



Federal Tuition Assistance (FTA)

Presented by:
Tennessee Army National Guard
Education Office

"Education, The Key To Strength and Readiness"



Agenda



- Overview
- Tiers
- Eligibility
- Using FTA and other Programs
- Prohibitions and Restrictions
- Military Service Obligation
- Recoupment
- FTA Process
- Points of Contact

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Overview

FTA will fund up to **\$4,000 per fiscal** year for voluntary off-duty education programs in support of a Soldier's professional and personal self-development goals:

- The semester hour cap is 16 semester hours per fiscal year (October 1 – September 30)
- Up to \$250 per Semester Hour (\$166 per Quarter Hour, or \$5.55 per Clock Hour)
- 130 semester hours of undergraduate credits or baccalaureate degree, whichever comes first; 39 semester hours of graduate credits or master's degree whichever comes first; or 21 semester hours for a graduate or undergraduate certificate every **five years**.

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Tiers

Tier 1: Soldiers who have not attained a bachelor's degree and wish to pursue a graduate or undergraduate certificate, an associate or bachelor's degree; or have previously attained a bachelor's degree without the use of TA and wish to pursue a master's degree. Soldiers establish Tier 1 TA eligibility as follows:

- a. Enlisted Soldiers who have graduated Advanced Individual Training
- b. Warrant officers who have graduated Warrant Officer Basic Course
- c. Officers who have graduated Basic Officer Leaders Course

Tier 2: Soldiers who previously used TA for any portion of their undergraduate degree, have attained a bachelor's degree, and wish to pursue a master's degree. Soldiers establish Tier 2 TA eligibility as follows:

- a. Enlisted Soldiers who have graduated Advanced Leaders Course
- b. Warrant officers who have graduated Warrant Officer Advanced Course
- c. Officers who have graduated Captain Career Course or equivalent

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Eligibility

- Soldier has completed AIT, WOBC or BOLC to request their first course
- Soldier **cannot** be flagged
- Soldier's ArmyIgnitED account **cannot** be on hold
- Soldier must complete the course **before** they are separated or ETS
- All FTA requests must be submitted and approved **PRIOR** to course start date (five business days prior to qualify for an ETP)
- Maintain a 2.0 GPA for undergraduate degrees after 15 SHs of coursework; 3.0 GPA for graduate degrees after 6 SHs of coursework

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Using FTA w/Other Programs



- Soldiers can request FTA in conjunction with State Tuition Assistance, Pell Grant, work-study programs, colleges scholarships, and MGIB (selected chapters):
 - ❑ Soldiers can use CH1606 during the same semester but not the same courses as FTA
 - ❑ Soldiers can use CH30 and CH33 for the same courses as FTA in certain cases

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Prohibitions and Restrictions



- School must be listed in ArmyIgnitED
- FTA pays towards tuition **only**
 - ❑ FTA does **not** pay any type of fees to include, lab fees, enrollment fees, parking fees, or any other fees
- FTA is **not** authorized for lower or lateral degrees
- FTA is **not** authorized for first professional degrees
- FTA will **not** pay for Double major or major-minor programs
- Soldiers **cannot** receive reimbursement from:
 - ❑ ROTC or Green-to-Gold scholarships

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Military Service Obligation



- Enlisted Soldiers must have sufficient time in service remaining to complete all courses before separating
- Reserves or National Guard Officers (CW2, 2LT and above) are subject to a four-year MSO after the last day of the course (M-Day Soldiers)
- Active Duty Officers (CW2, 2LT and above) are subject to a two-year MSO after the last day of the course (AGR Soldiers)

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Recoupment

- Soldiers will be subject to recoupment if they:
 - ❑ Receive a failing grade (grades **D & F** are recoupable in an undergraduate degree; grades **C, D & F** are recoupable in a graduate degree), **OR**
 - ❑ Receive an incomplete for the course **OR**
 - ❑ Withdraw from a course without an approved military withdrawal **OR**
 - ❑ Do not complete their MSO

