



Qualified Tuition Reduction (QTR) Online Application Instructions Submitting an Application 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. Please visit http://www.hr.arizona.edu/qualified_tuition_reduction for additional guidance and information regarding dependent child eligibility.

1. Visit UAccess Employee at <http://uaccess.arizona.edu/> and select Employee/Manager Self Service. Log in using your NetID and password.
2. Go to UA Employee Main Homepage and select the Benefits tile.
3. From the list on the left, select Education Assistance Plan (QTR), then select EAP/QTR Application Form.
4. Read the Education Assistance Plan Online Submission Form instructions.

If the student is listed and has the appropriate relationship, select ‘Next’ and proceed to step 5.

If the student is listed but has the relationship of ‘Other’, select ‘Update Dep/Ben’ (a new window will open).

- a. Select the name to be updated.
- b. Select ‘Edit’.
- c. Update the ‘Relationship to the Employee.’
- d. Select ‘Save’.
- e. Return to the window with the application form, refresh the screen, select ‘Next’ and proceed to step 5.

If the student is not listed, select ‘Add Dep/Ben’ (a new window will open).

- a. Enter your child’s personal information.
- b. Select “Save”.
- c. Return to the window with the application form, refresh the screen, proceed to step 5.

5. From the drop down menus select the following:
 - a. Program Type: Qualified Tuition Reduction
 - b. Term (Semester): The semester for which this QTR application will apply (only available semesters will be displayed).
 - c. Level of Education: The level of classes for which the QTR is to be applied.
 - d. School Student Attending: The University for which the QTR is to be applied.
 - e. Select Person Enrolling: Child or Child of Domestic Partner
 - i. Select the dependent name.
 - ii. Answer dependent eligibility question.
 - iii. Complete the dependent eligibility questionnaire (all questions must be answered to proceed with the application).
6. Verify your employment data
7. Enter the student ID and employee campus phone number.
8. Select “Next” at the bottom of the page.
9. Read the QTR affidavit page carefully and check the box indicating you have read and understand the terms of the QTR.
10. Select “Submit”.
11. Save or print a copy of your Submission Form and your online application is complete.