

Government Tuition Benefit Request

Effective: 5/1/23

Submission Instructions:

Before completing this form, please contact an advisor to determine which types of benefits you are eligible for and which benefit you would like to receive. Benefit options vary by organization. Students are only eligible to receive one type of benefit at a time.

Print, sign, date, and submit a copy of this Government Tuition Benefit Request form with your proof of eligibility:

A. New Students: To your Enrollment Services Advisor along with your admissions application.

B. Current students: To ZESTuitionBenefit@uagc.edu

Student Information:

Student Name: _____ Student ID/Date of Birth: _____

Benefit Selection: Please select one of the following options:

- ☐ I would like to receive the Government Tuition Benefit through my Employer.
- Employees: Must be currently employed by Participating Organization at the time of submission.
 - Copy of a paycheck stub from the Participating Employer issued within the last 60 days; OR
 - An email from the student, human resources department, or supervisor with an officially issued email account of the Participating Organization stating: the student's name, indication of an active employment status with the Participating Organization, and confirmation from the supervisor that you are eligible to receive the benefits outlined in the University policy.
- ☐ I would like to receive the Government Tuition Benefit through my Immediate Family Member.
- Immediate Family Member of Employees: Immediate Family is defined as: spouse (husband, wife, or domestic partner) and children (biological, step-children, adopted, and/or foster children). Sponsor Employee must be currently employed by the Participating Organization at the time of submission.
 - Email from your Sponsor Employee from an officially issued email account of the Participating Organization. The subject line must read "New Immediate Family Member Savings Eligibility." The body of the email must state the employee's name, family member's name, and the family member's relationship to the employee.
 - Copy of the Sponsor Employee's paycheck stub from the Participating Organization issued within the last 60 days along with a statement from the Sponsor Employee containing the employer name, Sponsor Employee's name, family member's name, and the family member's relationship to the employee.

Eligibility Steps:

In order to receive the benefits, as outlined in the University of Arizona Global Campus policy and arrangement with the Participating Government Service Organization, you must meet these requirements and complete the steps below:

For Employees, the Point of Contact should be a supervisor. For Immediate Family Member, this should be their Sponsor Employee.

- A. Organization: _____
- B. Point of Contact: _____
- C. Point of Contact Title: _____
- D. Point of Contact Phone Number: _____

Any of the following circumstances will result in removal from the Government Tuition Benefit (GTB) program, which will eliminate opportunities for future benefit increases or changes. If you are removed from the GTB program for one of the reasons stated below, new paperwork will need to be submitted at the time of re-enrollment to have your benefit reinstated.

- A. Withdrawal/dismissal from the University of Arizona Global Campus;
- B. Break in enrollment of greater than 14 days without an approved Break Request.

If removed from the GTB program, you may retain part or all of your benefit under the College Continuation Benefit. You will not be eligible for any increase of Government Tuition Benefits unless you re-certify your Government affiliation.

Student Acknowledgement:

Student Signature: _____ Date: _____

For questions concerning clarification of the process outlined above, please contact your University of Arizona Global Campus Academic Advisor.

Authorization to Release Student Records to Employer (Required):

This form is used to give the above stated organization(s) permission to verbally speak to, and receive transmission of academic and financial student account-related information (detailed below) from the University of Arizona Global Campus regarding your records, as needed for the purpose of administering the Government Tuition Benefit between Global Campus, the organization(s), and any third party authorized by the organization(s) to administer its tuition assistance offering.

In order to enable administration of the Government Tuition Benefit, when you sign this Authorization to Release Student Records section of this form, you are authorizing the University of Arizona Global Campus to communicate (both verbally and in writing) with the organization(s), as well as any contractors used by that organization(s) to administer and process the Government Tuition Benefit.

Purpose of Release: To allow the communication necessary between the University of Arizona Global Campus, the organization(s), and any third party authorized by the organization(s) that help manage the Government Tuition Benefit.

Releasing information to organization(s) rather than an individual will allow all individuals in those organizations to speak to or receive transmission of your records from the University of Arizona Global Campus.

The student information submitted to the organization(s) by the University is confidential information and shall be used only for the purposes stated in this agreement. The organization(s) agrees not to share or disclose this data with any third-party outside of the purposes stated in this agreement, unless required to do so by law or other agency regulations. Failure to comply with the requirement not to release information, except for the sole purpose stated above, will result in cancellation of this agreement and the eligibility for the organization(s) to receive any student information from the University.

Information to be Released:

Personal – Personal information, including, but not limited to Employer and/or Agency name, Government Tuition Benefit document status(es), full name, Student ID, and break status(es).

Financial – Billing related information, including, but not limited to financial aid information, account balances, account statements, outstanding payments due, and benefits earned.

Academic – Academic related information, including, but not limited to grades received, credits attempted and earned, Grade Point Average (GPA), unsuccessful grade information, student status, program, start date, course names, and periods of attendance.

Authorization:

In accordance with The Family Educational Rights and Privacy Act (FERPA) of 1974, the University of Arizona Global Campus will only disclose confidential information from the educational records of students to third parties if the University has written consent from the student on file. Please sign below to advise the Office of the Registrar that you consent for the University to communicate with the organization(s) you named, and any contractor authorized by the organization(s), including relevant portions of your educational record that may be necessary to administer the Government Tuition Benefit. *Please Note: The authorization that you provide by submitting this form will remain valid unless specifically revoked by you via a separately signed Revoke Authorization to Release Student Records form.*

I consent that the University of Arizona Global Campus may disclose confidential information from my educational record to the organization(s) listed above, including any contractor authorized by the organization(s).

By signing below, this form will serve as my written consent until revoked, and will be sent to the appropriate department for processing.

Student Signature: _____ Date: _____

Printed Student Name: _____ Date: _____

NOTE: The University of Arizona Global Campus reserves the right to request additional documentation above and beyond what is listed in this form, in order to verify eligibility at any time.