

## 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]

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**Grade History**

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

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Program: Bachelor of Arts Program  
Start Date: 05/05/14 End Date: Active  
GPA: 3.30

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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

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Term: S\_1404 (5/10/2014 - 7/14/2014)

PSY 202	ADULT DEVELOPMENT AND LIFEASSESSMENT	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).



**THE UNIVERSITY OF ARIZONA  
GLOBAL CAMPUS**

**CFTG Invoice  
deferred**

For billing inquiries please email  
FTGAccountResolution@uagc.edu

**Bill To:** Company

Tuition is assessed for participants of THE UNIVERSITY OF ARIZONA GLOBAL CAMPUS COURSE WITH TUITION GRANT PROGRAM. TUITION IS NOT DEDUCTIBLE FROM THE EMPLOYER'S PAYROLL AND MUST BE PAID TO THE STUDENT AS ACCORDANCE WITH THE UNIVERSITY TUITION POLICY.

**Re: Corporate Full Tuition Grant Program**

**Attn:** name

**Email:**

**Balance Due \$1,350.00**

**Student's credit card on file will be charged 60 days after a valid grade post.**

Invoice #	Description	Date	Amount	Balance
100	Personal Dimensions of Education	12/15/20	0	1,350.00
				<b>Balance Due \$1,350.00</b>

**Payment methods:**

- 1. **By phone:** 800.708.2002 x 2000 (toll-free)
- 2. **By mail:** complete below form and send to (in each event's case) education or student payment or Office of the University of Arizona Global Campus
- 3. **By email:** email complete information below to: [UMT@campusofarizona.com](mailto:UMT@campusofarizona.com)

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Institution		Credit Card Info			
Student Name	Account #	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> Discover	<input type="checkbox"/> Amex
	1212000112	<input type="checkbox"/> Please charge this credit card until before charges to my account			
<b>Date:</b>	12/15/20				
<b>Post Due on cd:</b>	02/15/21				
<b>Account Due:</b>	\$1,350.00	<b>Exp Date:</b>			
<b>Account Number:</b>	XXXXXXXX	<b>Signature:</b>			

**Attn:** Accounts Receivable  
 Coyia  
 c/o University of Arizona Global Campus  
 10100 Televisa CT #400