

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 employer-sponsored education benefits programs.

We assembled this list of questions for you to ask your HR and management representatives as you prepare to continue your education with SANS.edu.

### Am I eligible for employee education benefits?

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

### Is the academic program I'm interested in eligible?

- Do employee 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 employer education benefits?

### How does payment work?

- Does the company use a purchase order/letter of credit?
  - If so, how long does that process take?
- Does the company use a company credit card to pay for courses?
- Do I pay out of pocket and then submit for reimbursement?
  - If reimbursement, what is the process?
- 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 company 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 employer education benefits program use a payment date or course completed date to determine which budget cycle?

### What are my obligations?

- Do I have to commit to staying at the company 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 company?

## Have Employer-sponsored Education Benefits?

**Take the next steps.**

If your employer verifies you *DO* qualify for tuition assistance 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 employer-sponsored 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](https://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 Employer Education Benefits Worksheet to prevent delays in registration.

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

**Questions? We are happy to help.**

Email [info@sans.edu](mailto:info@sans.edu)

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