



SANS.edu

Federal Education Benefits *WORKSHEET*

SANS
TECHNOLOGY
INSTITUTE

The SANS Technology Institute's cybersecurity degree and certificate programs are accredited by the Middle States Commission on Higher Education and are eligible for most education benefits **available to employees of the US Federal Government**.

We assembled this list of questions for you to ask your supervisor as you prepare to continue your education with SANS.edu.

Am I eligible for Federal education benefits?

- Do I need to be a full or part time employee of the organization?
- Do I need to have worked in the department for a certain period before being eligible?
- What approval is necessary?

Is the academic program I'm interested in eligible?

- Do my Federal education benefits cover single courses, certificate programs and/or degree programs?
- Does the program I'm attending need to be directly related to my current job?
- Are all the courses in the program I'm interested in eligible?
- Do I need to maintain certain grades to receive Federal education benefits?

How does payment work?

- Does the department use a purchase order/letter of credit or SF-182?
 - If so, how long does that process take?
 - Who are the approvers who will need to sign this form?
- What is the annual maximum amount available?
 - Keep in mind that each SANS.edu program has academic pace requirements, so how many courses will that budget cover each year?
 - Does the department have a training budget that could pay for courses not covered by tuition assistance?
 - NOTE: Ask yourself if you are willing to invest your own resources to cover any gaps in funding.
- When does the budget cycle reset?
- Does the department's education benefits program use a payment date or course completed date to determine which budget cycle?

What are my obligations?

- Will I have an additional service obligation if I participate?
- Can I use some work time to complete coursework or study?
- If I would like to take a week-long intensive training, can I get/take time away for that event? Who needs to approve time off or travel?
- What documents do I need to provide to the department?



Have Federal Education Benefits?

Take the next steps.

If your supervisor confirms you DO qualify to use Federal education benefits at SANS.edu, **here's what to do next:**

1

Fill out the financial form on your SANS.edu application indicating you plan to use Federal education benefits as a form of tuition assistance (TA).

2

If you have questions about filling in any funding gaps, set up an appointment with an Admissions Specialist using our Admissions scheduling portal: application.sans.edu/portal/edu_availability. We don't want you to have any surprises regarding annual tuition needed.

3

Once you're admitted, you'll complete our virtual New Student Orientation (NSO) where you'll meet one-on-one with your student advisor. They will go over your class schedule, course timelines, and registration process. They can answer most questions about invoices, payments, and documents required for reimbursement.

PRO TIP: Come to the meeting with the answers to the questions on the Federal Education Benefits Worksheet to prevent delays in registration.

NOTE: Do not attempt to register for courses before meeting with your student advisor.

Questions? We're happy to help. Email info@sans.edu ▶ SANS.edu