

# Full Tuition Grant Acknowledgement and Release

Effective or Revised Date: 01/25/2024

## Student Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Identifier (Student ID or DOB): \_\_\_\_\_

State of Residence: \_\_\_\_\_ Country, if outside of U.S.: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Degree Level: \_\_\_\_\_

Employer Name: \_\_\_\_\_

## Qualification and Contribution Information

Annual employer Tuition Contribution Amount (“Contribution”)\*: \$ \_\_\_\_\_ (USD) Date Available: \_\_\_\_\_

This Full Tuition Grant Acknowledgment and Release (“Acknowledgment” or “Form”) provides the terms and conditions for the Full Tuition Grant program (“FTG”) that is made available to you by the above-specified employer (“Employer”) and the University of Arizona Global Campus (“UAGC”). **THIS DOCUMENT IS LEGALLY BINDING SO PLEASE READ IT CAREFULLY AND ENTIRELY.** You must execute this Acknowledgment and all other required FTG documents before enrolling and participating in FTG.

*Please note: UAGC may modify this Acknowledgment at any time in its sole discretion and UAGC will notify you of any such modifications in writing. Contact your advisor if you have any questions.*

*\*Tuition Contribution amount can only be used for tuition costs.* Utilizing these funds for non-tuition costs, such as books and fees, can impact eligibility to take classes in your FTG Year and result in mandatory breaks in enrollment. Speak with your Financial Services Representative if you have any questions or concerns.

## Program Information

FTG is a program utilizing your Employer’s tuition assistance benefits to help cover the cost of tuition. These funds will be used in conjunction with funding sponsored by UAGC to pay for tuition costs for up to 10 undergraduate or 8 master’s-level graduate courses which are successfully completed during a period of time of up to 12 months (“FTG Year”); however, UAGC does not guarantee that you will be able to take this maximum amount of coursework in any given FTG Year. You will be responsible for any costs or expenses incurred that are not covered by FTG, including but not limited to, course materials, Technology Fees, unsuccessful courses (effective 4/2/24), transcript fees and living expenses. You may choose a secondary payment option for any costs or expenses incurred that are not covered by the FTG. Please refer to the Full Tuition Grant Policy in the UAGC Academic Catalog, and your Employer’s landing page for more details.

You may request for concurrent enrollment, defined as more than one class in each 5-week (undergraduate) or 6-week (master’s-level graduate) period, by providing student-funded payments for any additional courses.

## Eligibility Requirements

To enroll, participate, and remain eligible for FTG, you must:

1. Apply to UAGC and meet all eligibility criteria and conditions for admission and enrollment established by UAGC.
2. Be and remain employed by Employer at the time you submit your application to UAGC and while taking courses.
3. Satisfy, and continue to satisfy, any and all tuition benefit qualifications, requirements, and procedures established by your Employer to receive such benefit.
4. Be eligible, and remain eligible, to receive the required Employer tuition assistance amount specified above for each FTG Year.
5. Obtain initial and renewed confirmation of tuition assistance and eligibility for FTG from your Employer at least on an annual basis and submit it to UAGC prior to the start of your first class for each FTG Year.
6. Execute and submit a copy of this Acknowledgment and all other required FTG documents to your assigned advisor for verification at least seven (7) calendar days prior to the start of your first class for each FTG Year.
7. Make timely payments to UAGC for tuition and fees for each course, when applicable.
8. Provide and maintain a current and valid credit or debit card on file, if and when applicable.
9. Maintain Satisfactory Academic Progress in your program of study.

***Any of the following circumstances may result in the loss of FTG eligibility:***

- Loss of employment with your Employer.
- Failure to meet your Employer's tuition benefit qualifications, requirements, and procedures.
- Failure to obtain confirmation of tuition benefit and eligibility for FTG from your Employer and submit it to UAGC for each FTG Year.
- Failure to timely submit Form and all other required FTG documents to UAGC for each FTG Year.
- Failure to receive the Contribution amount specified above for each FTG Year.
- Failure to make timely payments to UAGC for tuition and fees for each course, when applicable.
- Failure to maintain a current and valid credit or debit card on file, if and when applicable.
- Receipt of more than two (2) un-reimbursable passing grades at any time during your FTG Year.
- Break in enrollment for more than 14 days without an approved Academic Leave Request.
- Withdrawal from or removal by UAGC.
- Failure to abide by UAGC policies outlined in the UAGC Academic Catalog.
- Successfully completing your degree program; enrollment in a new degree program will require a new application.

### **FERPA Authorization and Release**

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects and grants certain rights to students concerning the privacy of and access to their student records and information. In accordance with FERPA, UAGC will only disclose such records and information to third parties if you have provided written consent to do so. To administer FTG, UAGC needs to share certain information about you with your Employer and any third-party representatives authorized by your Employer.

