

Ashford University Corporate Full Tuition Grant (CFTG) Program Guidelines & Information for Dignity Health

The Ashford University Corporate Full Tuition Grant (CFTG) is an exciting new program that provides students an opportunity to avoid educational loan debt. Students eligible for the CFTG are able to earn their degrees debt-free as Dignity Health's tuition assistance dollars combined with the CFTG cover all associated costs.

You will find important information about the Ashford University CFTG and submitting applications and documentation through the EdAssist system below.

☆ **IMPORTANT:** Participants must have their full cap (\$5200 or \$5250) available in a benefit year to participate in the Ashford University CFTG. Participants should consider tuition assistance that has been used or is pending at all other schools prior to applying for the CFTG **and** ongoing as they participate in the program, as use of the tuition assistance benefit at other institutions will affect the benefit balance available to participate in the Ashford University CFTG.

Program Term: Each Corporate Full Tuition Grant term is **12 months from the start date of the first course in the program**. Participants are eligible for subsequent 12-month terms as long as all program guidelines are met.

STEP 1 - Complete an EdAssist Advising Session

- **Before enrolling in the Ashford University CFTG, participants must schedule a session with an EdAssist Advisor** to review the program and understand the process to submit for each course.
- **Call (855) 475-4747, select the option for Benefits and then for Tuition Assistance, to schedule this FREE advising appointment.** Advisors are available Monday – Friday, 5:00 AM – 5:00 PM PT.

STEP 2 - Applications and Courses

- Participants submit an application in the EdAssist system per the normal process as indicated in the tuition policy, selecting **Ashford University Corporate Full Tuition Grant** as the provider.
- Ashford University admissions counselors will work with participants to set up deferred billing (required with the CFTG) and all requisite paperwork. Please call **(855) 475-4747, select the option for Benefits and then for Tuition Assistance**, to obtain an Employment Verification Form when directed to by an Ashford University admissions counselor.

NOTE: Deferred billing is required with the CFTG. With deferred billing, participants complete a course and submit their grade and invoice through the EdAssist system to be reimbursed. The participant then pays Ashford University.

- Upon completing an approved course, participants will submit their invoice and grade through the EdAssist system. EdAssist will review the documentation for policy compliance (including Dignity Health's minimum grade requirement) and issue the reimbursement. The participant will then pay Ashford University.

☆ **IMPORTANT:** Once participants have reached their cap (\$5200/\$5,250) they must continue to submit applications and invoice/grades for all subsequent courses *regardless* of grade outcome or cost against the benefit cap. EdAssist will process and track these courses through the CFTG program. Depending on the degree program, participants will reach the cap (\$5200/\$5,250) by the 4th, 5th, or 6th course in a 12-month CFTG term at which point the Corporate Full Tuition Grant will cover the cost of all other courses within that 12-month term, including books, fees, etc.

For assistance call: (855) 475-4747

Select the option for Benefits and then for Tuition Assistance