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FTA Process

Create ArmyIgnitED Account

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Create ArmyIgnitED Account



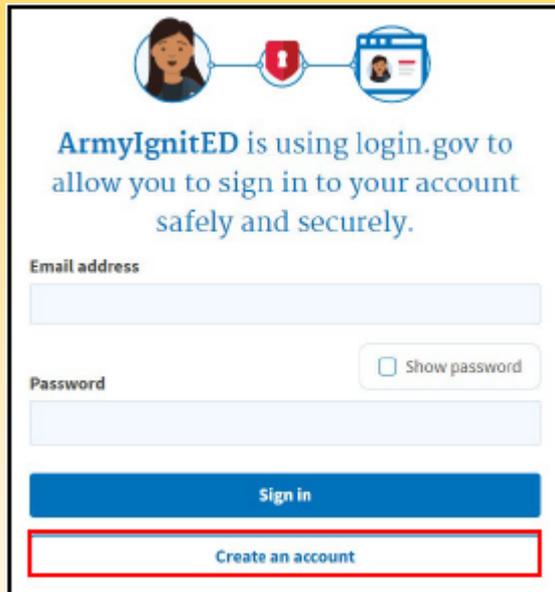
- Go to www.ArmyIgnitED.com and click '**Get Started**' to start the process of creating an account with login.gov

A screenshot of the ArmyIgnitED website homepage. The top navigation bar is black with white text for "Why ArmyIgnitED", "Learn Anywhere", "Opportunities", and "Your Journey". A yellow "Get Started" button is circled in red. The main content area features a woman with long dark hair wearing a green t-shirt. To her left, the text reads "IT STARTS WITH A SPARK" in white and yellow, followed by "Empower yourself and your career—from anywhere, at any time." A yellow "Get Started" button is also circled in red at the bottom left of the main content area.

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Create ArmyIgnitED Account



ArmyIgnitED is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password Show password

[Sign in](#)

[Create an account](#)

Enter your email address

Email address

JohnDoe@mail.mil

[Submit](#)

 LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

[Confirm email address](#)

- Select **'Create an account'**
- Enter the **' .mil'** email address, then click **'Submit'**
- Once you receive the email click on **'Confirm email address'**

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Create ArmyIgnitED Account



Add your PIV or CAC

Set up your PIV or CAC as a two-factor authentication method so you can use it to sign in.

1 Give it a nickname

If you add more than one PIV/CAC, you'll know which one's which.

2 Insert your PIV/CAC into your card reader

3 Add your PIV/CAC

You'll need to **choose a certificate** (the right one likely has your name in it) and **enter your PIN** (your PIN was created when you set up your PIV/CAC).

[Add PIV/CAC card](#)



Authentication - Peter Pan

Issuer: DOD

Valid From: 5/13/2019 to 4/15/2022



ID - Peter Pan

Issuer: DOD

Valid From: 5/13/2019 to 4/15/2022



Signature - Peter Pan

Issuer: DOD

Valid From: 5/13/2019 to 4/15/2022

OK

Cancel

- Click on 'Add PIV/CAC card'
- Select a certificate
- Click 'OK'

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Create ArmyIgnitED Account



You are now signing in for the first time

We'll share this information with ArmyIgnitED:

✓ Email address
JohnDoe@mail.mil

ArmyIgnitED will only use this information to connect to your account

Agree and continue

- Click 'Agree and continue'
- Return to www.armyignited.com and sign-in

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Create ArmyIgnitED Account



✓ 2 3 4 5 6

Create Account

Confirm your personal information

First Name: Agatha
 Last Name: Christie
 Middle Name:
 Date of Birth: May 31, 1991
 Last 4 of SSN: XXX-XX-0000
 Rank: PVT
 MOS: 1E

Is incorrect information being displayed? ⓘ

< Previous Continue >

✓ ✓ 3 4 5 6

Create Account

Confirm your mailing address

Home of Record Address:

1567 Madison Avenue Tallahassee, FL 32303

Mailing Address: optional ▼

Add mailing address

Is incorrect information being displayed? ⓘ

< Previous Continue >

✓ ✓ ✓ 4 5 6

Create Account

Confirm your email address

Military: agathachristie@mail.mil

Other:

Confirm your phone numbers

Home:

Duty:

Cell:

Is incorrect information being displayed? ⓘ

< Previous Continue >

- Confirm your personal information and click **'Continue'**
- Confirm your Home of Record and click **'Continue'**
- Confirm/edit your email and phone numbers, and click **'Continue'**

