

Non-Profit Tuition Benefit Request

Effective: 5/1/2023

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. Students are only eligible to receive one type of benefit at a time.

Please print, sign, date, and submit a copy of this Non-Profit Tuition Benefit Request with your proof of eligibility to:
ZESTuitionBenefit@UAGC.edu

Student Information

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

Eligibility Requirements

In order to receive the benefits, as outlined between the University of Arizona Global Campus and the Participating Non-Profit Organization, you must meet these requirements and complete the steps below:

1. Be currently employed by the approved Participating Organization at the time of submitting the Non-Profit Tuition Benefit Request documentation.
2. Submit proof of eligibility, in the form of a copy of a paycheck stub from the participating organization issued within the last 60 days along with this request form to the University of Arizona Global Campus.
3. Complete the required contact information below:
 - 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 Non-Profit Tuition Benefit (NTB) program which will eliminate opportunities for future benefit increases or changes. If you are removed from the NTB program for one of the reasons stated below, new paperwork will need to be submitted at the time of re-enrollment to have your Non-Profit Tuition Benefits reinstated.

- A. Withdrawal/dismissal from the University of Arizona Global Campus;
- B. Break in enrollment of greater than 14 days without an approved Academic Leave 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 Global Campus regarding your records, as needed for the purpose of administering the Non-Profit Tuition Benefit (NTB) program 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 NTB, 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 NTB.

Purpose of Release: To allow the communication necessary between the University of Arizona Global Campus, the organization(s), and any administrators authorized by the organization(s) that help manage the NTB.

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, NTB 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 Non-Profit Tuition Benefits.

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.