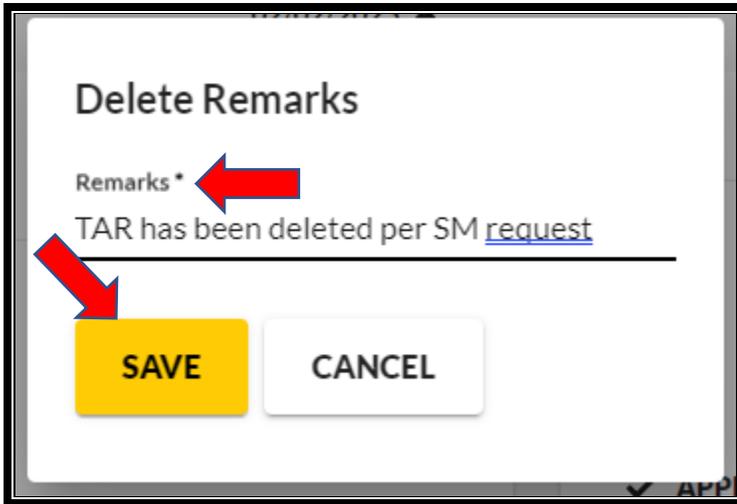
Active TA Issued 05/25/2022

Location	Creation Method	Enrollment Reason
Fort Carson Education Center	Import	Civilian Degree Program

EDIT    DELETE

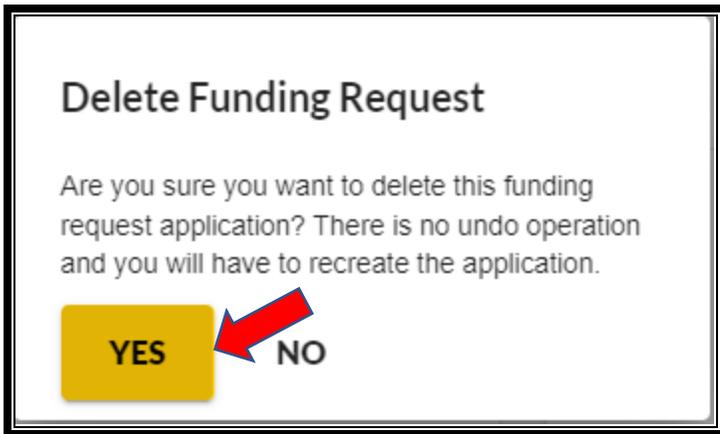
**Note:** Once the TAR is deleted, it **CANNOT** be re-established. A **new** TAR will need to be **created** if the course needs to be reinstated.

Input 'Remarks' -> 'Save':



