AI Portal Federal Tuition Assistance (FTA) ArmyIgnighted and AFVEC Portal

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Agenda

- Federal Tuition Assistance
- ArmyIgnitED /AFVEC Portal
- Evaluated Degree Plan
- Training Resources/Army School Support
- Questions/Answers

Federal Tuition Assistance

- **What is it – What do I get?**
  - **Financial assistance** to help Soldiers with off-duty voluntary civilian educational pursuits
  - **100% of tuition cost up to $250 per semester hour**
  - **Up to 18 semester hours per fiscal year**
    - **Fiscal year: 1 October thru 30 September**
  - **ArmyIgnited service members - Require first time users of TA to take ArmyIgnitED training prior to requesting TA**

Federal Tuition Assistance

- **How Do I Qualify?**
  - **Actively serving, National Guard, and reserve service members**
  - **Successfully complete Advanced Individual Training (AIT) in the Army, Technical School in the Air Force, Marine Corps (SOI), or A School in the Navy and Coast Guard.**
  - **Not flagged or pending unfavorable action**
  - **Maintain 2.0 undergraduate or 3.0 for graduate GPA**

Federal Tuition Assistance

- Career limits for FTA are:
  - 130 undergraduate semester hours
  - 39 graduate semester hours
  - May be used with Chapter 1606 GI Bill benefits
  - FTA will not pay for a lateral or lower degree at any level, regardless of the funding used for the first degree
  - FTA does not cover fees or books

- No CHANGE: FTA will not pay towards an undergraduate or graduate CERTIFICATE
  - Air Force Specifics: You can use your Tuition Assistance benefits to pursue a certificate if your highest level of education is a bachelor's degree. - If you have an associate degree, a bachelor's degree, or no degree, you may use TA to pursue your first certificate at any academic level. However, if you hold a master's degree or higher, you are not authorized to use TA to pursue a certificate.

Federal Tuition Assistance

- **Recoupment**
  - **Soldiers agree** to reimburse the Army when they receive an unsatisfactory grade
  - **Receiving a grade of a "W" or "D" or below for an undergraduate course**
  - **Receiving a grade of a "W" or "C" or below for a graduate course**

Grading Guidelines

ARMY IGNITED

KEY DEADLINES

30 DAYS — Enter grades after TAR end date

60 DAYS — Auto "N" grade posted if no grade entered = RECOUPABLE

180 DAYS — "I" grade must be updated to final grade or Soldier is recouped

Your school's rubric may not match exactly. Use the closest approximation.

AVAILABLE GRADES IN AI PORTAL

A, B, C	**Passing** — Use closest match to your rubric
D, F	**Failing** — Standard failing grade
I	**Incomplete** — Final grade due within 180 days
N	**Non-completion** — Auto-posted at 60 days = recoupable
W	**Withdrawal** — Student withdrew from course

DROPS WITH NO FINANCIAL PENALTY

There is NO drop grade in the AI Portal.

Single-enrollment TAR:

Use the Drop/Unknown.

TAR Packet (multiple enrollments):

Invoice the dropped class at $0.

Timely grades help Soldiers

receive the benefits they've earned. Your part matters!

Questions? Contact Army School Support. We love working with you!

Use the TAR end date, not your school's calendar. Refer to the AI Portal Grade Chart for full reference.

Federal Tuition Assistance

- **FTA must be approved seven days before the start date of the class for all service branches.**

TA becomes available:

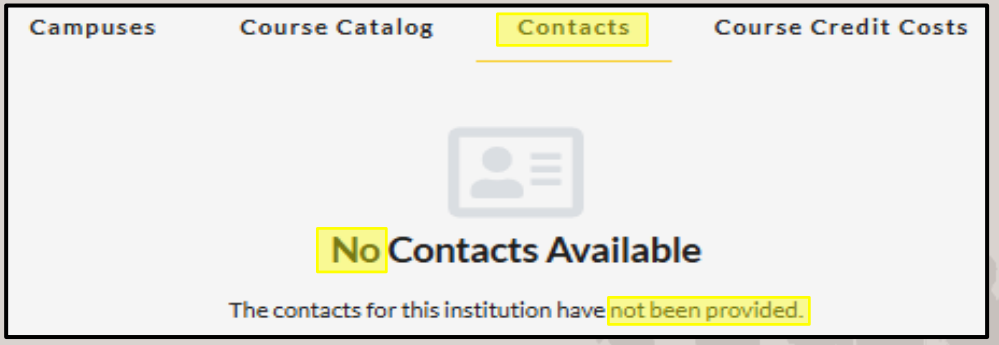
- Air Force, Air Guard, Air Force Reserve, and Space Force – **45 days** before term
- Army, Army National Guard, and Army Reserve – **60 days** before term
- Marines and Coast Guard – Up to **60 days** before term
- Navy – Up to **120 days** before term

