

## Ashford University Full Tuition Grant (FTG) Program Guidelines & Instructions for New York Presbyterian

The Ashford University Full Tuition Grant (FTG) is an exciting new program offered through Ashford University that is intended to help students avoid educational loan debt. A company's tuition assistance dollars, combined with the FTG covers all of the costs for student. Students eligible for the FTG may be able to earn their graduate degrees debt-free.

Below are instructions on how to open an application and submit your documents for Ashford University's FTG using EdAssist's system.

**NOTE:** The participant should have \$5,250 in the available Benefit Period funds to qualify and participate fully in the program via their EdAssist tuition assistance program. Also, the Ashford University nursing programs are not available with the Full Tuition Grant program.

➤ **Program Term:**

- Each Term will last 1 year from the first course start date. Participant is eligible for more than one term if all program guidelines are continuously met

➤ **Applications and Courses:**

- Submit an application in the EdAssist system
- The participant will select *Ashford University Full Tuition Grant* as their Provider in the system
- All courses will be reviewed and processed for payment by EdAssist. The participant must submit an application for all courses taken, regardless if successful or unsuccessful and regardless of the charge
  - The Ashford University FTG allows participants up to 10 courses for an Undergraduate Degree per 1 year Term.
  - The participant is allowed up to 8 courses for a Graduate Degree per 1 year Term
- **Payment-** LOC (Letter of Credit) is the preferred payment model when enrolling with FTG but tuition reimbursement is an option as well

If using LOC-

- Submit each application and provide the LOC to the university. The university will connect with EdAssist to obtain the course payment
- Ashford University has agreed to defer the invoice. At the end of the course the university will provide the invoice to EdAssist with the course grade. If the grade is successful, EdAssist will pay the university
- If the grade meets the employer's tuition assistance policy eligibility requirements, the employee's application will be closed

If using reimbursement-

- NYP employees should request deferred billing with Ashford University and complete any necessary paperwork.
- In the case that Ashford University requests an *Employment Verification Form* please reach out to the EdAssist Contact Center at (877) 276-7110 to obtain one
- Upon completion of a course, the participant should submit their grade report and invoice to EdAssist. All courses will be graded regardless of the charge. The

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- If the grade meets the employer's tuition assistance policy eligibility requirements, the employee will be reimbursed and can then pay the university
- Depending on the degree program the participant will reach the \$5,250 in tuition by course 4, 5 or 6, at which point the Full Tuition Grant will kick in and all other courses within that 12 month term will be \$0
- It is important that the participant continue to submit information for all courses, even if they have a \$0 cost and a \$0 balance invoice, as each course needs to be tracked through EdAssist.