

Ft. Irwin Army Education Center

Tuition Assistance Summary

- ? ?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).
- ? ?Each term TA students must complete a TA Request Worksheet and submit it to a counselor to generate a DA Form 2171.
- ? ?**DEADLINES TO SUBMIT COMPLETE DA 2171 FORMS.** *Reference: AR 621-5 Section 6-11 Administrative Procedures.* Complete DA 2171 forms must be submitted to the AEC prior to the class start date or up until the educational institution's final day to register. Signed DA 2171 Forms **must be submitted by the last day of late registration.** After the last day of late registration, no TA will be approved.
- ? ?No handwritten changes are allowed. DA 2171 Forms provide tuition assistance for the class(es) 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 requires notification to the AEC. Dropping a class requires a drop slip from the school in order to cancel TA. Late withdrawal will require repayment to the U.S. Army for Tuition Assistance. A DD 139 will be processed to reimburse the U.S. Army when necessary.
- ? ?Upon ETS/PCS all debts must be settled before the Education Center will clear you. Grades are required for all classes taken. Please plan ahead to prevent "clearing" delays.
- ? ?Effective, 1 Oct 1998, collection actions will be initiated for all failed courses, incomplete courses, or courses which a soldier voluntarily withdraws. Exception: death in family, military mission, or unscheduled PCS will require written certification by the commander.