Suggested Updates

- [x] Review and update your Academic Year (AY) 26-27 tuition rates on the new DoD MOU website. https://dodmou.mil/
- [x] Review and update your TA rates in the AI Portal.
- [x] Ensure that you keep your contacts on the DoD MOU website updated.
- [x] Review your DoD MOU expiration date.
- [x] Ensure your AI Portal Directory is checked for Army



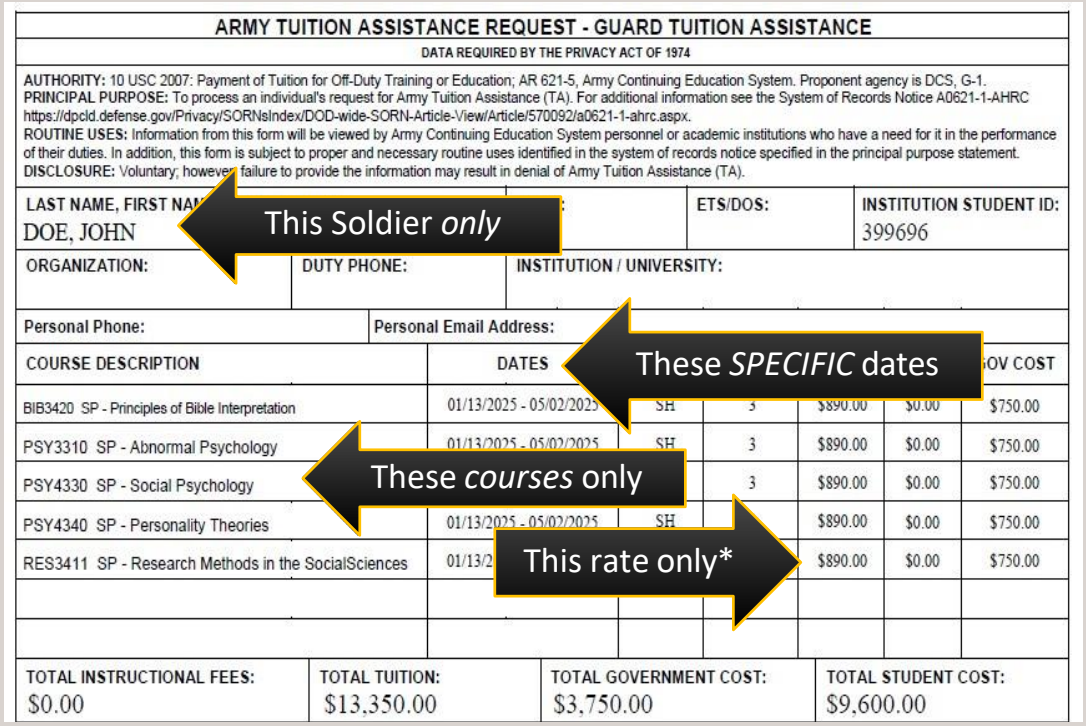




Important Notes:

- Students must register for the course at the Academic Institution before submitting a Tuition Assistance request for approval.
- Service members will be solely responsible for all tuition costs without this prior approval.
- If you change your schedule (drop/add), you must submit the change through your military branch portal and submit an updated TA form reflecting those changes. For any approved TA course to be correctly processed for payment by a University, the course registration and the TA form must match to be invoiced for payment by the University.
- All service members are responsible for submitting any schedule changes or TA form updates to their University service office

TARs Must be Accurate



ARMY TUITION ASSISTANCE REQUEST - GUARD TUITION ASSISTANCE

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 USC 2007: Payment of Tuition for Off-Duty Training or Education; AR 621-5, Army Continuing Education System. Proponent agency is DCS, G-1.
PRINCIPAL PURPOSE: To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice A0621-1-AHRC https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570092/a0621-1-ahrc.aspx.
ROUTINE USES: Information from this form will be viewed by Army Continuing Education System personnel or academic institutions who have a need for it in the performance of their duties. In addition, this form is subject to proper and necessary routine uses identified in the system of records notice specified in the principal purpose statement.
DISCLOSURE: Voluntary; however failure to provide the information may result in denial of Army Tuition Assistance (TA).