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Create ArmyIgnitED Account



✓ ✓ ✓ ✓ 5 6

Create Account

Select your preferred contact method

Choose your preferred email address

agathachristie@mail.mil
 agathachristie@mail.mil

Choose your preferred mailing address

1567 Madison Avenue. . Tallahassee, FL
32303 US1

Choose your preferred phone number

+1 305-123-4567

Is incorrect information being displayed? ⓘ

Previous Continue

✓ ✓ ✓ ✓ ✓ 6

Create Account

Confirm your education information

Highest Level of Education:
N/A

Education Institution:
The Florida State University

Graduation Date:
Dec 13, 2015

Finish

Is incorrect information being displayed? ⓘ

Previous

- Select your preferred contact information
- Click '**Continue**'
- Confirm your education information and click '**Finish**'

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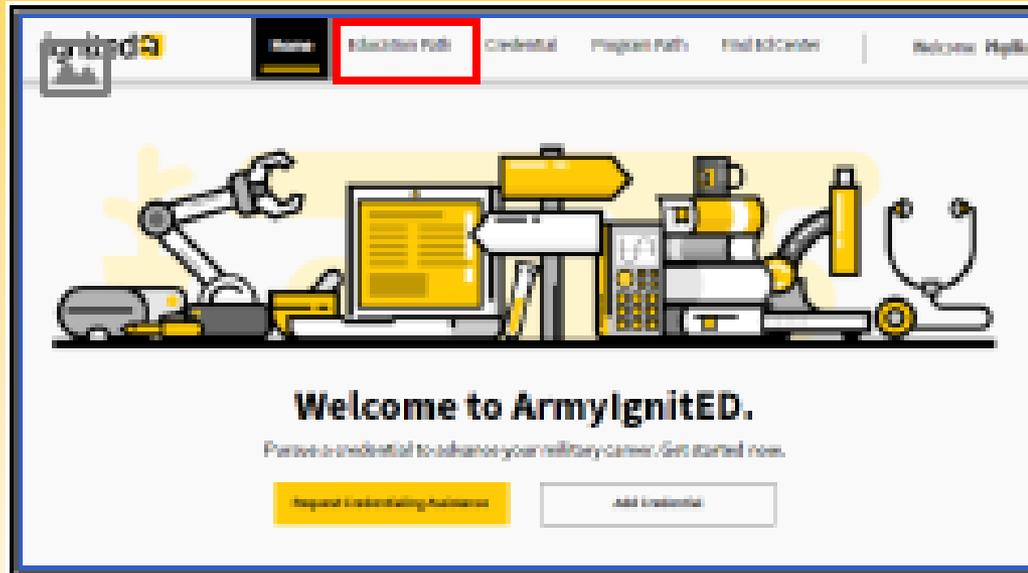
FTA Process

Select Education Path

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Select Education Path

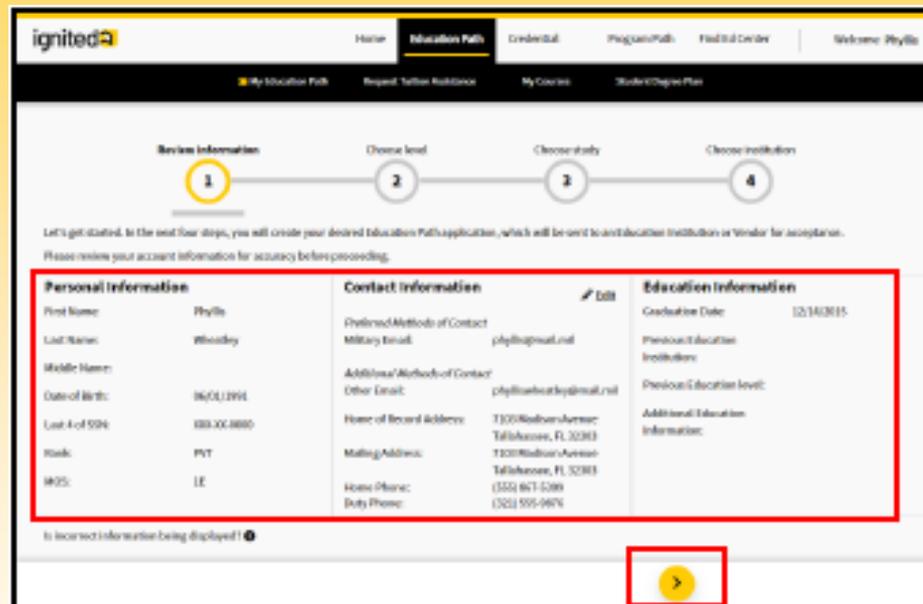
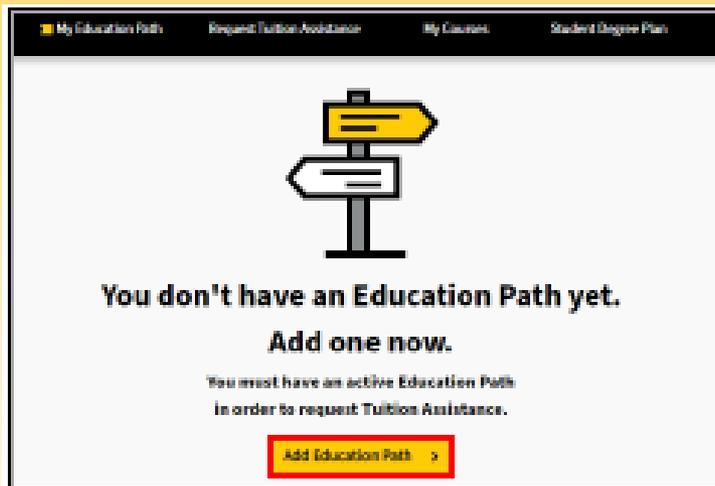


