

Tuition Discount Instructions

How To Obtain Grade/Payment Documentation:

University of Arizona Global Campus – Full Tuition Grant (HCA)

University of Arizona Global Campus Information:

Phone #: (855) 805-6911

URL: <http://uagc.edu/hca>

Tuition Discount Instructions

Benefit Details:

Tuition, materials, and fees covered through the University of Arizona Global Campus Full Tuition Grant (FTG) when used in conjunction with the HCA tuition assistance program. These grant benefits are eligible to employees who successfully apply to and attend the Global Campus. Grant eligibility is contingent upon the Global Campus receiving the required \$5250 tuition assistance amount, for full time employees. Each course must be approved by EdAssist prior to the course start date.*

Instructions for New Students:

Click [here](#) to get started

Click the “Contact Advisor” button at the top of the page

When contacted by a representative of the Global Campus, indicate that you are an HCA employee interested in starting the Full Tuition Grant program

Instructions for Currently Enrolled/Returning Students:

Contact a representative of the university and indicate that you are an HCA employee interested in starting the Full Tuition Grant program

***IMPORTANT:** Participants must have \$5,250 available in a benefit year to participate in the Global Campus FTG. Participants should consider tuition assistance that has been used or is pending at all other schools prior to applying for the FTG **and** ongoing as they participate in the program, as use of the tuition assistance benefit at other institutions will affect the benefit balance available to participate in the Global Campus FTG. Please work with your Global Campus representative to obtain the course cost in order to submit the correct course amount when submitting your EdAssist tuition assistance application.

Program Term: Each Full Tuition Grant term is **12 months from the start date of the first course in the program**. Participants are eligible for subsequent 12-month terms as long as all program guidelines are met.

Obtaining Grade and Tuition/Payment Documentation

General documentation reminders:

- University Name/logo and your name need to be visible on all documentation.
- Documentation cannot be modifiable. This includes email correspondence. Uploaded screen shots are acceptable.
- Grade books are not an acceptable form of documentation for a final grade.
- Grading documentation must confirm school name, student name or identifier, courses, final grades and dates of courses taken. Multiple documents can be submitted if each document can be correlated to each other.
- What is itemization? Itemization is the listing of all charges for a given time period, including a breakout of all fees under the term tuition.

Grade Documentation

Grades

- **Location:** <https://student.ashford.edu/>Grades>
- **What it contains/why:** Employee name, Term, Course name, number & final grade, and school Logo

Date: 04/07/15 University of Arizona Global Campus Page 1 of 2

Student: [REDACTED] DOB: [REDACTED]
Address: [REDACTED] StudentID: [REDACTED]

To: [REDACTED]

Grade History

Course Code	Course Title	Credits Attempted	Credits Earned	Grade	Quality Points
Transfer From [REDACTED]					
Term: TRANSFER					
CIS 110	COMPUTER APP		3.33		
ENG 101	ENGLISH COMP		3.33		
			<u>6.66</u>		
Total Transfer Credits:					<u>6.66</u>

Program: Bachelor of Arts Program

Start Date: 05/05/14 End Date: Active

GPA: 3.33

Term: S_1413 (5/4/2014 - 6/9/2014)

EXP 100	PERSONAL DIMENSIONS OF EDUCATION	3.00	3.00	A	12.00
Term GPA: 4.00	Cum GPA: 4.00	3.00	3.00		12.00

Term: S_1424 (6/10/2014 - 7/14/2014)

PSY 202	ADULT DEVELOPMENT AND LIFE ASSESSMENT	3.00	3.00	A	12.00
Term GPA: 4.00	Cum GPA: 4.00	3.00	3.00		12.00

Payment Documentation

FTG Invoice: You will be sent an invoice via email from the Global Campus upon the completion of your course (sample below) – this includes your grade(s).

[illegible]