

How To Guide

Withdraw From a Course and Fulfill Recoupment (1 of 6)

Purpose

This guide provides the steps that a student must take to withdraw from a TA-funded course.

IMPORTANT: Students must withdraw from a course at their Educational Institution (EI) before withdrawing from the course in ArmyIgnitED.

Steps to Withdraw From a Course

1. **After completing your Education Institution (EI)'s withdrawal process** log into ArmyIgnitED.
2. Click Education Path.

The screenshot shows the ArmyIgnitED user interface. At the top, there is a navigation bar with the 'ignited' logo and several menu items: 'Home', 'Education Path' (highlighted with a red box and a red circle with the number 2), 'Credential', 'Program Path', 'Find Ed Center', 'Support', and 'Welcome Edgar'. Below the navigation bar is a large illustration featuring a robotic arm, a laptop, a signpost, a calculator, a microscope, and a stethoscope. The main heading reads 'Welcome to ArmyIgnitED.' followed by the subtext 'Pursue a credential to advance your military career. Get started now.' Below this are four circular progress indicators: 'Undergraduate Hours' (90 / 130 Semester Hours), 'Graduate Hours' (0 / 39 Semester Hours), 'Certification Hours' (11 / 21 Semester Hours), and 'Semester Hours' (14 / 16 Semester Hours). There are two buttons: 'Request Credentialing Assistance' and 'Add Credential Path'. At the bottom, the 'Financial Assistance' section for 'Fiscal Year 2020' shows a total of '\$0.00' as of 08/11/20. A progress bar below this shows three categories: 'Credentialing Assistance' (\$0.00), 'Tuition Assistance' (\$0.00), and 'Pending Assistance' (\$0.00), with a total of '\$4,000.00 Per Year'.

Note: Every Education Institution (EI) has their own process for withdrawing from a course. Withdraw from your course using your EI's process BEFORE withdrawing from the course in ArmyIgnitED. Contact your EI to find out more information about their process. This guide **ONLY** covers the processes of withdrawing from a course within the ArmyIgnitED system and providing a reason for the withdrawal.

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Steps to Withdraw From a Course

3. Click **My Courses**
4. Select the withdrawn course you wish to take an action on and click the **chevron** to view additional details.
5. Click **Take Action on Withdrawal**.

The screenshot displays the 'My Courses' section of the Army Ignited ED system. At the top, navigation tabs include 'My Education Path', 'Request Tuition Assistance', 'My Courses' (highlighted with a red box and a red circle with the number 3), and 'Student Degree Plan'. Below the navigation is a 'Financial Assistance' section for Fiscal Year 2020, showing a total of \$0.00 as of 08/11/20. A progress bar is shown with three categories: Credentialing Assistance (\$0.00), Tuition Assistance (\$0.00), and Pending Assistance (\$0.00), with a total of \$4,000.00 Per Year. A 'Cumulative Army TA GPA' box is also visible. The 'Current Courses' section shows a table with one course: 'Fundamentals of Computer Science' (Credits: 3, Status: Withdrawn). The course details table includes columns for Subject, Catalog Number, Education Institution, Start, and Grade. Below the course table is a 'Financial Assistance' table with columns for Requested, Billed, Course Cost, Tuition Assistance, and Student Cost. The 'Course Information' section includes Program Path, Grade Reason, Pass Equivalency, and TA Funded. The 'Rejection Information' section includes Rejection Date, Reason, and Note. A red circle with the number 4 highlights a chevron icon next to the course grade. At the bottom right, a red circle with the number 5 highlights a 'Take Action on Withdrawal' button.

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

Note: Every Education Institution has their own Course Withdrawal Process. Contact your EI to find out more information about their process. This guide **ONLY** covers the processes of withdrawing from a course within the ArmyIgnitedED system and providing a reason for the withdrawal.

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PERSONAL

Select **PERSONAL** if your reason for withdrawing from the course pertains to a personal, non-military situation.

Note: You can select a **PERSONAL WITHDRAWAL** at any point while your Tuition Assistance Request is active. However, if you request a **PERSONAL WITHDRAWAL** after HQ ACCESS has paid for your tuition it will trigger recoupment (repayment of funds).

MILITARY

Select **MILITARY** if you are withdrawing from the course due to UNANTICIPATED/UNEXPECTED reasons, such as emergency leave/reassignment, natural or man-made disaster, illness/hospitalization, or an unforeseen military mission.

Note: You can select a **MILITARY WITHDRAWAL** at any point while the Tuition Assistance Request is active. To request a **MILITARY WITHDRAWAL**, you are **required** to upload a completed [DA 7793, Request for TA Recoupment Waiver - Withdrawal for Military \(WM\) Reasons form](#) to support your reason which will then need to be approved by your Counselor.

If your Education Services Officer **approves** your Military Withdrawal Request, then you will not be recouped for the cost of your Tuition Assistance Request. If your Education Services Officer **rejects** your Military Withdrawal Request and HQ ACCESS has already paid for your tuition, then you will be recouped for the cost of your Tuition for the cost of your Tuition Assistance Request.

7. Upload files, as necessary.

8. Click **Submit**.

Note: Every Education Institution has their own Course Withdrawal Process. Contact your EI to find out more information about their process. This guide **ONLY** covers the processes of withdrawing from a course within the ArmyIgnitED system and providing a reason for the withdrawal.

