



Tuition Assistance Checklist

- ✓ **Apply and Be Admitted to Fayetteville State University**
Apply to Fayetteville State Online: <https://www.uncfsu.edu/fsu-admissions> then **online application through CFNC**
Click on New User
Create an Account
Login and Complete the application
Click on Check, Money Order, Debt, or Credit Card to submit the application.
(The \$50 Admission application fee is waived for active-duty members – Do Not Send Payment)
- ✓ **Complete the NC Residency Form:** www.ncresidency.org
(Use the same user ID and password created for FSU Application)
Claim NC Residency, **Claim** You are an active-duty member in the military and **Use** Your Military Status to determine your tuition. If required, upload your military orders indicating you are stationed in North Carolina from the IPERMS website or your LES from your MyPay account. Be sure to upload any required documents by the RDS deadline date.
- ✓ **Create an Army Ignited 2.0 Account:** **To create an Army Ignited 2.0 account**, if you are stationed at Fort Bragg, please visit the BTEC Building 4520 Knox Street Fort Bragg, Wing F (where FTCC is located), Room #116 and speak to an education counselor to assist you with creating your account. Counselors are available Mondays, Wednesdays, and Fridays from 0900 until 1300 in the Ignited Lab. You can also call an Army Ignited counselor at (910) 396-6721 or (910) 908-0927 to answer questions over the phone or schedule an in-person appointment on Tuesdays and Thursdays in Wing J. **All others visit your local Education Center.**
- ✓ **Choose Fayetteville State University as your Homeschool:** When creating your Army Ignited account, indicate “Fayetteville State University” as your homeschool.
- ✓ **Choose your Education Path (Major):** Once your Education Path is created, the Education counselor, will need to review and approve your Education Path before you can request Tuition Assistance. For assistance with your Education Path. If you are stationed at Fort Bragg, you can call an education counselor at (910) 396-6721 or (910) 908-0927 to answer questions over the phone or schedule an in-person appointment on Tuesdays and Thursdays in Wing J. **All others contact your local Education Center.**
- ✓ **Upload your Student Degree Plan onto Army Ignited Portal:** Go to www.uncfsu.edu, click on “Current Students”, click on “FSU Engage”, login with your FSU credentials, scroll down and click on “Degree Works”, login with your FSU credentials (if prompted), type in your Banner ID and print “Process” to generate your Student Degree Plan. Save the (Student Degree Plan) file as PDF to upload onto the Army Ignited Portal.
- ✓ **Read, View, and Agree to the terms in the Army Ignited 2.0 Portal.**
You will not be able to request TA (Tuition Assistance) until you read, view, and agree to the terms in the Army Ignited 2.0 Portal. **Please contact your local Education Center for assistance.**
- ✓ **Inform your school you are using TA:** Email Teresa Griffin at tagriffin@uncfsu.edu including your name and Banner ID stating you plan to use TA.



Tuition Assistance Checklist (Continued)

- ✓ **Register for your courses at Fayetteville State University using your Banner account early to get the best classes.**
- ✓ **Request TA (Tuition Assistance) for the same courses in the Army Ignited 2.0 Portal at least 7 days before the first day of classes each semester.**
(You must request TA at least 7 days before the first day of class(es) or you (the student/soldier) will be responsible to pay for the courses using other types of financial aid or out of pocket).
- ✓ **TA Billing and Payments:** You will continue to get billing statements until Army Ignited pays the schools your tuition bill. Paid student fees? If not, Login to your FSU account, enter Banner ID and Pin → Student → Student account, then View and Pay Bill. Next, click Student and Staff → Login → Make a Payment and (Pay Fees ONLY). Need assistance? Contact Kiyona Jenkins at krjenkins@uncfsu.edu. Include your name and Banner ID on all responses.

Special Notes:

DO NOT SEE YOUR COURSE(S) IN THE ARMY IGNITED 2.0 PORTAL?

Please contact Teresa Griffin at tagriffin@unfsu.edu including your name, Banner ID, and the course(s) that you do not see in the Army Ignited 2.0 Portal as soon as possible. My phone number is (910) 672-2966.

HAVE A HOLD ON YOUR ARMY IGNITED 2.0 ACCOUNT?

If you have a hold on you, you will not be able to request TA (Tuition Assistance) for your courses. To resolve the issue, speak to an education counselor. If you are located at Fort Bragg, please call (910) 396-6721 or 908-0927. You may also visit a counselor on M, W, F at the BTEC Building 4520 Knox Street Fort Bragg, NC Wing F (where FTCC is located) Room #116 between 0900 – 1300 or schedule an in-person appointment on Tuesdays and Thursdays in Wing J. **All others contact your local Education Center.**

Thank you for choosing Fayetteville State University!