

Instructions for Full Tuition Grant (FTG) for TIAA Students

Purpose: This document will cover how to verify that you are eligible for the Full Tuition Grant (FTG), how to request and receive tuition assistance for your courses, and the annual process to continue participation in FTG. As a student in the FTG program, it is important to remember that your eligibility for the grant is contingent upon receiving the required annual \$5,250 tuition assistance amount from your employer.

Initial Tuition Assistance Eligibility Process

1. In order to qualify for the program, you must:
 - Be actively working for the duration of the program.
 - Be employed Full-time and in good standing.
 - Receiving a performance rating of 3 or better. In the event of a rating less than 3, the employee's manager can approve the reimbursement if the employee's performance has improved since the last performance review period.
 - Courses must start after the hire date.
 - All of the following employers are part of the TIAA benefits program:
 - TIAA (aka Teachers Insurance)
 - Kaspick and Company
 - TIAA-CREF FSB
 - Nuveen
2. There are several necessary steps to ensure you are eligible for tuition assistance prior to starting class.
 - A. Contact the University of Arizona Global Campus and speak to their Enrollment Department by calling 866-806-5801 ext. 76265 or visit the Dedicated Landing Page at success.uagc.edu/TIAA**
 - The Enrollment Services Advisor will review the Academic and Financial Payment Options available to you at Global Campus.
 - B. The Advisor will help you complete the necessary documents for enrollment.**

[FTG Acknowledgement, Waiver, and Release Form](#)- You will complete the student portion of the document. In lieu of having your employer sign the above form, you will need reach out to EdAssist to obtain:

- An Employment Verification Form
- Course Approval prior to starting each course

[FTG Credit Card Payment Authorization Form](#)- Along with this form, you will need to input your credit card information in the Finance area of your student portal. This card will be only be billed if the TIAA tuition reimbursement process is not adhered to and payment on an invoice is not received per the reimbursement schedule stated below.

Payment Process:

3. Invoices for your courses will be sent directly to you, the student, to pay. You will receive invoices with grades included shortly after completing the course, and you will have 45 days from the date of the invoice to provide payment.



Please note that your employer does not pay for grades below a C for either undergraduate or graduate programs. If you receive a non-passing grade or a grade that is not reimbursable by your employer within the employer payment contribution period, you will use an FTG Allowance. Upon using three FTG allowances you will no longer be eligible for the FTG program.

FTG Annual Renewals Requirement:

- 4 Students are required to reapply for the FTG program every 12 months from initial start of enrollment or when students have completed a maximum of 10 undergraduate courses or 8 graduate courses, whichever occurs first. You will receive an email prompting you to complete your Annual Renewal paperwork in order to participate in the FTG program for another year.

To renew your grant, you will complete the following documents:

You will need the Employment Verification form along with Course Approvals from EdAssist.

Ensure all forms are completed prior to submitting.

Email the completed forms to Corporate Financial Services Department at CorporateTuitionDoc@staff.uagc.edu . Include your Student ID in the body of the email.

If you have any questions regarding these forms, please feel free to reach out to your Student Advisor.

Failure to submit these documents at least seven (7) days before your next grant period may delay approval or receipt of benefits and result in the cancellation of your future courses. The finance department may request or require additional documents verifying your Tuition Assistance eligibility at any time.

For more information, please contact:

The University of Arizona Global Campus

success.uagc.edu/tiaa

855.805.6911

EdAssist

888.738.2235