

Instructions for Full Tuition Grant (FTG) for PepsiCo Students

This document will cover how to verify that you are eligible for the Full Tuition Grant (FTG), how to request and receive tuition assistance for your courses, and the annual process to continue participation in 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:

1. Active, full-time employee
 - a. Certain union employees are not eligible
 - b. Ask HR Representative about your eligibility
2. 6 months of continuous employment is required prior to start of program
3. Satisfactory job performance rating
 - a. Managers review performance as part of the tuition request approval process
4. You must meet these requirements at time of pre-approval and at time reimbursement is processed.

Step 2:

Complete the following prior to starting class to ensure you are eligible for tuition assistance.

A. Contact Ashford University and speak to their Enrollment Department by calling 855-805-6911 ext. 76265 or visit PepsiCo's dedicated landing page at

<http://success.ashford.edu/pepsico>

- The Enrollment Services Advisor will review the Academic and Financial Payment Options available to you at Ashford University.

B. Complete the following documents required for enrollment

- [FTG Acknowledgement, Waiver, and Release](#) form
 - You will complete the student portion of the document
 - In lieu of having your employer sign the form, you will need to reach out to EdAssist at 888-738-2235 to obtain:
 1. An Employment Verification Letter
 2. Course Approval screenshot prior to start of each course
- [FTG Credit Card Payment Authorization](#) form

Payment Process:

Invoices for your courses will be sent directly to you, the student, to pay. You will receive invoices with grades included after completing the course, and you will have 45 days from the date of the invoice to provide payment.

Please note that your employer does not pay for grade 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.

Steps for Reimbursement through EdAssist:

1. Submit an application in the EdAssist system (one course per application)
 - Apply at least 7 days prior to the start of each course
2. Select Ashford University Full Tuition Grant as the provider
 - You will receive approval via the EdAssist system
3. Submit screenshot of approval to FTGStudentDocuments@ashford.edu showing:
 - Application #
 - Student information
 - Course information
 - Remaining contribution amount at start date of course
4. Upon completion of each course (even those with a \$0.00 cost and invoice), you must submit your grade report and invoice to EdAssist.
 - If the grade meets PepsiCo's tuition assistance policy eligibility requirements, you will be reimbursed by your employer and you can then provide payment to Ashford University.

You must submit all grades for all courses taken, regardless of successful or unsuccessful and regardless if there is a \$0.00 cost and a \$0.00 invoice, as each course needs to be tracked through EdAssist.

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 need to complete the following:

- [FTG Final Disclosure and Waiver/Annual Re-Confirmation of Funds](#) form
 - Include the month and year that your renewal is required in the top right hand corner of the form.
- EdAssist Employment Verification Letter
- EdAssist Course Approval screenshot prior to start of each course

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 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

<http://success.ashford.edu/pepsico>

855.805.6911

EdAssist

888.738.2235