- Create an Education Path (select education level, school, and degree), click on **'Education Path'**

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Select Education Path



- Click on 'Add Education Path'
- Confirm your personal information (edit if necessary), and click the yellow next arrow

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Select Education Path



Review Information Choose level Choose study Choose institution

Reviewed 2 3 4

Which education level would you like to pursue?

Academic Certificate
 Associate's Degree
 Bachelor's Degree
 Master's Degree

Don't know which education level is right for you?

The education level you selected does not match your previous education records. You may proceed with submitting your education path, but there will be a hold on your request. Or you may select another education level.

- Select the education level
 - ❑ Clicking on '**Don't know which education level is right for you?**' will create an email to contact your assigned education counselor
- Click on the yellow next arrow
- Click '**Proceed**' on the pop-up window

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Select Education Path



Review Information | Choose level | **Choose study** | Choose institution

Reviewed | Bachelor's Degree | **3** | 4

Which area of study are you interested in pursuing?

[Don't see your area of study?](#)

- Enter the area of study
- Click the yellow next arrow
- Search for the school/college you want to attend
- Select the school/college from the list by clicking 'Select'
- Click on the yellow next arrow

Review Information | Choose level | Choose study | **Choose institution**

Reviewed | Bachelor's Degree | Computer Science. | **4**

Which education institution would you like to attend?

Enter an Education Institution or State

Institution Type: Public Private For-Profit

Showing 1 - 2 of 2 Results [Don't see your education institution?](#)

Florida State University	Tallahassee, FL	<input type="button" value="Remove -"/>
University of Miami	Miami, FL	<input checked="" type="button" value="Select +"/>

Private <https://www.miami.edu>

Prev Next Page 1 of 1

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Select Education Path

My Education Path Summary

Please review your Education Path summary below. Update any incorrect information before clicking submit.

Once you click submit, your Education Path will be sent to your Army Education Counselor for approval.

Click on a prior step to edit or review

Review Information	Choose level	Choose study	Choose institution
			
Reviewed	Bachelor's Degree	Computer Science.	Florida State University

[Having trouble or just want to send a note to your Army Education Counselor? Click here](#)

Submit for Approval >





Congratulations.

Your Education Path request was submitted to your Army Education Counselor for approval.

Here's what you can expect next:

1. If your Education Path request is approved, you will receive an email.
2. Upon approval, your Army Education Counselor will automatically send your Education Path to the indicated Education Institution.
3. After the Education Institution is notified of your Education Path request, they will send you an application to complete for their school.
4. Once the application has been completed and returned, the Education Institution will notify you of their admissions decision.

View your Submission >

- Click on 'Submit for Approval'
- Congratulations, you have submitted your education path for review
- Click on 'View your Submission' to view the status of the education path

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Select Education Path



Current Education Path

Add Education Path >

My Education Path [Edit](#)

Pending Counselor Review
Request submitted 09/16/2020



[View Courses](#)

Education Institution: Florida State University

Degree Level: Bachelor's Degree

Area of Study: Computer Science.

Current Education Path

Add Education Path >

My Education Path [Edit](#)

Pending Education Institution Review
Request submitted 09/16/2020



[View Courses](#)

Education Institution: Florida State University

Degree Level: Bachelor's Degree

Area of Study: Computer Science.

