Human Resources

Tuition Reduction
Online Application Instructions
Submitting an Application for
Spouse or Domestic Partner

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 of 'Spouse' or 'Domestic Partner', 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 spouse's or domestic partner'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 (spouse) 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: Spouse or Domestic Partner
      i. Select the dependent name.
      ii. Answer the eligibility question.
5. Verify your employment data.
6. Enter the Student ID # and your (the employee) campus phone number.
7. Select 'Next'.

8. **Read the affidavit page carefully and check the box indicating you have read and understand the terms of the tuition reduction program.**
9. Save or print a copy of your submission form and your online application is complete.