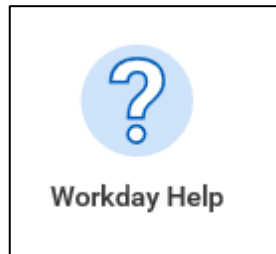


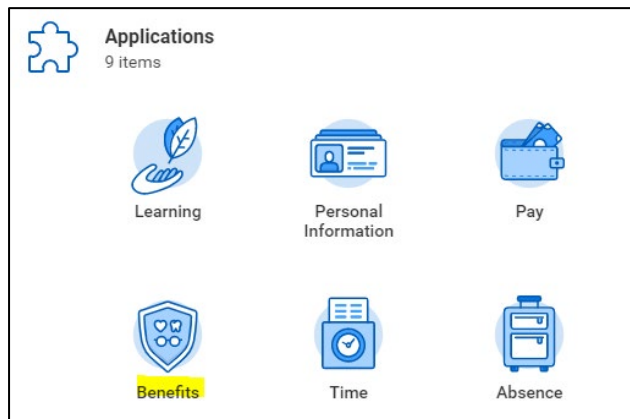
# WORKDAY | Education Tuition Benefit (ETB) Request

## Follow these steps to submit your ETB request in Workday

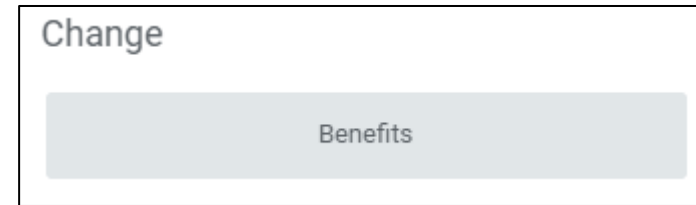
1. Fulltime (30 or more hours per week) employees in good standing are eligible to apply for the Employee Tuition Benefit Program (ETB) the first of the month following six (6) months of employment. (please see the Employee Tuition Benefit Program Policy located on InSite for full program rules).
2. **Important:** If you are applying for the benefit on behalf of a spouse/registered domestic partner or eligible child who is not already in Workday, you will need to add them to Workday first **prior** to enrolling into benefits. Please see Job Aid **"Adding Dependents"** located in the Help App (See screen shot below)



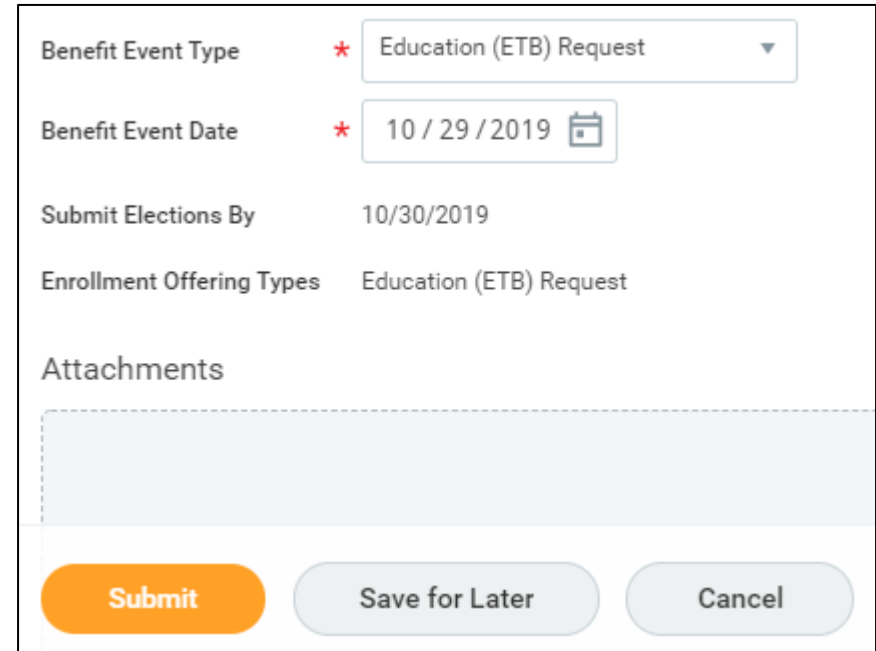
3. To apply for the Education Tuition Benefit Program, click on the **Benefits** app on the Workday home page:



4. Under Change, click **Benefits**:

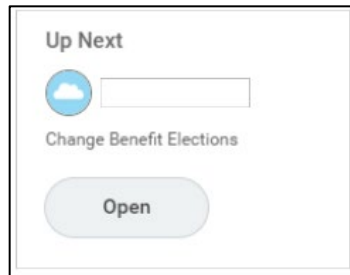


5. Under the Benefit Event Type drop down, select **Education (ETB) Request** and select the date you wish to start school (must be in the future) and click **Submit**:



6. On the next screen, click the **Open** button toward the top of the page under Up Next:

## WORKDAY | Education Tuition Benefit (ETB) Request



7. Mark the **Elect** button next to the appropriate degree you are applying for.
8. This will open up the **Coverage option**. Mark the button next to the person you are submitting the Education Tuition Benefit request for and click **Continue**.

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Education (ETB) Request - Ashford University - Associate Degree	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Education (ETB) Request - Ashford University - Bachelor's Degree	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		<div>             X ETB for Myself (EE)           </div>
Education (ETB) Request - Ashford University - Doctoral Degree	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Education (ETB) Request - Ashford University - Master's Degree	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

9. Review your selection for accuracy on the next page, click the **I Agree** button under the **Electronic Signature** and click **Submit**.

10. The request will now go to your manager for approval.

### 11. **MANAGER:**

You will receive a task in your **Inbox** in Workday to approve the **Education (ETB) Request**.

### Review

Benefit Change - Education (ETB) Request : John Doe on 10/29/2019 Actions

8 minute(s) ago - Effective 10/29/2019

For Benefit Event: on 10/29/2019

Overall Process Benefit Change - Education (ETB) Request : John Doe on 10/29/2019

Overall Status In Progress

Details to Review

Benefit Event Type Education (ETB) Request

Initiated On 10/23/2019

Submit Elections By 10/30/2019

Event Date 10/29/2019

Finalized Date (empty)

Benefit Group Zovio - Full Time Employees in the US

Enrollment Status In Progress

Attachments 0 items

Attachment

No Data

Elected Coverages 1 item

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries
Education (ETB) Request - Ashford University - Bachelor's Degree	10/29/2019	10/29/2019	ETB for Myself (EE)		

12. Should you have any questions about this process or the ETB program, please submit an HR ticket to Benefits.