



SECRETARY OF THE ARMY  
WASHINGTON

06 JUN 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2018-09 (Army Tuition Assistance Policy)

1. References:

- a. Department of Defense Directive 1322.08E (Voluntary Education Programs for Military Personnel), January 3, 2005, Certified Current as of April 23, 2007.
- b. Department of Defense Instruction 1322.25 (Voluntary Education Programs), 15 March 2011, Incorporating Change 3, Effective July, 7 2014.
- c. Army Regulation (AR) 40-501 (Standards of Medical Fitness), 14 June 2017.
- d. AR 600-8-2 (Suspension of Favorable Personnel Actions (Flag)), 11 May 2016.
- e. AR 621-1 (Training of Military Personnel at Civilian Institutions), 28 August 2007.
- f. AR 621-5 (Army Continuing Education System), 11 July 2006, Including Rapid Action Revision Issued 6 September 2009.
- g. Memorandum, SAMR, 20 May 2015, subject: Army Tuition Assistance Policy Changes (hereby rescinded).

2. Purpose. This directive revises the Army tuition assistance (TA) policy.

3. Applicability. This policy applies to the Regular Army and members of the Army National Guard/Army National Guard of the United States (ARNG/ARNGUS) and U.S. Army Reserve (USAR) serving in the Selected Reserve.

4. Effective Date. The effective date is 60 days from the date of this directive.

5. Tiered Eligibility. Depending on their current level of post-secondary education, Soldiers may be eligible for up to two tiers of TA:

- a. Tier 1: Soldiers who have not attained a bachelor's degree and wish to pursue an undergraduate certificate/diploma, or associate or bachelor's degree; or who have previously attained a bachelor's degree without the use of TA and who wish to pursue a graduate certificate/diploma or master's degree.

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b. Tier 2: Soldiers who previously used TA for any portion of their undergraduate degree, have attained a bachelor's degree, and wish to pursue a graduate certificate/diploma or master's degree.

6. Soldiers establish tier 1 TA eligibility as follows:

- a. Enlisted Soldiers who have graduated Advanced Individual Training.
- b. Warrant officers who have graduated Warrant Officer Basic Course.
- c. Officers who have graduated Basic Officer Leaders Course.

7. Soldiers establish tier 2 TA eligibility for pursuit of a master's degree (when any portion of their undergraduate degree was funded with TA) as follows:

- a. Enlisted Soldiers who have successfully completed Advanced Leaders Course.
- b. Warrant officers who have graduated Warrant Officer Advanced Course.
- c. Officers who have graduated Captain Career Course or equivalent.

8. Baseline Eligibility Requirements. Regardless of which TA tier they are eligible for, all Soldiers must meet the following eligibility requirements to receive TA benefits:

a. Soldiers must not be under suspension of favorable personnel actions in accordance with AR 600-8-2.

b. Soldiers must not be a contracted Reserve Officers Training Corps (ROTC) scholarship cadet or Green-to-Gold ROTC program cadet.

c. Soldiers must have sufficient time in service remaining to complete all courses for which the Soldier is requesting TA.

d. Soldiers must resolve any GoArmyEd-imposed account holds, including, but not limited to, unsuccessful, incomplete, or missing class grades; minimum grade point average; incorrect civilian education level; missing/unapproved degree plan; expired or missing statement of understanding; and semester hour (SH) and annual and lifetime TA limits.

e. Soldiers must not be attending school under the provisions of AR 621-1 (such as fully funded schooling or degree completion or cooperative degree programs) during the period the Soldier is requesting TA.

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f. Soldiers in Active Guard and Reserve status, pursuant to titles 10 or 32, and ARNG/ARNGUS and USAR Soldiers in an active drilling status must have a designation of satisfactory participant.

9. Tuition Assistance Program Authorizations. If Soldiers meet the eligibility requirements in paragraphs 5 through 8, they may participate in the TA program subject to the following:

a. Soldiers may take up to 16 SH each fiscal year at the rate of up to \$250 a SH each year.

b. Soldiers may use TA to pursue postsecondary education at the following levels: certificate/diploma, associate, bachelor's, and master's.

c. Soldiers may only use TA to pursue one degree/certificate at a time.

d. Soldiers may not use TA for courses leading to a lower or lateral postsecondary diploma/degree than they already possess, regardless of funding source used, except for special programs identified in AR 621-5 with approval of an Army Education Counselor.

e. Soldiers may use TA to earn one or more degrees through the master's level for a combined total of up to 130 SH at the undergraduate level (associate and bachelor's), 39 SH for a master's degree, and 21 SH for an academic certificate/diploma (undergraduate or graduate level).

f. TA is not authorized for doctor's degrees as defined by the U.S. Department of Education. Examples include, but are not limited to, Doctor of Jurisprudence or Juris Doctor (J.D.), Doctor of Medicine (M.D), Doctor of Pharmacy (Pharm.D), and Doctor of Philosophy (Ph.D.).

g. TA is not authorized for courses available in Army e-Learning unless the class is required as part of the official degree plan.

h. TA is not authorized for institutional challenge examinations/credit-by-examination, credit awarded based solely on an assessment of prior learning and/or experience, portfolio evaluation, or review of military or civilian transcript(s).

i. This policy change does not affect existing authorized uses of TA not explicitly prohibited by this directive.

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j. TA covers tuition only. TA will not pay for fees institutions levy, unless authorized by DoD Instruction 1322.25.

k. TA is not authorized for any course for which a Soldier receives reimbursement in whole or in part from any other Federal source, including veterans' education benefits and Service-funded programs (ROTC scholarship, education-related incentive or bonus, and advanced civil schooling) when the TA payment would constitute a duplication of benefits. Federal student aid loan, grant, and work-study programs are not considered a duplication of benefit.

10. The Deputy Chief of Staff, G-1 is the proponent for this policy and will incorporate the provisions of this directive into the next update of AR 621-5. The Deputy Chief of Staff, G-1 will publish implementing guidance and annual updates to the TA program's policies and procedures. Direct any questions about the policy to U.S. Army Human Resources Command, Army Continuing Education Division at [usarmy.knox.hrc.mbx.tagd-aces@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-aces@mail.mil).

11. This directive is rescinded upon publication of the revised AR 621-5.



Mark T. Esper

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