



## Instructions for LDG Comcast/NBC Universal Students

This document will cover how to verify that you are eligible for the Leader Development Grant (LDG), how to request and receive tuition assistance for your courses, and the annual process to continue participation in LDG. As a student in the LDG program, it is important to remember that your eligibility for the grant is contingent upon receiving the required annual \$5,250 tuition assistance amount from your employer.

### Initial Tuition Assistance Eligibility Process:

#### Step 1:

##### In order to qualify for the program you must:

1. Be a full-time employee with six months or more of employment
2. Confirm with manager prior to enrollment
3. Enroll in a degree program relevant to your position

##### Submit an application in the EdAssist system.

4. Students must apply for course approvals through [EdAssist Portal](#) at least 7 days prior to the start of each class.
5. For new students, it would be best to plan on start dates at least 2 weeks out. Before they can start, employees need to obtain a degree program approval and a course approval through the EdAssist portal. After the first course, they only need to obtain course approvals prior to the start date of each course.

#### Step 2:

There are several necessary steps to ensure you are eligible for tuition assistance prior to starting class. The following documents are required upon enrollment in order to participate in the LDG program.

1. **Contact Ashford University and speak to our Enrollment Department by calling 855.805.6911 or visit the dedicated landing page at [www.success.ashford.edu/ComcastNBCU](http://www.success.ashford.edu/ComcastNBCU).**
  - The Enrollment Services Advisor will review your Academic and Financial Payment Options available at Ashford University.
2. **The Advisor will help you complete the necessary documents for enrollment.**
  - [LDG Acknowledgement](#)
    - In lieu of an Agency signature, EdAssist Approval Letter must be included or a screenshot of the employee Application Summary and Event History showing \$5250.
  - [LDG Disclosure and Waiver](#)
    - List the month and year of your first course start date. Initial and sign all requested areas.
  - [LDG Student Payment Authorization Form](#)
    - Purpose of this document is to acknowledge eligibility for Comcast's tuition reimbursement program and the LDG program.
  - [Third Party Organization Authorization to Release Student Records](#)
    - Provide an authentication identifier in order for AU to provide your employer information regarding your records.
  - [Net Price Calculator Results](#)
    - Purpose of this document is to provide a clear estimate, based on students' individual circumstances, of how much it costs to graduate from Ashford University.

## Payment Process:

Invoices for your courses will be sent directly to you for payment. The invoices are sent monthly and have 90 days from the date of the invoice to provide payment. You will need to attach your grades in the [EdAssist Portal](#) at the end of each course for tuition reimbursement to be processed. You must submit all grades for all courses taken, regardless if successful or unsuccessful and regardless of the charge. To ensure you qualify for tuition assistance, the LDG Student Payment Authorization form must be completed prior to enrollment.

Please note that your employer does not pay for grades below a C for an undergraduate student or B for a graduate student. If you receive a non-passing grade or a grade that is not reimbursable by your employer within the employer payment contribution period, you will use an LDG Allowance. Upon using three LDG allowances you will no longer be eligible for the LDG program.

## LDG Annual Renewals Requirement:

Students need to reapply to the LDG program every 12 months from initial start of enrollment or when students have completed a maximum of 10 undergraduate courses or 8 graduate courses, whichever occurs first. You will receive an email prompting you to complete your Annual Renewal paperwork in order to participate in the LDG program for another year. To renew your grant:

1. Please complete the **Net Price Calculator**
  - Go to <http://ashford.studentaidcalculator.com/survey.aspx> and follow the instructions (there are several pages & questions to complete).
  - Once you have obtained your "Net Price Calculator results," scroll to the bottom of the page and click "E-mail your Results." Enter your advisor's email, which will send the confirmation directly to them.
2. Complete the **[Leader Development Grant Disclosure and Waiver Annual Renewal](#)** form. Please:
  - Include the month and year that your renewal is required in the top right hand corner of the form, not today's date.
  - In lieu of an Agency signature, EdAssist Approval Letter must be included or a screenshot of the employee Application Summary and Event History showing \$5250.
  - Ensure all forms are complete prior to submitting.
3. Email these completed forms to your assigned Student Advisor. Include your Student ID in the body of the email.

If you have any questions regarding these forms, please feel free to reach out to your Student Advisor.

Failure to submit these documents at least seven (7) days before your next grant period may delay approval or receipt of benefits, and result in the cancellation of your future courses. The finance department may request or require additional documents verifying your Tuition Assistance eligibility at any time.

**For more information, please contact:**

### Ashford University

[www.success.ashford.edu/ComcastNBCU](http://www.success.ashford.edu/ComcastNBCU)

855.805.6911

### Comcast NBCU EdAssist Portal

<https://tams4.tamsonline.org/TAMS4Web/login/comcastnbcu>

855.222.6875