



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE, DEPARTMENT TAGD, # 410
FORT KNOX, KENTUCKY 40122-5401

AHRC-PDE

2 August 2011

MEMORANDUM FOR

Chief, Army Continuing Education System (ACES) Division G-1, U.S. Army Installation Management Command (IMCOM), ATTN: Mr. Francesco G. Serafinelli, J&M Business Park, 11711 N Interstate Highway 35, Suite 110, San Antonio, TX 78233
U.S. Army Reserve Command Reserve Education Center, ATTN: LTC Robin Smith, 1401 Deshler Street, SW, Fort McPherson, GA 30330-2000
Army National Guard Education Oversight Branch, ATTN: MAJ Jerome S. Loring, 111 South George Mason Drive, Arlington, VA 22204-1382

SUBJECT: Tuition Assistance (TA) Policy Clarification

1. References:

- a. Department of Defense Instruction (DODI) 1322.25, dated 15 March 2011
- b. Army Regulation 621-5, Rapid Action Revision, dated 6 September 2009, Chapter 5, 5-7, TA/Financial Assistance.
- c. General Office of Accounting Report GAO 11-300, dated 15 March 2011, "Increased Oversight of TA Program is Needed."

2. Changes to existing Uniform TA Policy based on reference b. above, are being implemented after extensive analysis and careful consideration of all alternatives. These changes and clarifications reflect Army's full support of the DoD Uniform Tuition Assistance Policy, which is necessary due to the high number of enrollments in the TA Program and the rising costs of postsecondary courses per credit hour. The intent of TA usage is to progressively raise the academic degree level of the Service member.

3. The following policy changes and clarifications will enable Army to continue to support a comprehensive TA program that provides equitable benefits to Soldiers and will remain in effect until there is a revision of AR 621-5:

- a. Tuition assistance is not authorized for duplicate or dual degrees; nor is it authorized for certification tests or licensure exams.
- b. Initiate recoupment for "D" grades earned in graduate courses IAW DoDI 1322.25.



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c. Tuition assistance is only authorized for courses offered by institutions that are accredited by regional or national accrediting agencies. TA is not authorized for postsecondary college courses from institutions that hold specialized accreditation. Postsecondary institutions that are “candidates” for accreditation are not eligible to receive TA.

d. Postsecondary institutions that “bundle” costs (courses, fees, books, etc.) into one cost are not eligible for TA.

e. Courses from non-degree granting postsecondary institutions which do not yield academic college credit in the form of semester, quarter, or clock hours are not eligible for TA. The conversion rate for clock hours is 45 clock hours = 1 semester hour.

f. Courses that award Continuing Education Units (CEUs) are not eligible for TA.

g. A non-degree granting private proprietary school which holds no accreditation but has an articulation agreement with an accredited institution is not eligible for TA.

h. Tuition assistance expended on courses recouped for personal reasons is counted against a Soldier’s annual TA ceiling.

4. As a follow-up to the U.S. Army Human Resources Command TAG Memorandum, “Tuition Assistance (TA) Policy Clarification” dated 14 July 2011, which provided the following TA guidelines

a. Tuition assistance will be available for a bachelor’s degree or up to 150 semester hours of undergraduate credit, whichever comes first. It should be noted undergraduate credits earned for a certificate count toward the 150 semester hour total.

b. Tuition assistance will be available for a master’s degree or up to 45 semester hours of graduate credit, whichever comes first. All post baccalaureate credits and all credits exceeding 4. a. are applied to the 45 semester hour total.

c. The only exceptions to 4.a. and 4.b. are teacher certification, approved foreign language courses, the specialized chaplain certification, and prerequisite courses for career advancement programs such as United States Military Academy, Army Medical Enlisted Commissioning Program, and the Physician’s Assistant Program. For the career advancement programs commanders or a civilian school official must provide written documentation specifying additional coursework is necessary for the Soldier’s program of study.

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5. My point of contact for this action is Mr. Terry Backstrom, HQ ACES, 502-613-8592, email terry.backstrom@us.army.mil.

A handwritten signature in cursive script that reads "Ileen F. Rogers".

ILEEN F. ROGERS
Chief, Education Division