Tuition Assistance steps: Army

Step-by-step process

1. Meet with ESO, create ArmyIgnitED login and submit Education Path through ArmyIgnitED.
2. At least 14 days prior to classes starting, email SponsorBilling@asu.edu and let them know you plan to use TA for the upcoming term. This email allows ASU to upload course information into the portal. Tuition deferral will be applied at this time.
3. Follow up in ArmyIgnitED to make sure your enrolled courses have been uploaded, and submit TA request(s) for your Education Center to review/approve before first day of each course start date.
4. Once your TA requests are approved by your Education Center, the approval will go to a queue to ASU Sponsor Billing via ArmyIgnitED two weeks after the course start date.
5. ASU Sponsor Billing will process TA request through ArmyIgnitED as a third party sponsor credit in anticipation of receiving payment from the DoD.
6. DoD will send payment later in the term to ASU.
7. ASU Sponsor Billing reviews payment.
8. ASU Sponsor Billing reports grades after the term ends.
9. ASU Sponsor Billing reports graduations.

Recommend starting process four to six weeks prior to the start of classes. TA must be approved prior to the start of classes.

Note: Be sure to check with your ESO on the fiscal year cap, as funding and total credit allotments may change. Military students will likely have an out-of-pocket cost at some point within the academic year.

On average, TA covers only $250 per credit hour. ASU Online undergraduate students will automatically receive the Military Active Duty and Reservist Commitment Scholarship after submitting their approved tuition assistance voucher to SponsorBilling@asu.edu, to cover the rest of the tuition for the specific course(s) that TA was approved for. This scholarship covers only tuition and program tuition charges for approved course(s); any other student initiated fees or third party billing fees will be an out-of-pocket cost for the student. This scholarship is not available to students in a campus-based program and is not available to graduate students (scholarships.asu.edu/scholarship/41391).