



## Verizon

As a student in the Leader Development Grant (LDG) program, it is important to understand that your eligibility for the grant is contingent upon receiving the required annual tuition assistance amount of \$5,250 from your employer, Verizon. It is your obligation to follow your employer's tuition assistance policy in order to obtain funds that must be paid to the University to remain eligible for LDG.

Failure to submit the Letter of Credit **may result in the removal of course.**

### Step 1: How to Request Tuition Assistance Prior to Class

1. Letter of Credits must be requested 14 days prior to each start date.
2. Request Letter of Credit approval through the [EdAssist Portal for Verizon](#). For assistance, call (888)-758-7834. Refer to Step 4 for Letter of Credit amount.
  - Locate Course Information under My Schedule in [Student Portal](#).
3. Letter of Credits must be submitted to your Advisor prior to the start of each course.
4. \$5250 required employer contribution amount - cost request sequence breakdown:

Undergraduate Programs	
Course 1	\$1356
Course 2	\$1356
Course 3	\$1356
Course 4	\$1182
Course 5	\$0
Course 6	\$0
Course 7	\$0
Course 8	\$0
Course 9	\$0
Course 10	\$0

Graduate Programs:	
<ul style="list-style-type: none"><li>• Business</li><li>• Public Administration</li><li>• Health Care</li></ul>	
Course 1	\$1971
Course 2	\$1971
Course 3	\$1308
Course 4	\$0
Course 5	\$0
Course 6	\$0
Course 7	\$0
Course 8	\$0

Graduate Programs:	
<ul style="list-style-type: none"><li>• Education</li><li>• Psychology</li></ul>	
Course 1	\$1767
Course 2	\$1767
Course 3	\$1716
Course 4	\$0
Course 5	\$0
Course 6	\$0
Course 7	\$0
Course 8	\$0

Tuition rates as of April 1, 2017. Tuition rates are subject to change, for current rates please refer to: <http://www.ashford.edu/catalog.htm>.

Failure to submit your grade within 90 days **may result in denied tuition assistance.**

### Step 2: How to Receive Tuition Assistance Post Course Completion

1. After the final grade is posted in class (3-4 days from the last day of class), go into the [Student Portal](#) to obtain documentation of the grade.
  - [Student Portal](#) > My Degree > Unofficial Transcript
2. Upload the Course Grade to the [EdAssist Portal for Verizon](#). For assistance, contact (888)-758-7834.
  - [EdAssist Portal for Verizon](#) > My Dashboard > Select Application > Submit Docs
3. Refer to EdAssist if there are any questions and/or concerns about payment being sent to Ashford University.