By initialing below, I acknowledge and agree to the following:

1. I authorize and provide consent for UAGC to share and communicate, both verbally and in writing, my student records and information with my Employer, as specified above, and its authorized third-party representatives for purposes related to FTG.
2. I authorize and provide consent for UAGC to share and communicate, both verbally and in writing, my student records and information with third parties if required to do so by applicable law or regulation.
3. Specifically, the records and information UAGC may share shall include: (a) personal information such as full name, student ID, and contact information; (b) financial and billing information such as account statements, account balances, payments, awards, and loan information; and (c) academic information such as enrollment status, GPA, course names, and grades received.
4. I understand that I have the right to inspect any student records or information released in accordance with this authorization and release.

5. I understand that this authorization and release remains in effect until I revoke such authorization and release in writing and the written revocation is signed and submitted to UAGC. The revocation shall not affect any disclosures previously made by UAGC prior to the receipt and processing of such revocation by UAGC.
6. I understand that revoking this authorization and release may affect my ability to continue to participate in FTG and shall be determined by UAGC in its sole discretion.
7. I agree to hold UAGC harmless from any and all liability for the release of my student records and information to any third parties in accordance with this authorization and release or as later requested by me in writing.

INITIALS \_\_\_\_\_

### **Payment Requirements (as applicable)**

Tuition costs for each completed course shall be due and payable in U.S. Dollars within 45 days after the date the grade is posted for such course. This 45-day deferment period gives you ample opportunity to satisfy any requirements and/or procedures established by your Employer, or your Employer's third-party representative, for you to receive tuition assistance monies. It is your sole responsibility to obtain and use the monies received from your Employer to make timely payments to UAGC. UAGC does not verify or guarantee that you will receive monies from your Employer to pay your bills and your financial obligations to UAGC are not contingent upon reimbursement by your Employer or any other condition. Before starting each FTG Year, all prior balances must be paid in full. Pending Financial Aid disbursements may be able to be applied toward prior year balances. A Student Account Coordinator can review past balances and pending disbursements to confirm if enough funding is available to cover a past balance and start a new FTG Year. Failure to make timely payments to UAGC may result in removal from FTG at UAGC sole discretion. Upon removal, you will continue to remain responsible for all amounts owed to UAGC and may not reapply to FTG or any other UAGC program until such amounts are paid in full.

### **Credit Card Payment Authorization (as applicable)**

Depending on your Employer's tuition benefit qualifications, requirements, and procedures, you may be required to complete, sign, and submit the Tuition Grant Student Credit Card Payment Authorization Form and provide a current and valid credit card, or a debit card that is endorsed by Visa or MasterCard. Doing so authorizes UAGC to charge your credit or debit card after the 45-day deferment period for each course, not to exceed the annual employer tuition assistance amount in your current FTG Year, if payment is not made subject to this Acknowledgment and the Full Tuition Grant Policy.

### **Acknowledgment and Signature**

I, the above-named individual, by signing below, acknowledge, confirm, and certify that:

1. I have read this Acknowledgment carefully and entirely;
2. The information provided on this Acknowledgment is complete and accurate;
3. I am eligible for FTG based on the eligibility requirements specified herein;
4. I am approved to receive the annual Employer tuition assistance amount from my Employer, as specified above, for my current FTG Year;
5. I am solely responsible for any and all costs and expenses incurred that are not covered by FTG for my current FTG Year; and
6. I shall abide by this Acknowledgment and all other required FTG documents, any other agreements made by and between UAGC and I, and all of UAGC policies outlined in the UAGC Academic Catalog, specifically the Full Tuition Grant Policy.

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

**FTG Employer Acknowledgment and Confirmation (Optional)**

Student Name: \_\_\_\_\_

Student Identifier (Student ID or DOB): \_\_\_\_\_

Employer Name: \_\_\_\_\_

Annual Employer Tuition Assistance Amount (available/remaining): \$ \_\_\_\_\_ (USD) Date Available \_\_\_\_\_

Annual Employer Tuition Assistance Amount: \$ \_\_\_\_\_ (USD)

The above-named entity ("Employer") confirms that the above-named individual ("Student") is eligible for the University of Arizona Global Campus Full Tuition Grant program ("FTG"). Employer further confirms that the above-specified annual Employer tuition assistance amount is available to Student starting on the above-specified date and for the 12 months following such date ("FTG Year") so long as Student, in their current FTG Year: (1) satisfies, and continues to satisfy Employer's tuition benefit qualifications, requirements, and procedures; (2) has not yet completed their degree (enrollment in a new degree program requires a new application); and (3) does not elect to withdraw and is not removed by UAGC from FTG.

The undersigned individual certifies that: (1) they are representative of Employer; (2) they are authorized to complete and execute this Employer Acknowledgment and Confirmation; and (3) the information provided above is complete and accurate.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Second Authorized Representative (if applicable)**

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_