

## EDUCATION TUITION PROGRAM—GENERAL PROGRAM INFORMATION

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One of the ways the Company fulfills its mission of meeting the higher education needs of working adults is through the Education Tuition Program for faculty members who are *qualified for admission* to its programs and courses. Faculty members, from a student consumer perspective, are able to help maintain and improve the quality of the Company's educational services.

- The faculty/student has a responsibility to uphold the reputation of the Company as demonstrated by his/her behavior. One of the measurable Company expectations is to "maintain a professional, competent demeanor with individuals outside the Company." Clearly, the faculty/student has an opportunity to demonstrate to students that he or she is professional in his/her approach to education.
- Faculty members are encouraged to register and attend classes *only* after careful consideration of the time and other commitments involved in a formal higher education program.
- Participation in the Education Tuition Program is a privilege of employment with the Apollo Group and the participant is fully responsible for all financial obligations incurred in conjunction with his/her education experience. The faculty/student or the faculty spouse/student participating in the Education Tuition Program who incurs a debt to the Apollo Group or a subsidiary is responsible for maintaining a current and up-to-date repayment schedule. Financial accounts found to be delinquent or outstanding for 30 days or more, may disqualify, through administrative withdrawal, the participant from enrolling in and attending any future courses or programs (including certificate programs), from obtaining official student transcripts, and may result in termination of Education Tuition Program benefits until the account has been made current.

### ***Program Participation Guidelines—Eligible Faculty***

1. The teaching faculty (and their spouses) of Apollo Group, Inc. and its subsidiary institutions are eligible for a 50 percent tuition discount after teaching at least the equivalent of 5 three-credit courses with the University and achieving the B level of compensation. Directed Study (DS) courses may be substituted at the rate of 10 DS = 1 three-credit course. This benefit is contingent on the faculty member's compliance, as a student, with admission requirements and fees and adherence to subsidiary institute policies and procedures. Faculty members must teach at least 4 three-credit courses each year (same DS equivalency applies) to continue to receive this benefit. The 50 percent tuition is to be paid in advance of class attendance.
2. The faculty member and/or spouse are required to submit the *Request for Tuition Waiver Form* to the Director of Academic Affairs. To be eligible to receive this benefit, the completed *Request for Tuition Waiver Form* must be approved by the Director of Academic Affairs, the Campus Director, and the Human Resources Department.
3. Upon approval of the *Request for Tuition Waiver Form* by the Human Resources Department, the faculty member and/or spouse may enroll in (based upon space availability) and pursue a formal course of instruction. The approved *Request for Tuition Waiver Form* authorizes the faculty member and/or spouse to enroll in a program or class and provides a release of grade information and attendance records to the Campus Director.
4. The faculty member and/or spouse may also take Directed Study courses at the 50 percent tuition discount but are responsible for the cost of the instructor. Tuition and costs should be

paid in advance of class attendance. As prices may vary across locations, individual campuses should be contacted for specific cost or financial information.

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***Note: The tuition reduction benefit applies to eligible faculty members and faculty spouses for degree and non-degree program tuition waivers and discounts, except as noted below.***

***Note: The tuition reduction benefit for eligible faculty members for doctoral programs is 33 percent. The tuition reduction benefit for the doctoral programs is not extended to faculty spouses.***

***Note: Faculty or their spouses may not re-take a course already completed under the Education Tuition Policy.***

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