1. **What documents do I need to submit with my application to be eligible to participate in the Corporate Full Tuition Grant (CFTG) program?**
   All students must submit the Corporate Full Tuition Grant Acknowledgement, Waiver, and Release form and submit documentation selecting CFTG as their payment option. Other documentation may also be required depending by your employer or sponsoring organization. Additional documents may include but are not limited to; the Tuition Grant Student Payment Authorization form, a Letter of Credit/Voucher, or proof of employment documentation. Your advisor can discuss with you what documentation is required to complete your application.

2. **What is the CFTG Acknowledgement, Waiver and Release form used for?**
   This document serves three purposes. (1) This form confirms your enrollment into the CFTG program and willingness to waive your option to request financial aid while enrolled in the program (see question 6). (2) It provides the University with proof of tuition assistance sponsorship from your employer or participating organization for the specific grant period (up to 12 months). (3) The document authorizes Ashford to share confidential academic and financial information with your employer. This information must be released to your employer in order to remain eligible for the CFTG. Your employer may be informed if you do not meet attendance requirements and/or receive any unsuccessful grades.

3. **When does my CFTG Year begin and how long does it last?**
   Your CFTG Year begins once all documents have been successfully submitted and approved by Ashford University. Once approved, as long as your employer or participating organization remits full tuition assistance payment and you meet all CFTG policy guidelines, each period will last up to 12 months. You may complete up to 10 undergraduate courses or 8 master courses in this time frame. At the completion of each CFTG Year, documentation will be required to show proof of renewed funding prior to starting any subsequent CFTG Year. Please review the current CFTG Policy for additional details.

4. **What costs will I be responsible for while I participate in this program?**
   All the costs covered by the CFTG are outlined in the Corporate Full Tuition Grant Payment Option Breakdown, which all prospective CFTG students should review in detail. These required education-related costs listed below will be fully or partially covered by your employer and Ashford University as long as you remain eligible for the CFTG and meet all policy requirements.
   - Tuition for all eligible courses,
   - Technology Fees,
   - Course materials,
   - Prior Learning Assessment (PLA) fees, and
   - Graduation Fee*.
   * The Graduation Fee is a required fee to process your graduation and covers diploma and first copy of transcripts. This fee does not include the option expense of graduation regalia.

5. **If my tuition assistance and Ashford's grant covers all costs, why do I need to submit a valid credit card and authorization form?**
   If action is needed by a student to ensure funding provided by an employer reaches Ashford, then the Tuition Grant Student Payment Credit Card Authorization form is required along with submission of valid credit card information. Personal credit cards will only be charged 60 days after a valid course grade posts if the employer contribution has not already been received. Pending the successful completion of all steps in requesting reimbursement for courses, your
personal card should not be charged. Prior to any personal card charges, an Account Resolution Specialist will attempt to reach out to alert you to the pending charge.

6. Can I apply for federal financial aid while I am participating in the CFTG program?
One condition of the CFTG is that you agree not to receive any federal student financial aid (such as, Pell grant and Direct Loans) at Ashford University. The CFTG is intended to help students avoid educational loan debt. The choice to apply for and receive federal student financial aid or the CFTG is completely optional. You may apply for federal student financial aid before you agree to this condition or at any point during your enrollment, and Ashford will assist you with the application process. If you choose to receive federal student financial aid, you will become ineligible for the CFTG. Should you choose to receive federal student financial aid during a CFTG Year, the CFTG grant will be automatically cancelled and you will be responsible for all charges incurred. When applying for financial aid, loss of CFTG eligibility will be effective at the start of your financial aid period.

7. Can my colleagues apply for this grant?
Depending on the agreement between Ashford University and your employer, your colleagues may or may not be eligible. Please refer eligibility questions to your authorized CFTG employer or sponsor organization contact.

8. What if I am a current student that wants to switch my payment option to CFTG?
Current students that wish to apply for CFTG must complete all required CFTG documents, as well as a Payment Option Change Request form. Students utilizing financial aid must wait for their current payment period to end, cancel future financial aid disbursements, and resolve any prior balance before they can participate in the CFTG.

9. What if I want to change my degree program?
You are always welcome to change your degree program; however, to participate in the CFTG you must be in a degree program that is approved by your employer or sponsor organization. It is recommended you reach out to your human resources representative or benefits administrator to discuss any potential degree changes.

10. What if I want to take a break from courses?
CFTG students are held to all applicable break policies detailed in the Academic Catalog; however, to take full advantage of the CFTG, it is recommended that you speak with your advisor and employer contact before taking time off between classes. Your grant period will not be extended due to breaks in attendance.

11. What happens if I do not successfully complete a course?
If a student earns a grade that is not considered successful based on Ashford’s academic policies or a company’s education benefits policy, before fulfilling their employer contribution each FTG Year, it will be considered an Allowance. Pending full contribution or organization funds each FTG Year, all or some Allowances may be reset on an annual basis. Students will become ineligible for the CFTG if they carry at any time more than 2 Allowances. Grades earned during the Grant Period will not count as an Allowance. Please note that students who are in violation of any University policy, as outlined in the Academic Catalog, are subject to possible removal from both the grant program and the university. Students may also be removed from the CFTG Program at the discretion of their employer/sponsor organization if any of their internal applicable policies are not met (including unique grade requirements).

12. Am I able to take more than one course at a time?
Students may take more than one course at a time (concurrent enrollment), permitting the additional course cost is personally financed. Additional courses are not part of the CFTG program and therefore must be paid in full, including all course materials and fees, prior to the start of the course. Please speak with your advisor if you are interested in applying to take a concurrent course. Your advisor will ensure your eligibility based on University policies and advise you on the course cost. Any personally financed concurrent courses will not fall under the CFTG Allowance policy.

13. What happens if I lose eligibility for this program?
Students who opt out of CFTG or lose eligibility may be eligible to utilize the College Continuation Benefit to help finish their degree. Please speak with your advisor for more information.