ALPLA Enrollment & Renewal Process Guide

For Internal Use Only

Note: An Enrollment Services Advisor can walk you through all the steps involved! Please call 855.805.6911 to speak to an advisor.

1. **Complete the University of Arizona Global Campus' (Global Campus) Free Online Application.**
   Once the application is approved, you will receive information on your initial courses and your Enrollment Services Advisor will send you the forms needed to enroll at Global Campus. These forms include the Authorization to Release Student Records and Transcript Request Page. You will also receive forms specific to the Full Tuition Grant (FTG) including the FTG Acknowledgment, and Tuition Grant Student Credit Card Payment Authorization.

2. **Obtain approval from your manager to participate in FTG.**
   Your manager will provide verbal approval that you can begin the process of applying for tuition assistance.

3. **Complete an Educational Assistance Agreement and submit it to your manager.**
   This form can be found here, and must be submitted prior to your first course start date to be eligible for reimbursement. You will list your first four courses on the form.

4. **Submit your manager-approved Educational Assistance Agreement and the FTG Acknowledgment form to your local Human Resources department for approval and signature.**
   Note: The Representative Acknowledgment section of the FTG Acknowledgment form is not required due to your employer's dedicated form. Your Human Resources team can help answer any questions you may have about ALPLA's tuition assistance policy.

5. **Submit your approved and signed Educational Assistance Agreement and FTG Acknowledgment form to Global Campus.**
   You can email them to your Enrollment Services Advisor.
   IMPORTANT: If one of your first four courses changes, you will need to complete and submit a new Educational Assistance Agreement.

6. **At renewal, complete and submit a new Educational Assistance Agreement for signature and approval.**
   List the first four courses of your second FTG year, and obtain approval and signatures from your manager and local HR representative before submitting the form to **CorporateTuitionDoc@staff.uagc.edu.**