

Employee Tuition Reduction Program Process

To utilize the Employee Tuition Reduction benefit, you or your eligible dependent(s) must be enrolled and accepted in the program or class, then you as the employee can submit the [eTRP form online form](#).

The online eTRP form is designed to accept requests, for a term, once enrollment for that term had opened. Now that NAU has implemented Multi Term Enrollment (MTE) the schedule for when requests can be submitted has changed. The e-TRP will be open for submission 90 days prior to the first day of the term. Requests will continue to be accepted until the last day of the term.

When tuition reductions are posted

When the tuition reduction amount is posted to a NAU student's account depends on the term.

- **Fall:** Once the e-TRP is approved, the first day the tuition reduction amount is posted to a student's account is July 1st.
- **Spring:** Once the e-TRP is approved, the first day the tuition reduction amount is posted to a student's is January 1st.
- **Summer and Winter:** Once the e-TRP is approved, the tuition reduction amount is normally posted to a student's account with 48 hours of the approval.

Note: An e-TRP submitted within 10 days of the start of a semester may result in an adjustment to financial aid causing an accounts receivable.

Employee Tuition Reduction Program (e-TRP) Submission and Posting Calendar

Below is a calendar listing the e-TRP submission and posting dates.

Term	First Day Requests Accepted	First Day Tuition Reductions are Posted *	First Day of the Term	Last Day of the Term	Last Day Requests Accepted
Spring 2020	10/15/19	01/01/19	01/13/20	05/08/20	05/08/20
Summer 2020	02/11/2020	04/17/2020	05/11/20	08/04/20	08/04/20
Fall 2020	05/26/2020	07/01/2020	08/12/2020	11/25/2020	11/25/2020
Winter 2020	09/15/2020	10/15/2020	12/14/2020	01/08/2021	01/08/2021
Spring 2021	10/13/2020	01/01/2021	01/11/2021	05/07/2021	05/07/2021

*The First Day Tuition Reductions are Posted listed are only for NAU students. The posting dates for e-TRPs submitted for ASU and U of A students are based on the schedule at each of university.

Questions:

If you have questions about the Employee Tuition Reduction Program contact Human Resources at hr.contact@nau.edu or call 928.523.2223. You can find more information about the Employee Tuition Reduction Program at <https://in.nau.edu/human-resources/education-assistance/>