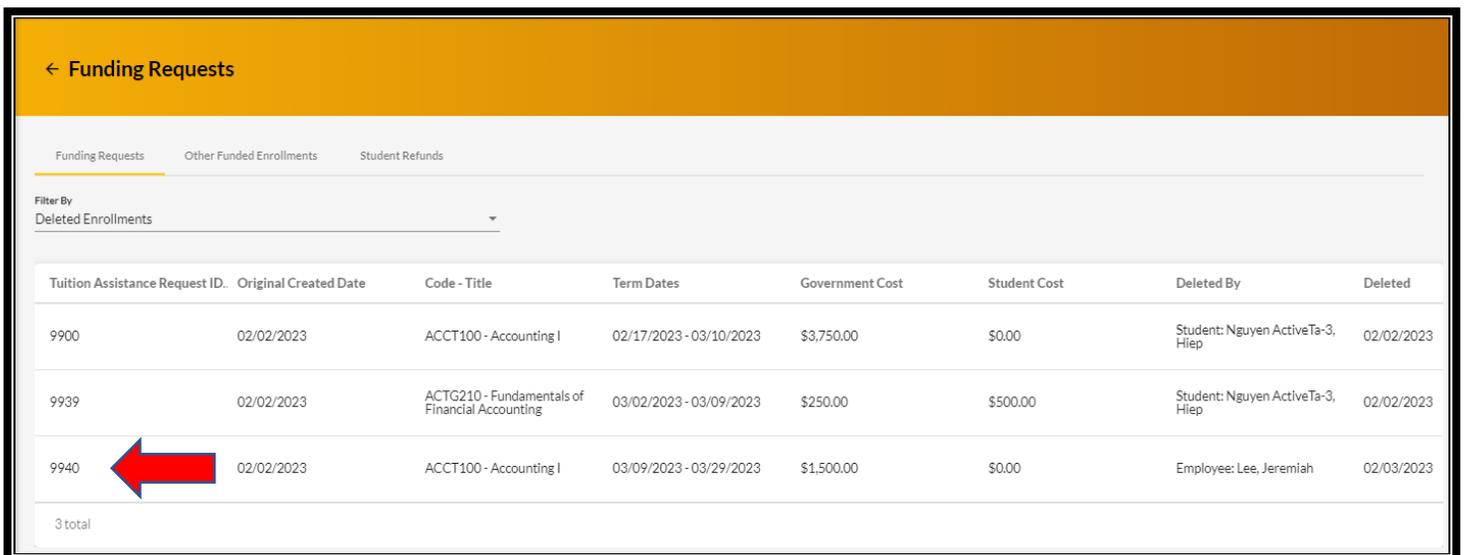
The screenshot shows a dialog box titled "Delete Remarks". It contains a text input field with the text "TAR has been deleted per SM request" and a red arrow pointing to it. Below the input field are two buttons: "SAVE" (highlighted in yellow) and "CANCEL". A red arrow also points to the "SAVE" button.

Confirm 'Deletion':



The screenshot shows a confirmation dialog box titled "Delete Funding Request". The text inside asks: "Are you sure you want to delete this funding request application? There is no undo operation and you will have to recreate the application." Below the text are two buttons: "YES" (highlighted in yellow) and "NO". A red arrow points to the "YES" button.

View 'deleted' TAR under 'filtered by' -> 'deleted enrollments':



The screenshot shows a table titled "Funding Requests" with a filter set to "Deleted Enrollments". The table has 8 columns: Tuition Assistance Request ID., Original Created Date, Code - Title, Term Dates, Government Cost, Student Cost, Deleted By, and Deleted. Three rows are visible, with the third row (ID 9940) highlighted by a red arrow.

Tuition Assistance Request ID.	Original Created Date	Code - Title	Term Dates	Government Cost	Student Cost	Deleted By	Deleted
9900	02/02/2023	ACCT100 - Accounting I	02/17/2023 - 03/10/2023	\$3,750.00	\$0.00	Student: Nguyen ActiveTa-3, Hiep	02/02/2023
9939	02/02/2023	ACTG210 - Fundamentals of Financial Accounting	03/02/2023 - 03/09/2023	\$250.00	\$500.00	Student: Nguyen ActiveTa-3, Hiep	02/02/2023
9940	02/02/2023	ACCT100 - Accounting I	03/09/2023 - 03/29/2023	\$1,500.00	\$0.00	Employee: Lee, Jeremiah	02/03/2023

3 total

Clicking on the enrollment allows you to reach the actions of that particular TAR:

← Tuition Assistance Request Document Log			
Student: ID: 9940			
Action Type	Action By	Transaction Date/Time	
Tuition Assistance Request Deleted: TAR has been deleted per SM request	Lee, Jeremiah	02/03/2023, 20:19:06	
Tuition Assistance Request Opened	Lee, Jeremiah	02/03/2023, 20:15:40	
Tuition Assistance Request Opened	Nguyen ActiveTa-3, Hiep	02/02/2023, 21:37:09	
ACCT100 Accounting I Added	Nguyen ActiveTa-3, Hiep	02/02/2023, 21:37:09	
Tuition Assistance Request 9940 created	Nguyen ActiveTa-3, Hiep	02/02/2023, 21:37:09	
5 total			