

## 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.  
**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://dpclid.defense.gov/Privacy/SORNIndex/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).

<b>LAST NAME, FIRST NAME, MIDDLE INITIAL:</b> [REDACTED]	<b>RANK:</b> E4	<b>ETS/DOS:</b>	<b>INSTITUTION STUDENT ID:</b> [REDACTED]
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<b>ORGANIZATION:</b> [REDACTED] /	<b>DUTY PHONE:</b>	<b>INSTITUTION / UNIVERSITY:</b> KUTZTOWN UNIVERSITY OF PENNSYLVANIA
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**Personal Phone:** [REDACTED]      **Personal Email Address:** [REDACTED]

COURSE DESCRIPTION	DATES	CREDIT TYPE	CREDITS	CREDIT COST	TOTAL FEES	GOV COST
CSC402 - Data Structures II	01/23/2023 - 05/13/2023	SH	3	\$322.00	\$0.00	\$750.00
CSC343 - OPERATING SYSTEMS	01/23/2023 - 05/13/2023	SH	3	\$322.00	\$0.00	\$750.00
CSC323 - 3D GAME DEVELOPMENT	01/23/2023 - 05/13/2023	SH	3	\$322.00	\$0.00	\$750.00
CDE10 - Digital Foundations	01/23/2023 - 05/13/2023	SH	3	\$328.00	\$0.00	\$750.00

<b>TOTAL INSTRUCTIONAL FEES:</b> \$0.00	<b>TOTAL TUITION:</b> \$3,882.00	<b>TOTAL GOVERNMENT COST:</b> \$3,000.00	<b>TOTAL STUDENT COST:</b> \$882.00
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### 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 AR 621-5 apply.

<b>INITIAL:</b> <input checked="" type="checkbox"/>	I certify that I am requesting Tuition Assistance (TA) for the course(s) listed above. I agree to all of the above Terms and Conditions. All policies and conditions in AR 621-5 apply.
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<b>SIGNATURE OF APPLICANT:</b> ** // DIGITALLY SIGNED BY [REDACTED] // **	<b>DATE:</b> 1/9/2023 4:22:01 PM
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<b>INITIAL:</b> <input checked="" type="checkbox"/>	Approved. The applicant is considered qualified for the course(s). Eligibility is based on the certification above.
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**DISAPPROVED BECAUSE:**

<b>SIGNATURE OF EDUCATION SERVICES OFFICER REPRESENTATIVE:</b> ** // DIGITALLY APPROVED BY Sober, Rebecca // **	<b>DATE:</b> 1/17/2023 2:36:01 PM
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<p><b>Submitting Invoices</b> Invoices and Refunds must be submitted to the Army MiITA Central Billing Office through the Academic Institution Portal (AI Portal). Questions regarding payment of tuition assistance for the course(s) listed on this document can be directed through the AI Portal Secure Messaging System or <a href="mailto:Army_Mil_TA_Finance@army.mil">Army_Mil_TA_Finance@army.mil</a>.</p> <p><b>Mailing Address:</b> ACCESS, Army(ATTN: Finance Division) 199 6th Avenue, Bldg. 1109B, Rm 140, Fort Knox, KY 40121</p> <p>If you have questions regarding your AI Portal Account or system issues, please email <a href="mailto:army@bamtech.net">army@bamtech.net</a> or call 276-231-0938.</p>	<b>DOCUMENT INFORMATION:</b>  TA-4134132
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