

# Off Post Students

## Ft. Irwin Army Education Center

### Tuition Assistance Summary

- ? ? Each term soldiers must complete a TA Request Worksheet Form 622-1-R. *Make copies for future use.* Forms may be faxed to 760-380-3993; DSN: 470-3993.
- ? ? Effective 01 OCT 98, TA will not be authorized after you have taken 9 credits using tuition assistance without a copy of the required courses for your degree. Soldiers must have a degree plan or SOCAD agreement on file at the AEC (Army Education Center).
- ? ? **DEADLINES TO SUBMIT COMPLETE DA 2171 FORMS.** *Reference: AR 621-5 Section 6-11 Administrative Procedures.* Complete DA 2171 forms should be submitted to the AEC prior to the class start date. After the last day of late registration, no TA will be funded. Any DA Form 2171 received after the class start date will require late registration documentation. *(See next bullet.)*
- ? ? **LATE REGISTRATION DOCUMENTATION.** Documentation from the school **MUST** contain the following information: the school's deadline for late registration, name of the course(s), and a signature of a school representative on letterhead. If the late registration information is printed in the college catalog, a copy of that page may be submitted. *Suggestion: register early and submit paperwork before the class starts.*
- ? ? No handwritten changes are allowed. DA 2171 Forms provide tuition assistance for classes printed on the form. Other classes cannot be substituted. Changing classes requires a new DA 2171. Invoices will not be paid for classes not indicated on the DA 2171.
- ? ? Dropping or withdrawing from a class(es) requires notification to the AEC. When you notify the AEC of a drop, TA funding will be canceled.
- ? ? Effective, 1 Oct 1998, collection actions (DD 139) will be initiated for all failed courses, incomplete courses, or courses which a soldier voluntarily withdraws. Exceptions: death in family, military mission, or unscheduled PCS will require written certification by the commander.
- ? ? Grades are required for all classes taken. No invoice will be paid until the course is completed and grades are received. Payments are made to educational institutions only.