- If your education path is approved, you will be able to create a tuition assistance request
- If your education path is rejected, you will need to revise your education path based on the instructions provided in the message you receive from your Army Education Counselor or Education Institution.

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FTA Process

Create a Tuition Assistance
Request (TAR)

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Create a TAR



My Education Path [Edit](#)

Approved
Request submitted 09/09/2020

Education Institution: Florida State University

Degree Level: Bachelor's Degree

Area of Study: Computer Science.

[View Courses](#)

[View SDP](#)

[Request Tuition Assistance](#)

- Once the Education Path is approved, click on 'Request Tuition Assistance' **
- Select the courses
- Click on 'Add Course'
- Click on 'Submit Request', upload any documentation if needed

My Education Path [Request Tuition Assistance](#) My Courses Student Degree Plan

Please select the courses, at the education institution where you are currently enrolled, that you want to request tuition assistance for:

0 items selected

Select	Course Ref. Number	Subject	Catalog Number	Course Title	Start Date	End Date	Credits	Total Army Cost	Total EI Cost
<input checked="" type="checkbox"/>	WIC12345	Biology	BI02345	Biology 1	11/02/21	12/01/21	3	\$300.00	\$300.00
		Degree Level		Tuition Type	Start Date	End Date			
	Florida State University	Undergraduate		In State	01/06/21	07/31/21			

[Don't see your course listed?](#)

To request tuition assistance for a course at an education institution where you are not currently enrolled, please add one below.

[Add Course](#)

0 items selected

Select	Course Ref. Number	Subject	Catalog Number	Course Title	Credits	Total Army Cost	Total EI Cost
<input type="checkbox"/>	CHEM2345	Chemistry	CHEM2345	Chemistry 1	3	\$300.00	\$300.00
		Degree Level		Tuition Type	Start Date	End Date	
	University of Kentucky	Graduate		Out of State	01/26/21	07/31/21	

To add supporting documentation to your request, upload it below. optional

Upload Supporting Files Uploaded Files

Drag a pdf, doc, docx, jpg, png file to upload

[Upload File](#)

\$300.00	\$300.00	\$0.00
Total Cost:	Tuition Assistance:	Your Tuition Cost:

[Submit Request](#)

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Create a TAR



Are you sure you want to request tuition assistance for the courses below?

Course Ref. Number	Subject	Catalog Number	Course Title	Total Army Cost
3454	Macro Ec	2323	MacroEconomics 101	\$300.00

Uploaded Files

\$300.00	\$300.00	\$0.00
Total Cost:	Financial Assistance:	Your Tuition Cost:

Cancel **Confirm**


Congratulations!
Your tuition assistance request has been submitted.

Course Ref. Number	Subject	Catalog Number	Course Title	Total Army Cost
3454	Macro Ec	2323	MacroEconomics 101	\$300.00

Education Institution	Degree Level	Tuition Type	Credits
Stanford University	Undergraduate - Upper Level	In-State	3

Army Semester	Start Date	End Date
Hour Cost	Feb 28, 2021	Mar 31, 2021

\$300.00	\$300.00	\$0.00
Total Cost:	Tuition Assistance:	Your Tuition Cost:

