

Student Process

UAGC - Employee Tuition Savings Program (ETS)



THE UNIVERSITY OF ARIZONA
GLOBAL CAMPUS

1. Determine Program of Interest

Schedule an initial consultation with an Admission Specialist to discuss your program* of interest by calling 855-805-6911 or online at success.uagc.edu/reyescoca-colabottling. Determine which term you would likely begin and a general course start date, the name of the course(s), and cost for the term to be requested. Click [here](#) for program costs.

*Certain degree programs may not be available in all states.

2. Obtain Approval from Leaders and HR

Visit the Employee Center on Reyes-Connect to complete your [Educational Assistance Program Application](#), found at the end of the policy. Obtain approval from your supervisor, department leader, and HR partner before course registration.

Update the application if there are any changes to the course(s) or dates.



3. Complete ETS Admissions Process & Start Class

UAGC will send ETS forms to RCCB Corporate HR to approve. Once approved, complete any remaining UAGC enrollment application(s) and ETS Form(s) from your advisor. Once accepted into the program, you will receive an email from UAGC to access your student portal. Click [here](#) to learn more about the student portal.

Then, attend your first course on your start date.

5. Make Payment

At the end of each term, obtain grades and paid receipt for the course you are enrolled in from the student portal. As best practice, make a payment within 7 days of the grade posting and save the receipt.

Work with your HR partner to submit your 1) grades, 2) paid receipt, and 3) signed Educational Assistance Program Application from the beginning of the term to RCCB Payroll for reimbursement. Once the annual contribution of \$5,250 (non-taxable) is met, UAGC covers the rest of tuition for up to ten (10) undergraduate or eight (8) master's-level graduate courses taken during a period of time of up to twelve (12) months ("ETS Year"). Employees can use the remaining \$4,750 of their annual ("Jan-Dec") tuition reimbursement, which is taxable and subject to income tax, on related fees and books as requested on your Educational Assistance Program Application.

Repeat steps 1 through 5 for each term.

4. During Enrolled Class, Start Thinking Ahead

Once you have finalized your future schedule with your advisor, obtain approvals through a new Educational Assistance Program Application and get more courses approved.

To learn more about the ETS program and UAGC, visit success.uagc.edu/reyescoca-colabottling or contact your local HR representative.