

# Shared Tuition Savings Acknowledgment and Release

Effective Date: 11/20/20

## Student Information

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

Email: \_\_\_\_\_ Student ID/Date of Birth: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Academic Program: \_\_\_\_\_

Estimated Start Date (if applicable): \_\_\_\_\_

## Qualification and Contribution Information

To qualify I must remain eligible for \$ \_\_\_\_\_ in employer tuition reimbursement and must provide proof of eligibility 7 calendar days prior to the start of each Shared Tuition Savings ("STS") year.

I am solely responsible for the Total Annual Tuition Contribution ("contribution") of \$ \_\_\_\_\_.

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

*Please note: Global Campus may modify this Acknowledgment at any time in its sole discretion and such modifications will be reflected on your Employer's landing page. Contact your advisor if you have any questions.*

## Program Information

STS is a savings program intended to help you reduce educational loan debt by allowing you to share your annual tuition costs with your Employer. While you are ultimately responsible for paying for the costs of your education, payments may be supplemented by your Employer's tuition assistance and reimbursement benefits. The contribution will be used in conjunction with Global Campus sponsored funding to STS to pay tuition costs for up to 10 undergraduate or 8 master's-level graduate courses taken by you during a period of time of up to 12 months ("STS Year"); however, Global Campus does not guarantee that you will be able to take this maximum amount of coursework in any given STS Year. Unless otherwise provided on your Employer's landing page, you will be responsible for any costs or expenses incurred that are not covered by STS, including but not limited to, book, course digital material, instructional material, technology, prior learning assessment, graduation fees, and living expenses. Please refer to the Shared Tuition Savings Policy, Shared Tuition Savings Payment Option Breakdown, 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 STS, you must:

1. Apply to Global Campus and meet all eligibility criteria and conditions for admission and enrollment established by Global Campus.
2. Be employed by your Employer at the time you submit your application to Global Campus.
3. Continue to be employed by your Employer while you are enrolled and taking courses with Global Campus.
4. Satisfy, and continue to satisfy, any and all tuition benefit qualifications, requirements, and procedures established by your Employer to receive such benefit.

5. Obtain initial and renewed confirmation of tuition reimbursement and eligibility for STS from your Employer at least on an annual basis and submit it to Global Campus 7 calendar days prior to the start of your first class for each STS Year.
6. Execute and submit a copy of this Acknowledgment and all other required STS documents to your assigned advisor for verification at least 7 calendar days prior to the start of your first class for each STS Year.
7. Provide the required contribution amount specified above for each STS Year.
8. Make timely payments to Global Campus after each course is completed until the contribution amount is met in your current STS Year.
9. Provide and maintain a current and valid credit or debit card on file.

***Any of the following circumstances may result in the loss of STS 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 STS from your Employer and submit it to Global Campus for each STS Year.
- Failure to timely submit this Acknowledgment and all other required STS documents to Global Campus for each STS Year.
- Failure to make timely payments to Global Campus for each completed course.
- Failure to maintain a current and valid credit or debit card on file.
- Break in enrollment for more than 14 days without an approved Academic Leave Request.
- Withdrawal from or removal by Global Campus.
- Failure to abide by Global Campus policies outlined in the Global Campus Academic Catalog.
- Successfully completing your degree program; enrollment in a new degree program will require a new application.

## **Payment Requirements**

Tuition costs, and any costs and expenses incurred that are not covered by STS, for each completed course shall be due and payable within 28 days after the date the course is completed. You are encouraged to complete payment as soon as possible. If Global Campus has not received payment within 28 days for each completed course, Global Campus shall automatically charge your primary credit or debit card on file 28 days after the date the course is completed, not to exceed the contribution amount in your current STS Year. Failure to pay your outstanding balance in a timely manner may result in removal from STS at Global Campus sole discretion. Upon removal, you will continue to remain responsible for all amounts owed to Global Campus and may not reapply to STS until such amounts are paid in full. Your financial obligations to Global Campus are not contingent upon reimbursement by your Employer or any other condition.

## **Automatic Credit Card Payment Authorization**

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

1. I shall provide a valid Visa or MasterCard credit or debit card, for which I am an authorized user, by inputting the card information in the University Student Portal prior to attending the first course in my current STS Year.
2. I authorize Global Campus to automatically charge my primary credit or debit card on file if Global Campus has not received full payment for each completed course within 28 days of the date the course is completed and will not dispute these transactions so long as the transactions correspond with this Acknowledgment.
3. If providing a credit card, I shall ensure that there is sufficient credit available to successfully process automatic charges made by Global Campus.
4. If providing a debit card, I shall ensure that I have sufficient funds available in my bank account to successfully process automatic charges made by Global Campus, and if my card has a daily limit, I shall ensure that these charges will not exceed such limits or communicate with my bank to grant an exception.
5. If my primary credit or debit card is declined when it is automatically charged, I authorized Global Campus to charge my credit or debit card in increments on a daily basis until the total amount due is paid in full.
6. I shall maintain and update my credit or debit card information in the University Student Portal as is needed to keep it current and valid throughout my current STS Year.

7. My enrollment in STS may be placed on hold if my credit or debit card information is out-of-date or invalid at any point during my current STS Year.
8. Global Campus shall not be liable for any institutional and/or bank fees that I incur in any way for any reason.

INITIALS \_\_\_\_\_

## 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, Global Campus will only disclose such records and information to third parties if you have provided written consent to do so. To administer STS, Global Campus 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 Global Campus 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 STS.
2. I authorize and provide consent for Global Campus 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 Global Campus 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, 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 Global Campus. The revocation shall not affect any disclosures previously made by Global Campus prior to the receipt and processing of such revocation by Global Campus.
6. I understand that revoking this authorization and release may affect my ability to continue to participate in STS and shall be determined by Global Campus in its sole discretion.
7. I agree to hold Global Campus 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 \_\_\_\_\_

## Acknowledgement 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 STS based on the eligibility requirements specified herein;
4. I agree to provide proof that I am eligible for the qualifying amount of annual Employer tuition reimbursement for my current STS Year;
5. I shall provide and am solely responsible for the contribution amount specified above for my current STS Year;
6. I am solely responsible for any and all costs and expenses incurred that are not covered by STS; and
7. I shall abide by this Acknowledgment and all other required STS documents, any other agreements made by and between Global Campus and I, and all of Global Campus policies outlined in the Global Campus Academic Catalog, specifically the Shared Tuition Savings Policy.

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

**Employer Proof of Student Tuition Reimbursement (Optional)**

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

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

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

Annual Employer Tuition Reimbursement: \$ \_\_\_\_\_ Date Available: \_\_\_\_\_

The above-named entity ("Employer") confirms that the above-named individual ("Student") is eligible for the University of Arizona Global Campus Shared Tuition Savings program ("STS"). This form will be help qualify a student's eligibility for the STS program. Employer further confirms that above-specified annual Employer Tuition Reimbursement amount is available to Student starting on the above-specified date and for the 12 months following such date ("STS Year") so long as Student, in their current STS 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 Global Campus from STS.

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: \_\_\_\_\_