

**Step 1: From the Dashboard page, click "Funding Requests" located under "Education Record"**

**Step 2: On the Funding Request page, click "PRINT PDF" for the FTA-approved classes for the semester.**

Course ID	Dates	Grade	Credits	Government Cost	Student Cost
RUSS1020	01/17/2023 - 05/04/2023	Grade: 3	Credits: 3	\$750.00	\$168.00
PHIL3150	01/17/2023 - 05/04/2023	Grade: 3	Credits: 3	\$750.00	\$168.00
PS2440	01/17/2023 - 05/04/2023	Grade: 3	Credits: 3	\$750.00	\$168.00
PS3380	01/17/2023 - 05/04/2023	Grade: 3	Credits: 3	\$750.00	\$168.00

**Step 3: Open file to verify contents.**

**Step 4: Verify that the information is correct. This is the file you will use to verify your FTA-approved classes**

**ARMY TUITION ASSISTANCE REQUEST**  
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

DISCLOSURE: Voluntary; however, failure to provide the information may result in denial of Army Tuition Assistance (TA).

LAST NAME, FIRST NAME, MIDDLE INITIAL: [REDACTED] RANK: [REDACTED] ETS/DOS: [REDACTED] INSTITUTION STUDENT ID: [REDACTED]

ORGANIZATION: [REDACTED] DUTY PHONE: [REDACTED] INSTITUTION / UNIVERSITY: MIDDLE TENNESSEE STATE UNIVERSITY

Personal Phone: [REDACTED] Personal Email Address: [REDACTED]

COURSE DESCRIPTION	DATES	CREDIT TYPE	CREDITS	CREDIT COST	TOTAL FEES	GOV COST
RUSS1020 - Elementary Russian II	01/17/2023 - 05/04/2023	SH	3	\$306.00	\$0.00	\$750.00
PHIL3150 - Ethics	01/17/2023 - 05/04/2023	SH	3	\$306.00	\$0.00	\$750.00
PS2440 - Law and the Legal System	01/17/2023 - 05/04/2023	SH	3	\$306.00	\$0.00	\$750.00
PS3380 - American Constitutional Law II	01/17/2023 - 05/04/2023	SH	3	\$306.00	\$0.00	\$750.00
<b>TOTAL INSTRUCTIONAL FEES:</b>	<b>TOTAL TUITION:</b>	<b>TOTAL GOVERNMENT COST:</b>	<b>TOTAL STUDENT COST:</b>			
\$0.00	\$3,672.00	\$3,000.00	\$672.00			

**TERMS AND CONDITIONS**

I agree that no changes will be made in the above course(s) or dollar amounts without the approval of the issuing education center staff; otherwise, I will pay the difference to the Army and/or the school. I understand that the Army will pay 100% of my tuition up to \$250 per SH not to exceed 16SH per fiscal year (FY). I agree to pay the remaining amount and any other costs and fees. I understand that I may use both Tuition Assistance (TA) and Credentialing Assistance; however, the combined usage shall not exceed \$4000 per FY. I understand that I will reimburse the Total Government Cost above for non-completions; unsatisfactory grades (undergraduate "D" or below, graduate "C" or below, or equivalents); incomplete "I" grades unresolved 180 days after the class end date; or withdrawals if determined that the failure to complete the course was not due to reasons beyond my control (IAW AR 621-5). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DoDFMR, Vol 7A, Chapter 50. I understand that this application does not guarantee that funds are available, and that the US Army has no obligation to fund this application until it has been approved by the education services staff. I understand that TA for courses starting in the next FY is conditional until receipt of the TA funds. I understand that it is my responsibility to ensure my grades are updated in the Army official system of record (ArmyIgnitED). Grades that are 60 days past class end date are considered overdue and will prevent me from applying for TA and will result in recoupment of TA. I authorize the release of academic information (course grades, degree completion status, etc.) by the above institution to the Army (PL 93-568). I grant permission for the Army to share my academic information as needed with Army Civilians and Army Contractors only for their responsibilities and contracts for education services/programs. All policies and conditions in