Human Resources

Qualified Tuition Reduction (QTR)
Online Application Instructions
Submitting an Application for Yourself

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 information on the introductory screen and select 'Next'.
4. 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: Self
5. Verify your personal data.
6. Enter your (the employee) campus phone number.
7. Select 'Next'.
8. **Read the QTR affidavit page carefully and check the box indicating you have read and understand the terms of the QTR**.
9. Select 'Submit'.
10. Save or print a copy of your Submission Form and your online application is complete.