Human Resources

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. Select Main Menu > Self Service > Education Assistance Plan > EAP Application Form.
3. Read the tuition reduction information on the introductory screen. Verify the student is listed in either the Dependent or Beneficiary table.

   If the student is listed and has the appropriate relationship, select 'Next' and proceed to step 4.
   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 4.

   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, select 'Next' and proceed to step 4.

4. From the drop-down menus, select:
   a. Program Type: Qualified Tuition Reduction or Domestic Partner Tuition Reduction Program
   b. Term (Semester): The semester for which the application will apply (only available semesters will be displayed).
   c. Level of Education: The level of classes for which the tuition reduction will be applied.
   d. School Attending: The University for which the tuition reduction will be applied.
   e. Person Enrolling: Child or Child of Domestic Partner
      i. Select the dependent name.
      ii. Answer the dependent eligibility question.

iii. Complete the dependent eligibility questionnaire (all questions must be answered to proceed with the application).

5. Verify your employee personal data.
6. Enter the Student ID # and your (the employee) campus phone number. Select 'Next'.
7. **Read the affidavit page carefully and check the box indicating you have read and understand the terms of the tuition reduction**.
8. Select 'Submit'.
9. Save or print a copy of your Submission Form and your online application is complete.