



UMass Global and AAA Northeast are thrilled to be partnered to help you enhance your skills to advance your career. Below are the steps for you to utilize the Tuition Reimbursement Program and UMass Global Tuition Reduction Scholarships.

### BEFORE YOU APPLY

1. Be sure you've been an AAA employee for at least 90 days, are actively working, and confirm your eligibility to participate here: [AAA Northeast Tuition Assistance Policy \(sharepoint.com\)](#)
2. Watch the AAA Northeast UMass Global webinar and/or book a 1x1 with Michelle [here](#).
3. Choose a UMass Global certificate or degree related to your present position or that can be applied at AAA. Complete the AAA Northeast [Application for Educational Assistance \(office.com\)](#) **BEFORE** starting at UMass Global.
4. When you qualify for AAA Tuition Reimbursement, AAA covers both accredited course and professional certificate programs courses, max. annual reimbursement \$6,000 for full time employees and \$3,000 for part-time employees per calendar year.

### WHEN APPLYING

5. **ONLY apply to UMass Global through [this link](#)**, make sure to **pick AAA Northeast** as your employer from the drop down menu.
6. After you've started your application, call **800-746-0082** to schedule a session with a UMass Global Enrollment Coach to guide you through the next steps.
7. **Submit** your UMass Global scholarship verification form here [My.umassglobal.edu/scholarshipapply](#)

### ONCE ADMITTED INTO UMASS GLOBAL

8. Meet with your UMass Global Academic Advisor to plan your path. Your Advisor will be with you through your entire degree process, providing guidance, support, and helping keep you on track.
9. Schedule a session with your One Stop Advisor to confirm your UMass Global AAA Northeast Premier Partner Scholarship has been applied, review your AAA tuition coverage, and other financial matters.
10. Rent or purchase the required course textbooks and materials, if required.
11. Start classes and the next step of your future!

### INTERESTED IN A DIFFERENT DEGREE OR HAVE AN INTERESTED SPOUSE OR DEPENDENT?

If you haven't yet qualified for AAA Northeast Tuition Assistance or if you'd like to pursue a different degree not covered by AAA tuition reimbursement (example: nursing or teaching), we have you covered, too! The same is true if you have a **spouse or dependent** who'd like to further their education. As a partner with UMass Global, AAA employees qualify for tuition reduction scholarships for non-approved degree choices and spouses and dependents.

For more information and questions contact:  
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