

PROCEDURES FOR SUBMITTING TUITION REDUCTION FORMS:

1. Complete the **two-page form** and obtain all necessary signatures. Incomplete forms will not be processed.
2. A separate form must be submitted for EACH semester/session (Spring, Pre-Session/Summer I, Summer II, Fall and Winter).
3. You must be admitted and registered for classes before the tuition reduction can be applied to your account.
4. Mail or hand carry the completed form for eligibility approval and processing to Human Resources, University Services Building, Room 114, 888 N. Euclid, PO Box 210158, Tucson, AZ 85721-0158, FAX to 520-621-9098 or deliver to AHSC-HR, Arizona Health Sciences Center Room 2233. **ASU/NAU students - please note that it is your responsibility to submit your approved QTR/EAP form to the university you are attending. Check their service center for waiver processing requirements and deadlines.**
5. **Completed QTR/EAP forms 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 this benefit if the employee's status changes prior to the first day of the semester.
6. Pay the portion of your student fees not covered by the tuition reduction at the Bursar's Office, 888 N. Euclid, Room 104. You may also access your UA account on Student Link, www.arizona.edu.
7. *Consult your tax advisor regarding the tax liability for graduate level courses.*

TUITION REDUCTION APPLICATION DEADLINES:

- Forms must be processed and the remaining payment balances must be received by the Bursar's Office on or before the published deadline dates to avoid applicable late fee charges. **TO AVOID LATE CHARGES AND/OR CLASS CANCELLATION, REFER TO THE APPLICABLE SCHEDULE OF CLASSES FOR DEADLINES. LATE FEES WILL NOT BE WAIVED due to late submission of tuition reduction forms.**
- We are unable to accept QTR/EAP forms after the last regular (published) school day of the semester/session to which the reduction is applied.