

Education Tuition Benefit (ETB) Program

General Program Information / Participation Guidelines

Eligible employees may participate in the ETB Program. [The ETB Program](#) allows eligible employees and their dependents to receive tuition discounts or waivers for courses offered by UAGC.

Employees are encouraged to register and attend classes only after careful consideration of the time and other commitments involved in a formal higher education program.

Please note that no exceptions will be made to the ETB policy.

Bachelor's and Master's Programs Only

The ETB program is only available as a primary payment option and may not be paired with any other payment option other than Cash.

Any eligible employee wishing to enroll in a Bachelor's or Master's program through UAGC utilizing the ETB Program must agree not to receive funding from the federal student financial aid programs (such as, Pell Grant and Direct Loans): this is a condition of participation in the ETB Program.

Employees who are currently receiving federal student financial aid will not be eligible to start utilizing the ETB program until the end of their current payment period. Any future federal student financial aid disbursements will have to be canceled upon acceptance of the ETB program.

The choice to participate in the ETB program is completely optional and eligible federal student financial aid is always available to employees who choose that payment option in lieu of participation in the ETB program. Employees will become ineligible for the ETB program if they choose to receive funds from any federal student financial aid program for the same enrollment period.

Doctoral Programs Only

Any eligible employee wishing to enroll in a Doctoral program through UAGC is encouraged to utilize cash as their secondary payment option. Secondary payment options are offered to help cover the portion of the tuition not covered under the ETB program. If a Doctoral student/employee chooses to receive funding from the federal student financial aid programs, to remain eligible for the ETB program, the employee must agree to limit the amount of financial aid received to the institutional costs remaining after the benefits of the ETB are applied. If a Doctoral student choose to receive funding for an amount greater than their remaining institutional costs, they will be ineligible for the ETB program.

Expectations

Participation in the ETB Program is a privilege of employment. Employees must demonstrate behavior consistent with the University's professional reputation both in

and out of the classroom. Employees are expected to conduct themselves in a professional and ethical manner and adhere to the Student Code of Conduct at all times during their enrollment in a course or program. Please fully review the Student Code of Conduct contained in the appropriate UAGC Catalog. Employees should also act in accordance with our Employee Code of Conduct (Section 4.1). Please fully review the policies for this benefit prior to enrolling.

Employees may not complete their schoolwork during working time and courses may not interfere with job performance. Employees may not use or attempt to use their employment status with UAGC to seek special benefits for concessions from an instructor or from other students.

Employees are prohibited from utilizing their employment status to gain inappropriate access to other student's course information or other education records. Employees may not create or access their own education records or the educational records of spouses or dependents. For purposes of this policy the term "records" includes student records, administrative systems and all paperwork and electronic data associated with educational records. Employees who update their own educational record or the record of a dependent are subject to removal from the ETB program and disciplinary action, up to and including termination.

Employment Eligibility / Dependent Eligibility

1. A full time (30 or more hours per week) employee in good standing is eligible for the ETB Program.

Part-time and temporary employees are not eligible to participate in the ETB Program.

2. If an employee, classes taken by an employee in the Master's and Doctorate programs must be relevant to the employee's job.

3. An employee on UAGC academic sanction including academic or scholastic disqualification, suspension, dismissal or expulsion (or a dependent of such an employee) is ineligible for future participation in the ETB Program.

4. An employee (or dependent of employee) is not eligible to receive the ETB Program benefit if:

- The employee is no longer in good standing or meeting expectations in their current position.
- The employee (or dependent of employee) has an outstanding balance of any kind with UAGC.
- The employee chooses to receive funds from any federal student financial aid program for the same enrollment period (Bachelor's and Master's Programs Only).
- The employee chooses to receive funds from any student financial aid program beyond the cost of their program (Doctoral Program only).

5. For purposes of this policy, dependents who are eligible to receive the benefit on a tax-free basis are dependent children through the age of 25 or a spouse of an employee. This includes children of a registered domestic partner or domestic partner of an employee.

Employees must submit evidence of dependent/spouse relationship such as a marriage certificate, proof of domestic partnership, birth certificate or adoption documents along with Manager and HR approval via the approval process in Workday.

It is the employee's responsibility to assure that their dependent understands and agrees to comply with the Student Code of Conduct in the applicable college catalog. The employee will be accountable for ensuring payment of tuition and appropriate conduct (as described in this policy).

Procedure

In order to participate in the ETB Program, employees must obtain supervisor approval prior to applying for the benefit. The proper procedure includes:

1. Submit your Request for the ETB Program in Workday by following the instructions located on the [UAGC Education Benefits page](#).
2. Once all approvals have been obtained, go to: www.UAGC.edu/apply-now and register for an account using your personal email address and begin completing the application. Please refer to the Employee Student Application process on the Intranet for further instructions.

