EDUCATION WORK | TUITION ASSISTANCE APPLICATION

How to Apply for Tuition Assistance Online

- **Before you get started…**
  There are several things you will need to successfully complete your application. Make sure you have the following ready and available. These documents must be submitted digitally. We can accept JPGs and PDFs.
   - ➢ Official proof of GPA from your **most recent** semester
    - ➢ Invoice from your educational institution showing current amount due for tuition – This MUST be an itemized bill from your university, not an account statement
    - ➢ Transcript indicating classes/courses being taken for the current semester or quarter

The Application

- **Register at assistance.edatwork.com**
  To register you need a valid email. This is how we will contact you with updates about your application. You will also need the five digit number from your work badge.
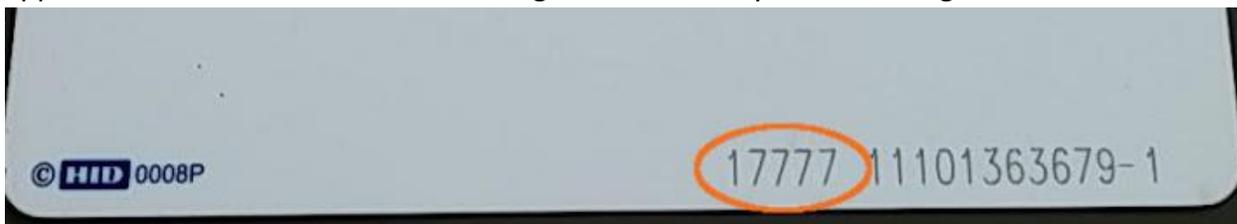
  Once registered, you will receive a confirmation email. Click the link to confirm your account.
    - ➢ Your password must be at least 8 characters, and it must contain at least one capital and lower case letter, at least one number, and at least one special character.

- **Click on Apply to be taken to the application screen**
  Once registered and confirmed, you can actually fill out the application.
    - ➢ Tuition due is the actual amount you owe shown on the bill you will submit
    - ➢ The GPA should be the GPA from your most recent semester
    - ➢ Hours is the amount of hours you are currently taking or are scheduled to take
    - ➢ Student ID is for your university student identification number
    - ➢ If your school is not listed, please select Other and fill in the necessary information

Once you have clicked create, you will be asked to confirm. Please verify all information is correct before clicking submit. You will receive a confirmation email, and we will send you further updates via email.