LAST NAME, FIRST NAME:		ETS/DOS:	INSTITUTION STUDENT ID:
DOE, JOHN			399696
ORGANIZATION:	DUTY PHONE:	INSTITUTION / UNIVERSITY:	
Personal Phone:	Personal Email Address:		

COURSE DESCRIPTION	DATES					GOV COST
BIB3420 SP - Principles of Bible Interpretation	01/13/2025 - 05/02/2025	SH	3	$890.00	$0.00	$750.00
PSY3310 SP - Abnormal Psychology	01/13/2025 - 05/02/2025	SH	3	$890.00	$0.00	$750.00
PSY4330 SP - Social Psychology			3	$890.00	$0.00	$750.00
PSY4340 SP - Personality Theories	01/13/2025 - 05/02/2025	SH		$890.00	$0.00	$750.00
RES3411 SP - Research Methods in the SocialSciences	01/13/2			$890.00	$0.00	$750.00

TOTAL INSTRUCTIONAL FEES:	TOTAL TUITION:	TOTAL GOVERNMENT COST:	TOTAL STUDENT COST:
$0.00	$13,350.00	$3,750.00	$9,600.00

Reminders:

- Your TA rate on the DoD/DoW MOU and AI Portal must match.
- You cannot bill for increased rates if the AI Portal is outdated.
- You cannot bill the Army for inaccurate TARs.
- https://www.vantagepoint-inc.com/armyschoolsupport
- Drop 0 credit hour courses.

VantagePoint
Army School Support

Gaining Access to the AI Portal

ARMY IGNITED

1 Login.gov Account

A federal single sign-on account through Login.gov. Required as the primary identity credential for all users accessing the AI Portal.

2 OKTA Account

An OKTA identity and access management account. Used for role-based access control and authorization within the AI Portal environment.



VantagePoint
Army School Support

Secure access ensures only authorized users reach the AI Portal

Two credentials required before access is granted — both are external to the AI Portal

Course Info/Term Dates/Tuition Rates

Accurate and up-to-date information in the AI Portal ensures Soldiers can make informed decisions and avoid Tuition Assistance Request (TAR) rejections.

1. **UNIVERSITY INPUTS INFORMATION**
   The University enters and updates course information, term dates, and tuition rates in AI Portal.
2. **INFORMATION AVAILABLE IN ARMYIGNITED**
   The information is published and made available in the ArmyIgnitED Portal for Soldiers to view.
3. **SOLDIER ACCESSES PORTAL**
   The Soldier logs in to the ArmyIgnitED Portal to search for available courses.
4. **SOLDIER SELECTS COURSE INFORMATION**
   - Course Information (Course ID & Name)
   - Term Dates (Semester & Mini Terms)
   - Tuition Rates (Per Credit Cost & Credit Type)
5. **SOLDIER SUBMITS TAR**
   The Soldier submits their Tuition Assistance Request (TAR) using the selected information.
6. **ACCURATE INFO. PREVENTS ISSUES**
   Up-to-date and accurate information helps prevent TAR rejections and ensures a smooth approval process for Soldiers.

$ **Max Allotment:** $250/credit • Up to **$4,500 per fiscal year** — Up to **18 Semester hours -** TARS must have exact course info, term dates, and cost to **avoid TAR rejection.**

Invoicing: Where It All Meets

Ensure Accuracy. Protect the Soldier. Avoid Recoupments.

1 TAR CREATED

Soldier submits a Tuition Assistance Request (TAR) in ArmyIgnitED between 7 to 60 days before the start of the course.

