

APU TUITION CAP PROGRAM FOR PAPA JOHNS EMPLOYEES ADMISSION CHECKLIST

MEET WITH AN EDASSIST COACH

Please be sure you have scheduled an EdAssist education coaching session to review the program application and document submission process before beginning your journey with American Public University.

Note: Appointments can be scheduled from the [Bright Horizons EdAssist website by selecting "Schedule Free Education Coaching" from the home page.](#)

COMPLETE THE APU APPLICATION FOR ADMISSION

Welcome to the first step with us as part of your Papa Johns Dough and Degrees Program! If you have not done so already, complete the application to the University. This can be found on the Papa Johns' partner page at APUpartners.com/papajohns.

Note: When completing the application, please select the bachelor's or master's program that you wish to pursue. Please be sure you have reviewed program eligibility with your EdAssist coach regarding whether the program of interest is eligible for the APU Tuition Cap program.

COMPLETE ORIENTATION

Read over the University's policies and procedures, complete your profile, and read and accept the University agreement.

Important: On the "Complete Your Profile" page of orientation, please select "**Papa Johns**" as your employer in the Employer Information section.

Once orientation is complete, you will gain access to many resources in the University e-campus and receive a Student ID that you will use in future interactions with the University.

VERIFY YOUR IDENTITY & COMPLETE THE FERPA RELEASE

Students are required to verify their identity for admission as well as for processing the APUS FERPA Release form. The form can be downloaded from APUpartners.com/papajohns. Please complete and submit the FERPA Release to FERPA@apus.edu.

IF YOU HAVE TRANSFER CREDITS, BEGIN THE TRANSFER CREDIT APPLICATION

Start the process of evaluating your prior credits. A Transfer Credit Application is required for all undergraduate degree-seeking students who have attended other accredited institutions. Once all documentation is received, the process can take 2-3 weeks to complete. (The University reserves the right to accept or deny credits according to policies outlined on our University website.)

REGISTER FOR CLASSES

Click [Register Now](#) in the top banner of the ecampus and follow the prompts until you receive a confirmation number or the course shows as registered in your Academic Plan.

Important: If you are utilizing gift aid received from the Pell Grant, please select “Yes” when asked about “Using Federal Student Aid?” so you can establish your academic year. When prompted to “Select Payment Options,” please check “Employee Voucher Program.”

SUBMIT A BRIGHT HORIZONS EDASSIST PROGRAM/COURSE APPLICATION

Be sure you’re checking back in with Bright Horizons EdAssist Solutions to complete your program/course application through their system as this is a critical step for payment approval.

REVIEW BOOKS/COURSE MATERIALS

Ebooks and/or textbooks are provided to all credit-seeking undergraduate students at no cost through our University book grant. Master’s-level ebooks and/or textbooks are provided for programs under the APU Tuition Cap program.

Some programs will have additional course material costs not covered by this grant. The materials needed can be viewed within the [Academic Plan](#). Simply click on the course title and select the Course Materials block under the course’s description to see what materials are needed.

UNIVERSITY PAYMENT: LETTER OF CREDIT (LOC)

A Letter of Credit (LOC) acts as money for registration and enrollment in courses and programs. Once your EdAssist application is approved, an LOC will be emailed to you by EdAssist. Alternatively, you can download the document from your EdAssist account. Ultimately, you will be responsible for submitting your Letter of Credit to the University by sending it to ta@apus.edu.

BROWSE RESOURCES IN THE ECAMPUS

We are committed to being part of your educational journey! Now that you have access, take some time to explore our Success Center. The Success Center is your centralized location for a variety of self-serve and on-demand resources. Check out the sections on Academic Success, Career Success, Mentoring, My Community, and Tips and Resources. You can also search for key terms. Easily access the Success Center at the top of your [ecampus](#).

ENTER YOUR CLASSROOM

The classroom opens at 6 a.m. ET. You must log into your classroom at least once in the first week and complete the introductory forum post. This post must contain at least 250 words and be submitted by 11:59 p.m. ET on Sunday. If you do not complete this requirement during week one by the noted specifications, you will be automatically dropped from the course.

We’re so excited to be part of your education journey! If you have any questions as you are getting started, please reach out to the Admissions Team for assistance at 877-755-2787 or info@apus.edu.