Steps to Withdraw From a Course

6. Select a reason for withdrawing from the course:

Note: Clicking the [DA 7793, Request for TA Recoupment Waiver - Withdrawal for Military \(WM\) Reasons](#) hyperlink will redirect you to an online pdf version of the form which can be saved on your personal device. It is recommended that you use a laptop or desktop to save this form.

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Steps to Withdraw From a Course

You have now completed the process of withdrawing from your course within ArmyIgnitED and submitted the reason for your withdrawal.

Note: Once ArmyIgnitED has successfully processed your withdrawal, the term “Withdrawn” will appear in an icon in the top right corner of the course details box to confirm your successful withdrawal from the course.



Withdrawn

Pending

Course Title: Fundamentals of Computer Science Credits: 3

Withdrawal: 09/25/2020

Withdrawal Reason: Personal

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

REMINDER – Personal Withdrawal

You can select a **PERSONAL WITHDRAWAL** at any point while your Tuition Assistance Request is active.

However, if you request a **PERSONAL WITHDRAWAL** after HQ ACCESS has paid for your tuition it will trigger recoupment (repayment of funds).

REMINDER – Military Withdrawal

You can select a **MILITARY WITHDRAWAL** at any point while the Tuition Assistance Request is active. To request a **MILITARY WITHDRAWAL**, you are **required** to upload a completed **DA 7793, Request for TA Recoupment Waiver - Withdrawal for Military (WM) Reasons** to support your reason which will then need to be approved by your Counselor.

If your Education Services Officer **approves** your Military Withdrawal Request, then you will not be recouped for the cost of your Tuition Assistance Request. If your Education Services Officer **rejects** your Military Withdrawal Request and HQ ACCESS has already paid for your tuition, then you will be recouped for the cost of your Tuition for the cost of your Tuition Assistance Request.

Note: **Every Education Institution has their own Course Withdrawal Process.** Contact your EI to find out more information about their process. This guide **ONLY** covers the processes of withdrawing from a course within the ArmyIgnitED system and providing a reason for the withdrawal.

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Purpose

If a student has entered recoupment, they will need to choose a repayment plan. The student can follow the steps below to learn how to choose a repayment plan. If no repayment plan is chosen within 30 days, the minimum recoupment amount will be selected automatically.

Steps to Choose a Repayment Plan

1. **After you have received notice via email that you have entered recoupment** log into ArmyIgnitED.
2. Click **your name** and select **Account**.

The screenshot shows the ArmyIgnitED user interface. At the top, there is a navigation bar with the 'ignited' logo and menu items: Home, Education Path, Credential, Program Path, Find Ed Center, and Support. A user profile dropdown is open, showing 'Welcome Edgar', 'Account', 'My Documents', and 'Sign Out'. Below the navigation is a banner image with educational icons. The main content area is titled 'Welcome to ArmyIgnitED.' and includes the text 'Pursue a credential to advance your military career. Get started now.' There are four circular progress indicators for: Undergraduate Hours (90 / 130 Semester Hours), Graduate Hours (0 / 39 Semester Hours), Certification Hours (11 / 21 Semester Hours), and Semester Hours (14 / 16 Semester Hours). Below these are two buttons: 'Request Credentialing Assistance' and 'Add Credential Path'. The 'Financial Assistance' section for Fiscal Year 2020 shows a progress bar for \$1,990.00 (As of 09/14/20) out of a total \$2,010.00 Per Year. The breakdown is: Credentialing Assistance (\$240.00), Tuition Assistance (\$1,750.00), and Pending Assistance (\$0.00).

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Steps to Choose a Repayment Plan

- At the bottom of your Student Profile in the Recoupments section, click **Choose Repayment Plan**.
- Choose the payment plan that is best for you:
 - Pay Minimum Every Month**
 - Pay Full Amount Now**
 - Pay Other Amount Every Month** – this option will require you to enter a custom monthly payment amount which will then be reviewed by ACCESS

Education Information

Education Center: Fort Benning Education Center

Current Education Path Approved

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 13, 2015
View Previous Paths

Special Program

Special Program Paths
None

Credential

Most Recent Credential Path Completed View All Paths
You don't have a completed Credential Path.

Enrolled Courses

View All Enrolled Courses And Grades

Spring 2020 Semester
Not currently enrolled in a course

Financial Assistance

TA/CA Funding Status:
User Type:

Undergraduate Hours	Graduate Hours	Certification Hours
90 / 130 Semester Hours	0 / 39 Semester Hours	11 / 21 Semester Hours
14 / 16 Semester Hours		

Recoupments

Recoup Discrete Mathematics 1

Please choose a repayment plan to recoup the Army.

3 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.

4

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

5 Cancel Submit

- Click **Submit**.

Note: Clicking **Cancel** will cancel the process of choosing a repayment plan and will return you to your Student Profile.

- Click **Ok**.

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.

6 Ok

Note: Recoupment is handled through the Defense Finance and Accounting Service (DFAS). DFAS can change the payment option you selected based upon the amount you owe and your time remaining in service.

The time in which you must pay your full recoupment depends on the amount that you owe.