

# Full Tuition Grant Acknowledgment and Release

Revised Date: 04/29/2025

## Student Information

Student Name: \_\_\_\_\_ Identifier (Student ID or DOB): \_\_\_\_\_

State of Residence: \_\_\_\_\_ Country: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Degree Level: \_\_\_\_\_

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

Annual Employer Tuition Contribution Amount ("Contribution")\*: \$\_\_\_\_\_ Date Available: \_\_\_\_\_

*\*Tuition Contribution amount can only be used for tuition costs.* Utilizing these funds for non-tuition costs, such as books and fees, can impact eligibility to take classes in your FTG Year and result in mandatory breaks in enrollment. Speak with your Corporate Student Accounts Coordinator about any questions or concerns.

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

**Note:** UAGC may modify this Acknowledgment at any time at its sole discretion, and UAGC will notify you of any such modifications in writing. Contact your advisor if you have any questions.

## Program Information

FTG is a program intended to cover your tuition costs by combining your Employer’s tuition assistance benefits with funding sponsored by UAGC. FTG pays for tuition costs for up to 10 undergraduate or 8 master’s-level courses taken by you during a period of up to 12 months ("FTG Year"); however, UAGC does not guarantee that you will be able to take this maximum amount of coursework in any given FTG Year.

Students in the FTG program are responsible for paying all other costs incurred in relation to UAGC coursework, including but not limited to Technology Fees (per course), books, Course Digital Materials, instructional materials, transcript fees, unsuccessful courses, a graduation fee, and living expenses, unless otherwise expressly stated and included in your Employer’s tuition assistance program and confirmed by UAGC in advance. Please refer to the Full Tuition Grant Policy, Full Tuition Grant Payment Option Breakdown, and your Employer’s landing page for more details.

**Note:** You may request concurrent course 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 additional courses.

## Eligibility Requirements

To enroll, participate, and remain eligible for FTG, you must:

1. Apply to UAGC and meet all eligibility criteria and conditions for admission and enrollment established by UAGC.
2. Be and remain employed by your Employer when you submit your application to UAGC and while taking courses.
3. Satisfy all tuition benefit qualifications, requirements, and processes set by Employer to receive such benefit.
4. Obtain initial and renewed confirmation of tuition assistance and eligibility for FTG from your Employer at least annually and submit it to UAGC seven (7) calendar days before the start of your first class for each FTG Year.
5. Execute and submit a copy of this Acknowledgment and all other required FTG documents to your assigned advisor for verification at least seven (7) calendar days before the start of your first class for each FTG Year.
6. Make timely payments to UAGC after each course is completed, and whenever else applicable.
7. Provide and maintain a current and valid credit or debit card on file.

**Any of the following circumstances may result in the loss of FTG 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 eligibility from Employer and submit it to UAGC each FTG Year
- Failure to submit all required FTG documents on time to UAGC for each FTG Year
- Failure to receive the Contribution amount specified above for each FTG Year
- Failure to make timely payments to UAGC for each completed course
- Failure to maintain a current and valid credit or debit card on file, when applicable
- Receipt of more than two (2) un-reimbursable grades at any time during your FTG Year
- Break in enrollment for more than 14 consecutive days without an approved Academic Leave Request
- Withdrawal from or removal by UAGC

**FERPA Authorization and Release**

In accordance with The Family Educational Rights and Privacy Act (FERPA) of 1974, UAGC will only disclose confidential information from the education records of students to third parties provided UAGC has written consent from the student on file. Initialing below and signing this form will serve as consent for UAGC to release your education records to your Employer and any third-party representative authorized by your Employer to administer FTG.

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

- 1. I consent and authorize UAGC to share and communicate, verbally and in writing, my student records and information with my Employer, as specified above, and third parties if required to do so by applicable law or regulation and for purposes related to FTG. The records and information UAGC 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, balances, payments, and loan information
  - c. Academic information such as enrollment status, GPA, course names, and grades received
- 2. I understand that I have the right to inspect any student records or information released under this authorization and release.
- 3. I understand that this authorization and release will remain in effect until I revoke it in writing and the written revocation is signed and submitted to UAGC. The revocation shall not affect any disclosures previously made by UAGC before receiving and processing the revocation.
- 4. I understand that revoking this authorization and release may affect my ability to continue participating in FTG as determined by UAGC at its sole discretion.
- 5. I agree to hold UAGC harmless from all liability for releasing my student records and information to any third parties per this authorization and release or as later requested by me in writing.

INITIALS \_\_\_\_\_

**Payment and Financial Aid Requirements**

Students must abide by the FTG program policies, which mandate that they use and apply their Employer- and university-sponsored funds for each designated contribution period. If an employer sends funds directly to a student, the student must forward those funds to the university to be applied to the employer contribution period, even if there are adequate funds on account from federal financial aid. FTG students who retain and do not pay with their sponsored funds and only use financial aid will no longer qualify for the FTG program.

Students may utilize financial aid to cover educational expenses including tuition; however, financial aid funds will not count towards the employer contribution period for the purposes of participating in the FTG program. Students are required to cover all book and fee charges for every course in their program and may use federal financial aid.

When students have excess funds in their student accounts after applying all required FTG funds to the designated period and receiving financial aid, the University must issue the excess as stipends to students. UAGC highly encourages students to consider responsible borrowing. Students do not have to pay back any earned grant funds but must pay back all borrowed Federal Direct Loans.

**Credit Card Payment Authorization**

Depending on your Employer’s tuition benefit qualifications, requirements, and procedures, you may be required to complete, sign, and submit the Tuition Grant Student Credit Card Payment Authorization Form and provide a current and valid credit card or a debit card that Visa or MasterCard endorses. Doing so authorizes UAGC to charge your credit or debit card for an unpaid balance after the 45-day deferment period for each course, not to exceed the annual employer tuition assistance amount in your current FTG Year. If I fail to give the money I receive from my employer to UAGC or fail to follow my employer’s education assistance requirements (including timely submission of course applications and grades) then I will be personally responsible for the money owed.

**Student Acknowledgment and Signature**

I, the individual named above, by signing below, acknowledge, confirm, and certify that:

- 1. I have read this Form carefully and entirely and confirm the information provided is complete and accurate.
- 2. I am eligible for FTG based on the eligibility requirements specified herein and will provide UAGC with necessary proof of eligibility documents as requested.
- 3. I am approved to receive the annual Employer tuition assistance amount from my Employer, as specified above.
- 4. I am solely responsible for all costs and expenses incurred that FTG does not cover for my current FTG Year.
- 5. I shall abide by this Form and all required FTG documents, any agreements made by and between UAGC and me, and all UAGC policies outlined in the UAGC Academic Catalog, specifically the FTG Policy.
- 6. I understand that Financial Aid, if utilized, will be held to cover current academic year expenses until employer contributions have been made for each course and that any excess funding created will be released to me as a stipend, per catalog policy.

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