

Edcor - Tuition Assistance Steps for Completing Your Application

Below are instructions that will assist you in completing your Edcor applications when you take a college credited class and need to file for your reimbursement with AT&T. **Please make sure that you attach your invoice, transcript, and release of information to your application or you will be rejected for no documentation.** These instructions are only meant to assist you in your reimbursement process, please make sure that you have read all the rules and guidelines provided in the AT&T Tuition Assistance document and any helpful hints provided by Edcor. CWA does not accept any responsibility for rejected applications. This document is only for informational purposes.

- If you have electronic copies of your transcript and receipt from the college, save the documents you received from the college you attended to the desktop of your computer or somewhere you can easily find them
- **Log in to Edcor at:** <https://att.tap.edcor.com>
 - Your User Id is you UID
 - Your password for 1st time users is your home zip code on file with the company
- **Before starting your new application, click on the Program and Contact Information tab on the left side of the home page.**
 - Click on Tuition Aid- Release of Information Authorization Form
 - Print this form
 - Complete the form
 - Scan and Save this form to your desktop or laptop as you will need to upload this form later.
- Go back to the Home Page
- **Click “Start a New Application Here”**
- **Read & review this page & click “Proceed”**
- **Enter your Student Id** (this should be located on your transcript and/or invoice)
- **Schools: Click “School Search”**
 - **State:** Enter the state the school is based in
 - **School Name:** Type in the first Name or few letters of the school
 - **Click Search**
 - **Click on the school that matches the school you attended**
- **Degree Type:** Associates or Bachelors
 - Only select Certificate Program if you are applying for the \$500 non-college credit funds allowed one time per year under your plan.
- **Major:** Click Major Search
 - Type in the degree you are working toward
 - Click search
 - Click on the appropriate degree that matches that degree you are working towards

- **Will you be obtaining the degree identified above upon completion of this term?** This answer is usually **No**; **unless this is the last class you need to complete your degree**
- **Please enter the date below when you anticipate completing your degree. Completion Date:** This date is usually 5 years from the date of your class, this is approximately how long it takes the average working student to complete a two year degree.
- **Term Start Date:** This can be found on your transcript from the school
- **Term End Date:** This can be found on your transcript from the school
- **Course #:** This can be found on your transcript from the school
- **Course Name:** This can be found on your transcript from the school
- **Course Credits:** This can be found on your transcript from the school
- **Mode of Delivery:** If you had an instructor for your class this will be Traditional Classroom; if you used self-paced software this will be Online.
- **Tuition Amount:** Total Amount you paid for the course –found on your receipt/invoice
- **Lab Fee:** Any fees you paid for labs–found on your receipt/invoice
- **Book Costs:** Any fees you paid for books–found on your receipt/invoice
- **Financial Assistance:** Any financial assistance you don't have to pay back
- **Questions** – There will be 4 questions at the bottom – Answer these appropriately. It may show taxable but the federal government does not tax any employer sponsored tuition assistance funds under \$5250 calendar per year.
- **Click “Proceed”**
- **Read & Review this page** – Click “I Agree”
- **Click “Submit your Payment and Grade Documentation”**
- **Click “ Upload your Payment & Grade Information”**
 - **Choose File** – **Find invoice file on your computer and click open**
 - **Click upload**
 - **Click choose file again** – **Find transcript on your computer and click open**
 - **Click Upload**
 - **Make sure you see two documents at bottom of white dialogue box**
- **This is also the area of the application where you will upload your release of information form. Do not forget this, as without it you will be denied.**
 - **Click “Finish”**

You are done. Please let your manager know they will receive an email within 24 hours requesting their approval before Edcor will review and process your application. Please keep an eye out for emails from Edcor. They will send you an email every step of the process letting you know where the application is at and if it made it through that step. You will know that everything is approved and being processed for payment when you receive an email that starts with “ **Good news, your payment request submitted for the course listed below has been approved and forwarded to your company for processing..**”, this is usually the 5th email you will receive from them.

Special Note: The 3 most common reasons applications are rejected happen at the very beginning and the very end of the application. They are:

1. The first mistake is using an iPad or any type of tablet. You must complete your application from a desktop or laptop computer, if not your application will be rejected.
2. The second mistake is when you are choosing your degree type. You must choose **Degree**. College classes are not part of a certificate program, even if certifications are offered with the class. If you choose certification you will only receive the \$500 option under your plan or your application will be rejected.
3. The third mistake is not uploading your closing documents. You must upload your receipt and transcript to your application before it is completed. If they are not attached, you will be rejected for no documentation. Please double check this before you complete the application.