2 VERIFY & MATCH

Before course start, ensure the TAR matches the university record:
- Correct course
- Correct dates
- Correct cost
- Student is actively enrolled
- Notify Soldier of any errors

3 COURSE STARTS

The course begins.
- Incorrect TARs cannot be corrected.
- Incorrect TARs can be removed through dropped/unknow method before 20% completion.

4 INVOICE

Invoice only for courses that match the TAR and university records.
- Invoice can be submitted after 20% completion.
- You can reduce cost for drops. Please add remarks to invoice.

5 IF TAR DOES NOT MATCH

If the course on the TAR does not match:
- Zero dollar invoice the course, or
- Process a drop/unknown prior to 20% completion.
- Do not invoice the cost for a different course.

6 GRADES REQUIRED

Grades must be entered for invoiced courses.

If a grade is not entered, a recoupment will be created for the Soldier after 60 days of the course end date.

KEY RULES TO REMEMBER

- Invoice only for the **exact course** on the approved TAR.
- You cannot invoice for a different course, even if the dates or cost are the same.
- You must wait until the course is at least **20% complete** before invoicing.
- If the TAR is incorrectly invoiced, you must **refund the Army.**
- Accurate invoicing **prevents recoupments** and protects the Soldier.

REFUNDS ARE CRITICAL

If the university invoices incorrectly and does not refund the amount:
- **The university will not be able to enter a grade for the Soldier to avoid recoupment.**
- **A recoupment could be created on the Soldier's account.**
- **The Soldier may be responsible for repayment.**

Process refunds promptly to avoid financial and administrative impact to the Soldier.

SUCCESS OUTCOMES

- **Accurate invoicing ensures Soldiers receive the benefit they earned.**
- **Proper refunds prevent recoupments and protect the Soldier.**
- **Compliance builds trust and strengthens the ArmyIgnitED program.**
- **Your accuracy supports readiness and Soldier success.**

Evaluated Degree Plan:

- If the academic goal is not uploaded, service members can only make 2 TA requests before the blocker is activated
- EDP can be uploaded by the ESO Counselor

- Soldier's Name
- Academic Institution Name
- Degree Program
- Classes/Credits Required for Graduation/Completion
- JST & CCAF must be included
- Transfer credits
- No signature required

EDP Workflow

01	SCHOOL	Provides the Degree Audit / EDP	AI gives the Soldier the academic roadmap needed to document the degree requirements.
02	SOLDIER	Builds the Education Goal	Soldier selects the AI/degree program and uploads the EDP when creating the goal.
03	COUNSELOR	Reviews the Education Goal	Education Counselor reviews the goal and supports the Soldier with education/TA requirements.
04	IF MISSING	Education Center helps resolve	If the EDP was not uploaded, the Soldier provides it to the Education Center for upload.
05	AFTER 2 CLASSES	EDP must be on file	Without the required EDP, future TA requests are blocked until the EDP is uploaded.

A Simple Handoff Model

EDP Responsibilities

Who provides, uploads, reviews and resolves?

ACADEMIC INSTITUTION (AI)

- Provide the Degree Audit / official EDP information needed to map the program.
- Show all courses required to complete the educational goal.
- Account for completed coursework, transfer credit, and applicable evaluated military training/experience.
- Provide the EDP to the Soldier; the AI does not upload it into ArmyIgnitED.

SOLDIER

- Request the Degree Audit / EDP from the AI before or while establishing the Education Goal.
- Upload the EDP when creating the Education Goal, when available.
- If it was not uploaded initially, provide it to the Education Center for upload.
- After two TA-funded classes, an approved EDP must be on file to continue requesting TA.

ARMY EDUCATION SUPPORT

- Education Counselor reviews the Education Goal and supports education/TA requirements.
- Education Center can upload the EDP when the Soldier could not upload it.
- Army School Support reinforces policy/process expectations and coordination with schools.
- Technical Integrator / BAM Tech helps troubleshoot system or data issues and route technical problems.

KEY HANDOFF

AI provides academic roadmap → Soldier uploads EDP → Army Education Support reviews/resolves issues

EDP: Avoid the TA Hold

What happens when the Evaluated Degree Plan (EDP) is missing?

THE PROCESS

1. **Establish Education Goal**
   Soldier creates the education goal and should upload the EDP.
2. **EDP Missing?**
   Soldier works with the Education Center to have the EDP uploaded. EDP is based on the AIs degree requirements.
3. **Two TA-Funded Classes**
   The EDP must be on file after the Soldier completes two TA-funded classes to continue using TA.

