

## Submission Instructions

Once you have completed this form in its entirety, please print, sign or e-sign, and *submit* to [POCR@ashford.edu](mailto:POCR@ashford.edu), along with any documentation required for the new payment option(s).

## Student Information (please print)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Current payment options: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_ Other (if applicable): \_\_\_\_\_

## The following payment options are available to Ashford University students:

**Cash Plan:** The Cash Plan requires that 100% of applicable tuition, room, board, and any fees be paid on or before each course start date. Students may choose to have tuition and/or fees automatically charged to a credit card (debit cards are not accepted). Full cash payments must be made on or before the start date of each course.

**Tuition Reimbursement:** The Tuition Reimbursement Plan is available as a primary option if you qualify for your employer's tuition reimbursement program and if your employer reimburses at least 50% of your annual tuition. Under this plan, tuition payment is deferred a maximum of 90 days from the course/term start date, regardless of when you receive payment from the employer. Applicable fees are due on or before the start date of each course/term. To qualify, prior to the start of the course/term, you must submit a signed Tuition Reimbursement Certification and Authorization form that includes a valid credit card number (debit cards are not accepted) with authorization to charge the card if the tuition is not paid within the 90-day time frame. The conditions of this plan are not dependent upon the receipt of a course grade or completion of the course. Tuition and applicable fees must be paid in full 90 days after the start date of a course/term; otherwise, your credit card will be automatically charged. Students who have two declined credit card payments will be required to comply with the terms of the Cash Plan and will no longer qualify for the Tuition Reimbursement Plan.

**Third-Party Direct Bill Plan:** Direct Bill Plans are available if Ashford University has pre-approved a student's employer or agency for direct billing. At minimum, \$2,500 of a student's annual tuition must be paid by the employer or agency to be eligible for this option. Any amounts not covered by the employer or agency must be paid on or before the start of each course. The employer or agency must remit payment to Ashford University within 90 days of the course start date. Vouchers should be sent to [directbill@ashford.edu](mailto:directbill@ashford.edu) five (5) days prior to the start of each course. Failure to supply a company issued voucher or payment timely may result in disqualification for the Direct Bill Payment Plan (included in this payment option is Ch. 31 VA Vocational Rehabilitation).

**Military Tuition Assistance:** Ashford University is approved for active duty Military Tuition Assistance. Students are required to submit Tuition Assistance (TA) vouchers prior to the start of each course. Any tuition and applicable fees not covered by the TA program must be paid prior to the start date of each course.

**Military Veterans Assistance:** The Military VA Plan requires that all tuition and applicable fees be paid on or before each course start date, with the exception of the first 60 days in the student's first academic year. Under this plan, tuition payment is deferred for the first 60 days of continuous enrollment in a degree program, regardless of when the student receives payment from the Veterans Affairs Department. Applicable fees are due on or before the start date of each course/term. To qualify, prior to the start of the course/term, students must submit a signed Student Finance Agreement form. Students may also elect to provide a valid credit card number with authorization to charge the card if the tuition is not paid within the 60-day time frame. If elected, automatic credit card payments are charged after the start date of each course; otherwise, full cash payments must be made on or before the start date of each course.

**Financial Aid:** The University is committed to the idea that no one should be denied an education because of financial need. The University will provide assistance to all students and families who are eligible for financial aid. In general, financial aid is provided in the form of grants and loans. In order to secure deferment of tuition during the financial aid application process, students must provide all documents required to complete the certification for Federal Financial Aid funds by 2:00 pm on the Monday before their course start date. Continuous attendance with no unapproved attendance breaks greater than 14 days is required to retain disbursed Federal Financial Aid funds. Repayment of any outstanding account balance is the responsibility of the student.

**Pell Grant Only:** The Federal Pell Grant is awarded based on demonstrated financial need and for students who have not previously earned a bachelor's or professional degree. The Pell Grant amount is determined by the student's financial need, education costs, and attendance (full-time versus part-time and full academic year or less). Students may receive only one Pell Grant in an award year and may not receive Pell Grant funds from more than one school at a time. These funds are to be used for education costs including, but not limited to, tuition and school fees. For Pell Grant award amounts, please visit the current [Ashford University Academic Catalog](#). The "Pell Grant Only" payment option cannot be selected as a Primary Payment Option, but it can be selected as a Secondary Payment Option to a Primary Payment Option of: Cash, Tuition Reimbursement, Military Tuition Assistance, or Military Veteran Affairs.

**Corporate Full Tuition Grant:** Ashford University offers the Corporate Full Tuition Grant (CFTG) to students selected and sponsored by a participating Employer. The CFTG program is funded by both the Employer and Ashford University and funds a recipient's direct education-related costs. Direct education-related costs include tuition for all eligible courses (limited to two repeated courses), Technology Fee (per course), books, course digital materials, instructional materials, graduation fee, sponsored professional training, and prior learning assessments. As such, the Corporate Full Tuition Grant is only available as a Primary Payment Option. Students who choose to participate in the CFTG program are not able to receive funding from the federal student financial aid programs (such as Pell Grant and Direct Loans): this is a condition of participation in the CFTG program. The choice to participate in the CFTG program is optional and any eligible federal student financial aid is always available to students who choose that payment option in lieu of participation in the CFTG program. Students will become ineligible for the CFTG program if they choose to receive funds from any federal student financial aid program for the same enrollment period.\*

**Government Full Tuition Grant:** Ashford University offers the Government Full Tuition Grant (GFTG) to students selected and sponsored by a participating State and Local Government Agency Employer. The GFTG program is funded by both the Employer and Ashford University and funds a recipient's direct education-related costs. Direct education-related costs include tuition for all eligible courses (limited to two repeated courses), Technology Fee (per course), books, course digital materials, instructional materials, graduation fee, sponsored professional training, and prior learning assessments. As such, the Government Full Tuition Grant is only available as a Primary Payment Option. Students who choose to participate in the GFTG program are not able to receive funding from the federal student financial aid programs (such as Pell Grant and Direct Loans): this is a condition of participation in the GFTG program. The choice to participate in the GFTG program is optional and any eligible federal student financial aid is always available to students who choose that payment option in lieu of participation in the GFTG program. Students will become ineligible for the GFTG program if they choose to receive funds from any federal student financial aid program for the same enrollment period.\*

\*Before requesting to add or remove CFTG or GFTG as a Payment Option, please contact a Corporate Account Resolution Coordinator at (866) 974-5700 ext. 20051 or email [FTGAccountResolution@ashford.edu](mailto:FTGAccountResolution@ashford.edu) to discuss this transition.

## Student Acknowledgement

I have read and fully understand the terms and conditions of each payment option listed above. I also understand that I am financially responsible for any and all charges incurred no matter which option I have selected. I understand that my Financial Services Advisor will review my account and determine if the requirements have been met for the new payment options I have selected. If my Financial Services Advisor determines that additional documentation is needed, I will be contacted via phone and email.

I would like to change my payment options to the following:

New payment options: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_ Other (if applicable): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You have provided your consent to receive documents from Ashford University in electronic form as part of your Online Application. For more information, please refer to the Electronic Communication section of the Academic Catalog.