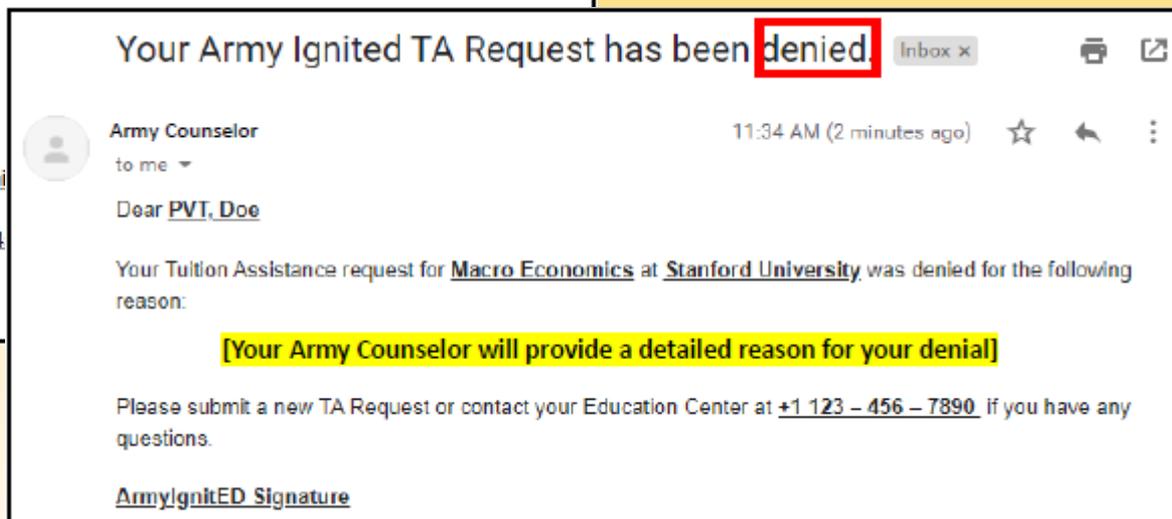
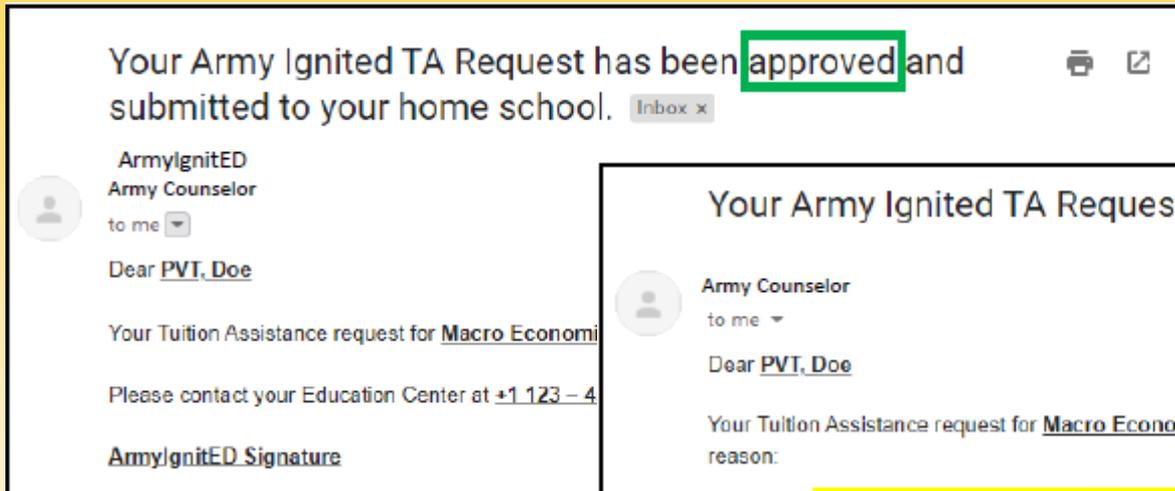
Done

- Review the course information and click '**Confirm**'
- Congratulations you submitted a TAR, click '**Done**'

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Create a TAR



- Examples of emails sent to Soldiers reflecting the status of their TARs



FTA Process

Open a ServiceNow (SNOW)
Case

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Opening a SNOW Case

A screenshot of the Ignited ServiceNow user interface. The top navigation bar includes "Knowledge", "My Lists", "Case", "Support", and "Tours". A dropdown menu is open under "Case", showing "All Cases" and "Create Case". The main content area features a large heading "ADVANCE WITH EASE" and a sub-heading "Empower yourself and your career-from anywhere, at any time". Below this are three main action cards: "Create a Case" (with a clipboard icon and a "Go to Create Case" button), "Case Status Check" (with a magnifying glass icon and a "Go to Status Check" button), and "Knowledge Base" (with a book icon and a "Go to Knowledge Base" button). A yellow chat bubble icon is visible in the bottom right corner of the interface.

- Log in to ServiceNow (https://armyignitedprod.servicenowservices.com/ignited?id=ignited_csm_index)
- Select 'Case', then click on 'Create Case'

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Opening a SNOW Case

- Confirm your contact information
- Select the **'Case Type'** and **'Sub Category'**
- Write a **'Subject'** that describes the problem briefly
- Enter **'Description'** of the problem
- Attach any necessary documents
- Enter **'Submit'**

The screenshot shows the 'Create Case' form in the Ignited portal. The form includes the following fields and content:

- Requestor:** Cadet John Doe
- Preferred Contact Method:** Email
- Case Type:** School Information Missing or Inaccurate
- Sub Category:** Other
- Subject:** School Transfer Not Updated
- Description:** I recently transferred schools, but my information in CC:BMH has not been updated. I cannot request a CPR for the correct school.
- Attachments:** Army.png (245.7 KB) 2m ago
- Buttons:** Add attachments, Submit



