

Amazon Students: How to Use Benefits

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As a partner in the Amazon Career Choice network, CSU Global is dedicated to helping you balance your professional growth at Amazon with your academic ambitions.

Before you get started, please keep in mind that all students utilizing these benefits must first confirm their eligibility directly through Amazon. Once your eligibility is verified, you can follow the steps outlined below to request that your benefits be applied to your program at CSU Global through the Amazon Career Choice Portal.

Required Documentation:

Students must submit two separate items to ensure their Amazon benefits are set up. These include:

Item 1:

To set up the use of Amazon funding with CSU Global, students must submit the **CSU Global Tuition Deferment Agreement (TDA)**, complete with supporting documentation. Supporting documentation may be one of three items:

1. Your **Amazon Student Data Release Form** (available through the Amazon Career Choice Portal)
2. **Screenshot** from your Amazon portal showing your remaining funding eligibility for the year
3. A copy of your **Amazon Benefit Policy**.

The **TDA** only has to be submitted once for your program. If you enter into a new program, you will need to complete a new form.

The following information should be selected/input into the TDA:

1. Please select "**Third Party**" benefits, not **Employer Reimbursement**
2. Enter "**N/A**" into the contact fields

Item 2:

Your actual **Amazon Payment Request** must be submitted through the **Amazon Career Choice Portal** for each term you wish to have covered. Your payment request must be specific for the course you are requesting and must have the correct start and end dates listed. If you need help determining course dates, please review the [academic calendar](#).

How to Request Your Benefits with Amazon:

Follow these steps within the Amazon Career Choice Portal to link your benefits to CSU Global:

1. Log In: Access your account via the Amazon A to Z app or the Career Choice portal.
2. Select Your Track: Choose the "College" track if you are in a bachelor's degree program. Choose the "Pathways" track if you are in a certificate program
 1. You must select the correct program. Not all certificate programs are eligible, if the program does not appear on the selection list, it is not eligible for funding.
3. Find CSU Global: Search for and select "Colorado State University Global" as your school.
4. Submit Your Request: Enter your program details and submit your payment request (voucher). You will need

to provide the following information:

1. Student ID
2. Course Date
5. If you need additional assistance with your payment request, please reach out to your HR department.

Important Dates:

- You should apply for funding with Amazon as soon as you are aware that you would like to use benefits. However, you cannot apply more than 60 days prior to the term start date.
- Amazon will not approve payment requests after the term has begun - don't wait until after class has started!
- CSU Global will send invoices to Amazon between weeks 3 and 5 of the term.. Your account will carry a balance until the Amazon payment is received.
- Payment from Amazon is typically received 4-6 weeks after the term starts.

Related Articles

[How to Complete the Tuition Deferment Agreement](#)