IF NO EDP IS ON FILE

! ACCOUNT PLACED ON HOLD

No new Tuition Assistance requests will be processed or approved until the Evaluated Degree Plan is uploaded by the Education Center, after completion of two courses.

SOLDIER ACTION

Contact your Education Center early if the EDP was not uploaded.

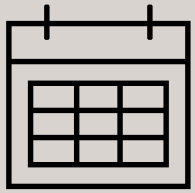


"Education, The KEY to Strength and Readiness"

TRAINING RESOURCES
How To Guides

Training Camp:
Mastering the Playbook

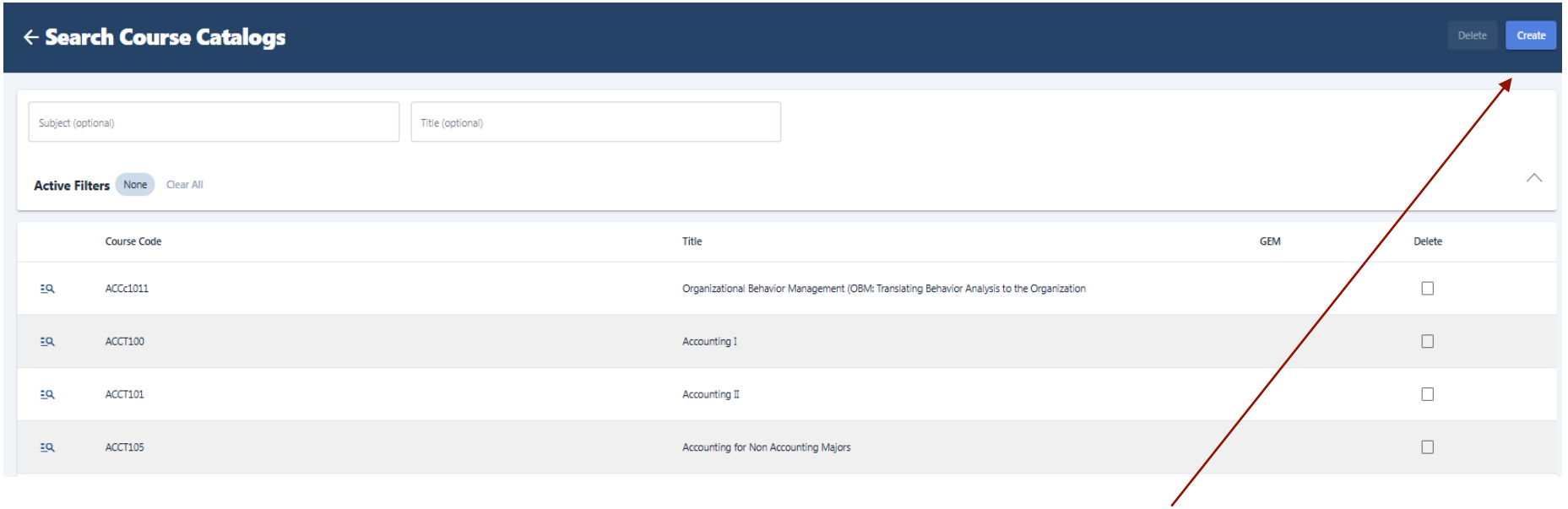
- The Rookie Playbook - New user AI Portal Training information can be found on your AI Portal dashboard.
  - The Final Scrimmage - Last new user TA Training provided 9/10/2026.
  - The FY27 Pre-Season Schedule - AI Portal is working the FY27 training calendar.



