ignited
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Tuition Assistance Checklist

✓ **Attend a Tuition Assistance (TA) Briefing**
Servicemembers are required to attend a briefing concerning tuition assistance prior to approval of TA and using the Army Ignited system. If you are stationed at Fort Liberty, please visit the BTEC Building 4520 Knox Street Fort Liberty, Wing F (where FTCC is located), Room # 116, to attend the briefing held every Tuesday and Thursday at 12 pm. All others, visit your local education center for information.

✓ **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 military connected students – 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, u**pload your military orders** indicating you are stationed in North Carolina from the IPERMS/IPPAS website. If you are a NC Resident, you may be asked to upload your LES from MyPay. Be sure to upload any required documents by the RDS deadline date.

✓ **Once admitted to FSU, Register EARLY for your courses at Fayetteville State University using your Banner account to get the best classes. Get Your Alternate PIN to register from your advisor. Call (910) 677-2717/2718 to determine your advisor.**

✓ **Login your Army Ignited 2.0 Account:**
Choose Fayetteville State University as your homeschool, upload your Education Path (Student Degree Plan from Degree Works in the FSU Portal) to the Portal. For assistance with your Education Path, if you are stationed at Fort Liberty, 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. You may also call our office at (910) 672-2963/2966/2377/1210 for assistance.**

✓ **Directions for Uploading your Education Path (Student Degree Plan) onto Army Ignited Portal:** Go to www.uncfsu.edu, click on "Current Students", scroll down, click on "Academic Resources", click on "Banner Login", login with your FSU credentials → "Student Profile", scroll down on left and → "Degree Works". If prompted, type in your Banner ID, → "What If" choose your Program, scroll down and → "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.

IMPORTANT NOTES:

✓ **Request TA (Tuition Assistance) for the same courses in the Army Ignited 2.0 Portal _60 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). Need to speak to someone for assistance? Local? If the deadline has passed and you have a special circumstance, please visit the BTEC Building 4520 Knox Street Fort Liberty, Wing F (where FTCC is located), Room #116 between 0900 and 1300 on Mondays, Wednesdays and Fridays or Wing J on Tuesdays and Thursday between 0900 and 1530. All others, visit your local education center

✓ **TA Billing and Payments:** Schools are not allowed to **invoice until at least 20%** of the class has been completed by the student. This will take approximately 4 weeks. Therefore, you will continue to get billing statements from Fayetteville State University until Army Ignited pays the schools your tuition bill. However, the student is responsible for paying the fees.

✓ **Pay Your Student Fees:** Tuition Assistance only pays for "Tuition" not fees. Fees may include SGA Fee, Security Fee, Book Rental Fee, Education and Technology Fee, among others depending on your education choices. **Pay your fees immediately.** (To pay for your **Fees Only**), Login at www.uncfsu.edu , → Current Students → Student Accounts → Student Account Suite → Make Payment → Pay by Term; inside the amount box, type over the number listed with what you plan to pay and click "Add." Need assistance? Contact Kiyona Jenkins at krjenkins@uncfsu.edu. Include your name and Banner ID in 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 your Army Ignited account, 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 Liberty, 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 Liberty, 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!