Application Procedures for Qualified Tuition Reduction (QTR)

1. Complete the online application in UAccess Employee. Log in to UAccess Employee at www.uaccess.arizona.edu and select Main Menu > Self Service > Education Assistance Plan > EAP Application Form. Detailed instructions for completing the online application can be found on the Human Resources website at http://www.hr.arizona.edu/qualified_tuition_reduction.

2. A separate application must be completed for each fall and spring semester. Only one application is required for all summer sessions.

3. You must be employed on the first day of the academic semester or session for the QTR to be applied to that academic semester or session.

4. You must be admitted and registered for classes before the tuition reduction can be applied to your account.

5. **ASU/NAU Students**: Please note that it is your responsibility to print your approved application (you will receive an online confirmation) and submit it to the university that you are attending. Please check with each university for waiver processing requirements and deadlines.

6. **Tuition Reduction for a Dependent Child**: As part of the application process, you will need to determine if your dependent child is a “qualifying child” or “qualifying relative” under IRS guidelines. Visit http://www.hr.arizona.edu/qualified_tuition_reduction for additional guidance and information regarding dependent child eligibility.

7. Pay the portion of your student fees not covered by the tuition reduction at the Bursar’s Office located in the University Services Building, 888 N. Euclid Avenue, Room 104. You may also access your UA account on UAccess Student at www.uaccess.arizona.edu.

8. Consult your tax advisor regarding the tax liability for graduate level courses.

**QTR APPLICATION DEADLINES:**

**FALL AND SPRING SEMESTERS**: THE 35TH DAY OF THE SEMESTER FOR WHICH THE TUITION WILL BE APPLIED

**ALL SUMMER SESSIONS**: LAST DAY FOR SUMMER SESSION 1 REFUNDS

Visit http://www.hr.arizona.edu/qualified_tuition_reduction for dates. Online applications submitted after these dates will not be accepted.

Applications are accepted up to three months prior to the beginning of the semester for which the tuition reduction is requested. However, a submitted form does not guarantee continuation of the QTR benefit if your eligibility status changes prior to the first day of the semester.

**PAYMENT BALANCE DEADLINES:**

Payment balances must be received by the Bursar’s Office on or before the published deadlines to avoid last fee charges. For deadlines, visit the Bursar’s Office website at: http://www.bursar.arizona.edu/.