TRAINING RESOURCES
How To Guides

Training Course Upload:

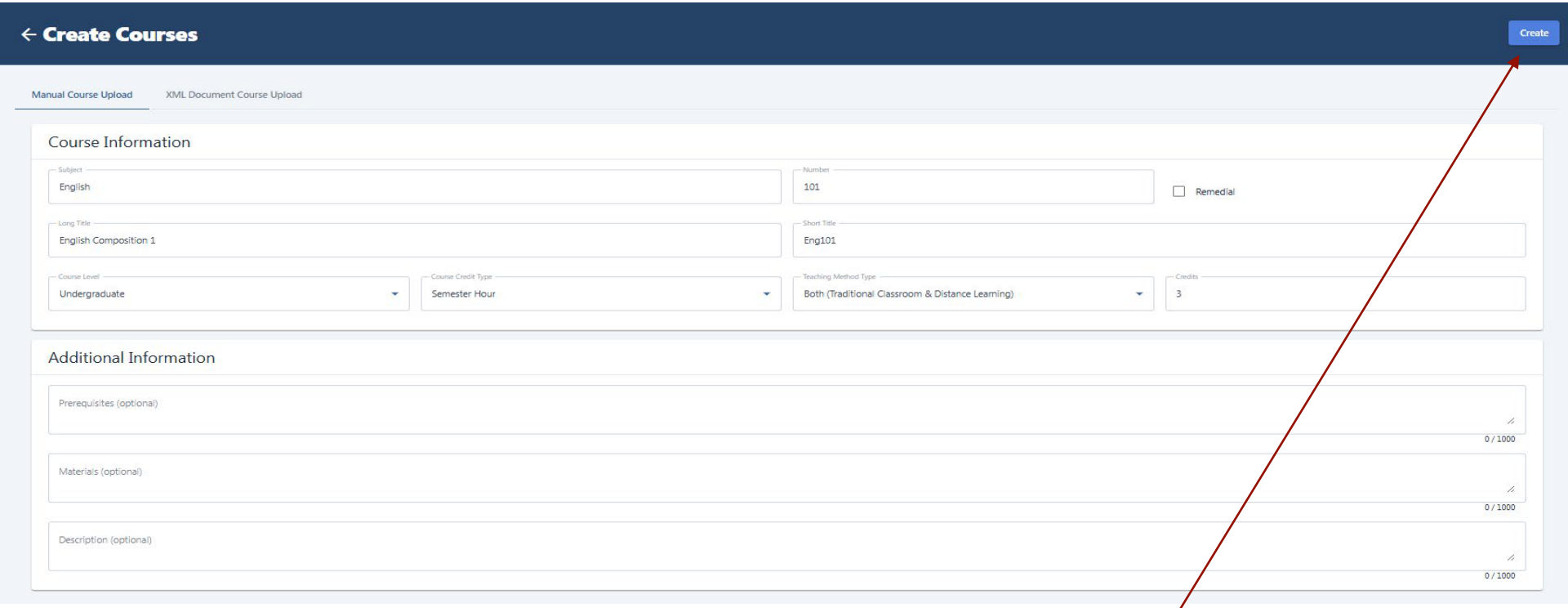
Adding New Courses



To add new courses, click the **Create** button, complete the Course Information form, and click the **Create** button again to save.

Training Course Upload:

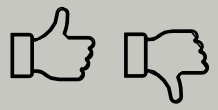
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Army School Support

Join the Knowledge Community — Connect, ask questions, share ideas & stay in the know

Growing Community	Monthly Brief	Poll Questions	Replays	FAQs
				
Please encourage your **AI Portal staff and new staff** to create an account.	Contains important dates and reminders.	Jump in and participate … and offer suggestions!	Recordings of Drop-ins and Quarterly Webinars available!	All information presented today posted to the Knowledge Community.

Army School Support:

- **ArmyIgnitED conducts Quarterly Academic Institution (AI) Webinars**
- **Webinars are recorded and posted soon after the call and are available through the Army School Support Knowledge Community, as well as the Vantage Point website.**
- **Army School Support Knowledge Community:** https://military-school-support.mn.co
- **Website:** www.vantagepoint-inc.com **> Army School Support, scroll to the bottom to see email contacts.**

Military Portal Helpful Links:

- **Please check out the list below of some useful links related to the Upgraded ArmyIgnitED and the AI Portal. If you have additional suggestions, please reach out to a member of the School Support Team:**
- **School Login only: https://aiportal.army.mil**
- **Soldier Login only: https://www.armyignited.army.mil/**
- **DOD MOU: https://www.dodmou.com**
- **CAGE Code/SAM ID Updates: https://sam.gov**
- **CAGE Code/SAM ID Search (informational/display only): https://cage.dla.mil/**


ANY
Questions?