Checking the status of a SNOW Case



A screenshot of the Ignited ServiceNow interface. The top navigation bar includes "Knowledge", "My Lists", "Case", "Support", and "Tours". The "Case" menu is open, showing "All Cases" and "Create Case". Below the navigation bar, there is a large banner with the text "ADVANCE WITH EASE" and "Empower yourself and your career-from anywhere, at any time". Below the banner, there are three main sections: "Create a Case" (with a "Go to Create Case" button), "Case Status Check" (with a "Go to Status Check" button), and "Knowledge Base" (with a "Go to Knowledge Base" button). The "Case Status Check" section is highlighted with a red border.

- Log in to ServiceNow (https://armyignitedprod.servicenowservices.com/ignited?id=ignited_csm_index)
- Select '**Case**', then click on '**All Cases**'

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Checking the status of a SNOW Case



My Lists

- All Cases
- Action Needed
- My Cases

Cases

Search: Keyword Search

Filter All

Number	Short description	Product	Account	Priority	State	Updated
CS0001071	Testing assignment work		Cadets	4 - Low	New	2020-11-12 17:42:13
CS0001021	I don't fully understand how to use ArmyIgnitED			4 - Low	Resolved	2020-10-23 14:15:00
CS0001082	Testing Notification		Cadets	4 - Low	New	2020-11-03 22:39:43
CS0001073	School Transfer Not Updated		Cadets	4 - Low	Open	2020-11-18 18:04:25
CS0001004	Creating a case for someone else		Cadets	4 - Low	New	2020-10-16 15:27:03

- The **'All Cases'** list displays all cases for your assignment group
- The **'Action Needed'** list displays cases that are awaiting information from you
- The **'My Cases'** list displays cases in which you are the customer. Someone may have opened a case on your behalf
- Click on the case number to access it

For a high-level view of the state of a case, you can view the State column.

State	Meaning
New	Incident is logged but not yet investigated.
Open	Incident is assigned and is being investigated.
Awaiting Info	The responsibility for the incident shifts temporarily to another entity to provide further information, evidence, or a resolution.
Resolved	A satisfactory fix is provided for the incident to ensure that it does not occur again.
Closed	Incident is marked Closed after it is in the Resolved state for a week and it is confirmed that the incident is satisfactorily resolved.
Cancelled	Incident was triaged but found to be a duplicate incident, an unnecessary incident, or not an incident at all.



Checking the status of a SNOW Case



School Transfer Not Updated

Please add any additional comments about your case here... Send

PMS.john Doe
4h ago • Additional comments

Hi John, let me investigate this issue.

PMS.john Doe
6h ago

Sample Document.docx
11.5 KB

Cadet.john Doe
3d ago • Additional comments

I recently transferred schools, but my information in CCIMM has not been updated. I cannot request a CPR for the correct school.

Cadet.john Doe
3d ago

Army.png
245.7 KB

Cadet.john Doe
3d ago

CS0001073 Created

Start

Actions

Close Case

Ticket Fields details

Number	Assigned to
CS0001073	PMS.john Doe
Priority	State
4 - Low	Open
Account	Updated
Cadets	3h ago

Attachments

Sample Document.docx
(11.5 KB)

6h ago ✕

Army.png (245.7 KB)

3d ago ✕

- The **‘Comment Stream’** displays The actions taken in the case
- The **‘Actions’** section includes applicable actions
- The **‘Ticket Field Details’** displays specific case information
- The **‘Attachments’** section displays the attachments that have been uploaded



