



Instructions for Full Tuition Grant (FTG) for Farmers Students

This document covers the eligibility requirements for the Full Tuition Grant (FTG), how to request and receive tuition assistance for your courses, and the annual process to continue participation in the FTG. As a student in the FTG 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;
2. Be employed for one year;
3. Meet acceptable year-end performance rating;
4. Receive approval from your manager; and
5. Take courses in your normal career progression as determined by your immediate manager.

You will need to complete Farmers' TuitionPAL form in order to participate in the FTG program. This document is available on Farmers Today – My Career – TuitionPAL and should be signed by your supervisor and submitted to Tara Evans tara.evans@farmersinsurance.com before your first class starts. Please be aware that if you are admitted into the FTG program, the 10% copay mentioned on the TuitionPAL form is waived.

When completing your TuitionPAL, the course name is Ashford Tuition Grant. Your end date will be the end of the current calendar year. You will also code the tuition as a misc. expense so the 10% tuition co-pay is waved.

Step 2:

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

1. **Contact Ashford University and speak to their Enrollment Services Department by calling 866.806.5801 ext. 76265 or visit the dedicated landing page at www.success.ashford.edu/farmers**
 - The Enrollment Services Advisor will review the academic programs and financial payment options available to you at Ashford University.
2. **The Advisor will help you complete the necessary documents for enrollment.**
 - [FTG Acknowledgement, Waiver, and Release](#) form
 - You will complete the student portion of the document
 - Your Manager will need to sign the Admissibility Acknowledgement & Representative Acknowledgement sections
 - [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.
 - You will also need to submit proof of employment (e.g. paycheck, screenshot, or pdf of email showing employment, etc.)

Payment Process:

Invoices for your courses will be sent directly to your employer for them to pay. Your employer receives invoices monthly with grades included, and has 45 days from the date of the invoice to provide payment.

Please note that your employer does not pay for grades below a C for either undergraduate or graduate programs. 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 FTG Allowance. Upon using three FTG Allowances, you will no longer be eligible for the FTG program.

FTG Annual Renewals Requirement:

Students are required to reapply for the FTG 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 FTG program for another year.

To renew your grant, you will complete the following documents:

1. [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. [Full Tuition Grant Disclosure and Waiver Annual Renewal](#) form
 - Include the month and year that your renewal is required in the top right hand corner of the form, not today’s date.
 - This form is not valid until your manager signs to confirm eligibility.
 - i. Refer to Step 2 above for additional instructions.
 - Ensure all forms are completed prior to submitting.
3. You will also need to submit proof of employment (e.g. paycheck, screenshot, or pdf of email showing employment, etc.)
4. Email the 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 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/farmers

866.806.5801

Farmers

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