

Guidance for EIs on the Reinstatement of Exception to Policy TA Funding

Education Institution: *Hawaii Pacific University*

16 April 2021

1. *For classes that start 23 April 2021 and later, HQ ACCESS is reinstating exception to policy (ETP) Tuition Assistance (TA) funding. Soldiers should enroll in these classes directly with their Educational Institution.*
2. *To ensure that there is no gap in TA funding, Soldiers whose classes start on 8 March 2021 and later will be provided ETP TA funding if TA eligible (e.g., not Flagged, have TA remaining for FY). As such, no gap exists in a TA-eligible Soldier's ability to enroll in classes under this ETP.*
3. *When the TA program is back online in ArmyIgnitED, Soldiers should follow the guidance provided in previous messages from HQ ACCESS to request ETP TA for classes beginning 8 March 2021 and later.*
4. *Once the TA program is active in ArmyIgnitED and Soldiers are able to submit TA Requests into the system, HQ ACCESS will suspend the ETP TA process. More information will be provided as we move forward. HQ ACCESS will message Education Institutions (EI) and Soldiers when ArmyIgnitED can process enrollments and when the ETP TA process has been discontinued.*
5. *HQ ACCESS requests that EIs continue to submit a consolidated list of all Soldier enrollments (Excel spreadsheets preferred) for TA classes that start 8 March 2021 and later. Please provide these lists as enrollment period passes for class start dates.*
6. *HQ ACCESS is **actively** working on processes to pay **all past** invoices. We will keep you updated on our progress and appreciate your patience.*
7. *EI with questions about the ETP TA process should contact the Army School Support Team or submit an ArmyIgnitED helpdesk case AFTER the TA program is active in ArmyIgnitED.*
8. *HQ ACCESS appreciates their EI partners for their ongoing support of Soldiers during this transition.*

*Sincerely,
HQ ACCESS*