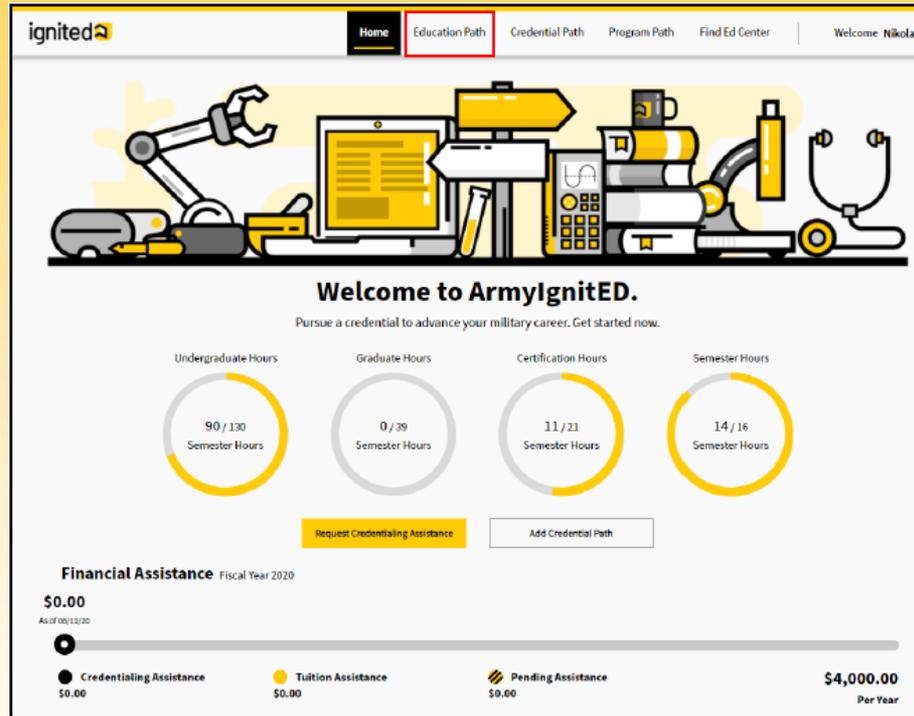
FTA Process

Withdraw from a Course

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Withdraw from a Course



- After withdrawing from the course at your school, log in to ArmyIgnitED to withdraw from the course, click on 'Education Path'

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Withdraw from a Course



ignited Home **Education Path** Credentialing Path Program Path Find Ed Center Welcome Nikola

My Education Path Request Tuition Assistance **My Courses** Student Degree Plan

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

- Click on 'My Courses'
- Select the course you withdrew from
- Click 'Take Action on Withdrawal'

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Withdraw from a Course



Withdrawal Reason ✕

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

Personal ^

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

- Select withdrawal reason
 - Personal
 - Military - If a military Withdrawal was selected, click on the link to download the DA 7793, Request for TA Recoupment Waiver
- Click **'Upload File'** to upload the DA 7793 (only for WM)
- Click **'Submit'**



Withdraw from a Course



The screenshot shows the ArmygnitED dashboard with the following data:

Category	Current	Total
Undergraduate Hours	90	130
Graduate Hours	0	39
Certification Hours	11	21
Semester Hours	14	16

Assistance Type	Amount
Credentiaing Assistance	\$240.00
Tuition Assistance	\$1,750.00
Pending Assistance	\$0.00
Total	\$2,010.00

Current total assistance: \$1,990.00 (As of 09/14/20)

- Selecting a Repayment Plan: Log into ArmygnitED and click on your name, then select **'Account'**

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Withdraw from a Course



Education Information

Education Center: Fort Ewing Education Center

Current Education Path

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 18, 2024
View Previous Paths

Special Program

Special Program Paths
None

Credential

Most Recent Credential Path Completed
You don't have a completed Credential Path. [View All Paths](#)

Enrolled Courses

Spring 2020 Semester
Not currently enrolled in a course

Financial Assistance

TRICARE Funding Status: None

Undergraduate Hours	Graduate Hours	Certification Hours
90 / 120 Semester Hours	0 / 30 Semester Hours	11 / 21 Semester Hours
14 / 16 Semester Hours		

Recoupments

Recoup Discrete Mathematics 1

Please choose a repayment plan to recoup the Army.

[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.

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

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

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.

[Ok](#)

- Click **'Choose Repayment Plan'**
- Choose a repayment plan
 - Pay a minimum every month
 - Pay full amount now
 - Pay other amount every month
- Click **'Submit'**
- Click **'OK'**



Points of Contact



- ArmyIgnitED website: www.armyignited.com
- Contact your TN Education Services Specialist:
James N. McClanahan, M.Ed.
National Guard Bureau
3041 Sidco Drive, Room 316
Nashville, TN 37204
PH: 615-313-0604
james.n.mcclanahan.civ@mail.mil
- Find more information on our website: www.tn.gov/military/programs-benefits/education-incentives
- Follow us on facebook, Instagram, linkedIn, twitter: [@tnngeducation](https://www.instagram.com/tnngeducation)

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Questions?



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