

Instructions for Full Tuition Grant (FTG) for Rinnai America 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 \$5,000 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 at least one year
3. Be pursuing a Graduate degree program
4. Have obtained pre-approval for Continued Education support

Students must obtain the “Request for Continue Education Reimbursement” application from Human Resources to request pre-approval for Continued Education support. Students must complete the application and obtain manager’s support, then submit the form to Human Resources with program coursework attached. Approval must be granted prior to attendance or class acceptance.

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 to apply for the FTG program.

1. **Contact Ashford University and speak to their Enrollment Department by calling 866-805-6911 or visit the Dedicated Landing Page at www.success.ashford.edu/RinnaiAmerica**
 - The Enrollment Services Advisor will review the Academic 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
 - Director of Human Resources, Michelle Defeo, will complete the employer acknowledgement section of this form.
 - [FTG Credit Card Authorization Form](#)
 - Along with this form, you will need to input your credit card information in the Finance area of your student portal. This card will be only be billed if the Rinnai tuition reimbursement process is not adhered to and payment on an invoice is not received per the reimbursement schedule stated below.
 - [Net Price Calculator](#) Results
 - Purpose of this document is to provide a clear estimate, based on a student’s individual circumstances, of how much it costs to graduate from Ashford University.

Payment Process:

Upon completion of each course within the pre-approved program, you must submit a copy of the "Request for Tuition Reimbursement" form to Human Resources Department along with your course grades and your invoice. Invoices for your courses will be sent to you via email. Payment will be due for your course 45 days from the date a valid course grade is posted.

Please note that your employer does not pay for grades below a B. If you receive a non-passing grade or a grade that is not reimbursable by your employer within the employer payment contribution period, payment will not be required. An FTG Allowance will be used to cover the course cost. Upon utilization of three FTG allowances you will no longer be eligible for the FTG program.

FTG Annual Renewals Requirement:

Students are required to reconfirm funding availability 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 Confirmation of Benefits 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 Annual Re-Confirmation of Funds](#) form
 - Director of Human Resources, Michelle Defeo, will complete the employer acknowledgement section of this form.
3. 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

www.success.ashford.edu/RinnaiAmerica

866-806-5801

Rinnai America

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