

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 e-TRP will be open for submission 90 days prior to the first day of the term. Requests for NAU students will continue to be accepted until the last day of the term. Requests for students attending ASU or UA must follow the deadlines of their attending institution.

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 normally posted to a student's account is July 1st.
- **Spring:** Once the e-TRP is approved, the first day the tuition reduction amount is normally posted to a student's account is January 2nd.
- **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

| 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 |
|-------------|-----------------------------|---|------------------------|----------------------|----------------------------|
| Summer 2021 | 02/11/21 | 04/17/21 | 05/11/21 | 08/04/21 | 08/04/21 |
| Fall 2021 | 05/26/21 | 07/01/21 | 08/23/21 | 12/10/21 | 12/10/21 |
| Winter 2021 | 09/15/21 | 10/15/21 | 12/14/21 | 01/08/22 | 01/08/22 |
| Spring 2022 | 10/12/21 | 01/01/22 | 01/10/22 | 05/06/22 | 05/06/22 |
| Summer 2022 | 02/8/22 | 04/17/22 | 05/09/22 | 07/25/22 | 07/25/22 |
| Fall 2022 | 05/31/22 | 07/01/22 | 08/29/22 | 12/16/22 | 12/16/22 |
| Winter 2022 | 09/20/22 | 10/15/22 | 12/19/22 | 01/09/23 | 01/09/23 |
| Spring 2023 | 10/19/23 | 01/01/23 | 01/17/23 | 05/12/23 | 05/12/23 |
| Summer 2023 | 02/14/23 | 04/17/23 | 05/15/23 | 08/07/23 | 08/07/23 |
| Fall 2023 | 5/30/23 | 07/01/23 | 08/28/23 | 12/15/23 | 12/15/23 |
| Winter 2023 | 09/19/23 | 10/15/23 | 12/18/23 | 01/15/24 | 01/15/24 |
| Spring 2024 | 10/18/23 | 01/01/24 | 01/16/24 | 05/10/24 | 05/10/24 |

*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 institution. Dates are subject to change based on the academic calendar.

Questions:

If you have questions about the Employee Tuition Reduction Program contact Human Resources at nauhrbenefits@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/>