



## FREQUENTLY ASKED EMPLOYER QUESTIONS

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### **Will my company have the same College Tuition Benefit® Program we had with Guardian?**

No. With **CTB Select** there will be some changes to the program. Tuition Rewards Points under the Guardian plan were only awarded to those employees that elected a qualifying line of coverage(s), at 2,000 Tuition Rewards Points per qualifying line of coverage(s). Under CTB Select, **ALL** full and part-time employees will receive a flat 2,000 Tuition Rewards annually based on active employment.

### **It sounds like employees are eligible regardless of whether they elect company benefits.**

Yes. **CTB Select** is now open to **ALL** employees including part-time employees regardless of whether they elect employee benefits.

### **Do employees who were in CTB under Guardian, retain all their earned Tuition Rewards Points?**

Yes. Points can only be used if the employee registers while the plan is enforce.

### **When do employees earn Tuition Rewards?**

Going forward employees will continue to receive annual Tuition Rewards based on the original anniversary date under the old Guardian plan.

### **Will Tuition Rewards Points still be banked?**

Tuition Rewards Points will be banked for those employees that had Guardian coverage **one year prior to Guardian cancellation**. We cannot bank Tuition Rewards Points for any employee even if they were with Guardian after the cancellation date because Guardian did not send an eligibility file for those employees. In addition, we cannot bank Tuition Rewards Points for new employees since we do not receive eligibility files, going forward, from you.

### **How do new hires and non-Guardian members register?**

You will receive employee communication materials within a week of CTB Select receiving payment. Materials will include information on how employees can register online or how a census can be submitted for all employees.

### **Do the same SAGE CTB deadlines still apply?**

Yes.

#### Program Deadlines

1. Students must be registered in the Tuition Rewards Program prior to August 31<sup>st</sup> of the year that the student begins 12<sup>th</sup> grade
2. Students cannot earn, or receive Tuition Rewards Points after August 31<sup>st</sup> of the year that the student begins 12<sup>th</sup> grade
3. A student's Tuition Rewards must be submitted within ten (10) days of applying to a Participating College(s)



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### **What is the process to receive annual Tuition Rewards?**

Approximately two months prior to the anniversary date, CTB Select will send an invoice. Once payment is received, a file will be emailed to the company contact showing all registered employees asking for employment verification. Once employment has been verified, the file is sent to [ctbselect@collegetuitionbenefit.com](mailto:ctbselect@collegetuitionbenefit.com). The annual Tuition Rewards Points will be posted to the accounts within 48 hours of receipt of the file.

### **How to contact CTB Select.**

[ctbselect@collegetuitionbenefit.com](mailto:ctbselect@collegetuitionbenefit.com)

(844) 244-4086

Monday to Friday

8:30 a.m. to 4:30 p.m. Eastern Time