Waivers and Discounts - Courses Taken by Eligible Employee

1. The ETB Program is a one hundred percent (100%) tuition waiver for all courses within the Degree Programs for Bachelor's and Master's degrees.
2. The ETB Program is a seventy-five percent (75%) tuition discount for courses within the Doctorate programs.
3. The employee is responsible for paying the full cost of books, course materials, and the graduation fee within thirty (30) days of receipt of invoice. As a condition to participating in the ETB Program for a Bachelor's or Master's program, the employee is agreeing not to seek federal financial aid, even for these out of pocket expenses. Also, the employee participating the ETB Program is not eligible for any promotional offers, discounts, scholarships or Institutional loans as long as they are receiving the tuition waiver through the ETB Program. Employees in the Doctoral program are eligible for institutional loans. If the doctoral student employee chooses to seek financial aid instead of an institutional loan, they must agree not to seek financial aid beyond the institutional costs of attendance not covered by the ETB Program.
4. Under no circumstance will the tuition waiver be applied to any course in which the employee withdraws from class (OW, W, WF, or WU), fails a class (F), or completes class unsatisfactorily (U).

Discounts — Courses Taken by Eligible Dependents

1. The eligible dependent child or spouse of an employee may receive an eighty percent (80%) tuition discount for all courses within the undergraduate program on a tax-free basis.
2. The dependent child of a registered domestic partner and registered domestic partner of an employee may receive an eighty percent (80%) tuition discount for all courses within the undergraduate program on a post-tax basis. The employee will be taxed on behalf of their dependent via payroll on per class basis.
3. All eligible employee dependents may receive an eighty percent (80%) tuition discount for all courses within the Master's program on a post-tax basis. The employee will be taxed on behalf of their dependent via payroll on a per class basis.
4. All eligible employee dependents may receive a twenty-five (25%) employee tuition discount for courses within the doctorate programs on a post-tax basis. The employee will be taxed on behalf of their dependent via payroll on a per class basis.
5. The employee's dependent (or employee on behalf of their dependent) is responsible for paying the full cost of books, course materials, and the technology fee. Dependents are not eligible to utilize Institutional loans. The employee dependents are not eligible for any promotional offers, scholarships, grants or discounts.
6. Under no circumstance will the tuition waiver be applied to any course in which the employee dependent withdraws from class (OW, W, WF, or WU), fails a class (F) or completes a class unsatisfactorily (U).

Continued Approval

Continued approval for the ETB Program may be denied if:

1. The employee is not performing on the job at a satisfactory level.
2. The employee, or employee's dependent, has behaved in an unprofessional or inappropriate manner during a course or in connection with a course.
3. The employee, or the employee's dependent, has violated this policy.
4. The employee choose to receive funds from any federal student financial aid program for the same enrollment period (Bachelor's and Master's program only).
5. The employee in the doctoral program choose to receive federal student financial aid in an amount greater than their institutional costs (balance after ETB is applied).

If any of the above situations occur, the employee/dependent will not be eligible for the ETB Program. If an employee or dependent falls into a drop/withdrawal status for more than ninety (90) days, they will be required to reapply for the benefit.

UAGC reserves the right to discontinue an employee's eligibility to participate in the ETB Program at any time for any reason. If an employee is removed from the program, they would be allowed to complete the class in which they are currently enrolled or are scheduled to begin within ten (10) business days. Once that course is complete, the employee will be removed from the program and must reapply in order to receive the waiver on future courses.

Other General Rules

1. Concurrent Enrollment: If an employee seeks a tuition waiver or discount for more than one class at a time or classes that overlap for more than one week (regardless of whether the employee or dependent will be taking the class), the employee must obtain approval from their Vice President. Such approval is granted only in limited cases.
2. Employees generally may NOT receive a tuition waiver or discount for more than one class at a time.

Employee Notice and Disclosure Obligations

Employees are responsible for:

- Notifying their supervisor at the time of withdrawal from a course or degree program. Withdrawal must be due to a definable and extenuating circumstance.
- Disclosing the Education Tuition Benefit Program on the appropriate institutional form for employees and/ or dependents choosing to apply for federal financial aid. (Only Doctoral students' failure to do so may result in the disqualification of both the employee and their dependent from the ETB Program, and may include disciplinary action up to and including termination of employment).
- Employees and their dependents cannot utilize any other discounts, promotional campaigns, or scholarships offered by UAGC when participating in the ETB Program.

UAGC may, in its sole and absolute discretion, modify, rescind or delete this policy at any time for any reason.

NOTE: All questions pertaining to course fees and billing should be directed to the Finance department.