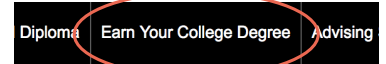


All required information needed to complete the application is **in red**.



### 1. Get Started.

- **GO TO** ArchwaysToOpportunity.com.
- **SELECT** "I'm an employee."
- **SELECT** "Owner/Operator Employee" and click "Earn Your College Degree" at the top of the page.
- **CLICK** on #1 "How do I get...college courses" and "Click here" for more information.
- **REVIEW** information under question numbers 1, 2, 3 and 4. Eligibility criteria can be found under #2.
- **Tuition Assistance:** McDonald's Tuition Assistance covers eligible course expenses (such as your tuition and course technology fees) that are not covered by scholarships or grants.
  - You can use McDonald's Tuition Assistance if you use other forms of financial aid that you must repay for these eligible course expenses.
  - You cannot use McDonald's Tuition Assistance if you receive other forms of financial aid that you do not need to repay, such as scholarships or grants, for these eligible course expenses.
- **CLICK** on #4 "How do I request tuition assistance?" and review. Click on <https://aim.applyists.net/MCDTA> to get started. You will then leave this McDonald's Archways website, so click "ok" to leave the McDonald's Archways site.
- **CREATE** an account with ISTS (ISTS manages tuition assistance for franchisee employees) or log in. If needed, click on 'McDonald's 2016 tuition assistance request' link on the right side of the page to locate request form.



Item	Date	Transaction/Description	CHARGES/DEBIT/ADJUST DEBIT	CREDIT	PAYMENTS/CREDITS
<b>PRICED TERM TO BALANCE - CURRENT CHARGES</b>					
Spring 2015	10/11/2014	STUDENT FEE	3,875.00		
Spring 2015	10/11/2014	TECHNOLOGY FEE	158.00		
Spring 2015	10/11/2014	TRANSFER FEE	50.00		
Spring 2015	10/11/2014	STATE FEE	100.00		
Spring 2015	10/11/2014	PROPERTY FEE	100.00		
Spring 2015	10/11/2014	STUDENT FEE	3,875.00		
<b>TOTAL CURRENT CHARGES</b>					
			3,875.00		
<b>CURRENT PAYMENTS</b>					
Spring 2015	01/15/2015	Web Payment - Visa		832.50	
				832.50	
<b>TOTAL CURRENT PAYMENTS</b>					
				832.50	
<b>AUTHORIZED FINANCIAL AID</b>					
Spring 2015	10/22/2014	FEDERAL PELL GRANT		2,840.00	
				2,840.00	
<b>TOTAL AUTHORIZED AID</b>					
				2,840.00	

<b>Tuition</b>	<b>\$3,085.00</b>
<b>Technology Fee</b>	<b>\$158.00</b>
<b>Total Eligible Expenses</b>	<b>\$3,243.00</b>
<b>LESS Federal Pell Grant</b>	<b>-\$2,840.00</b>
<b>Remaining Eligible Expenses</b>	<b>\$403.00</b>

This employee would receive a tuition assistance payment in the amount of \$403.00.

**Create an Account**

If you are new to our site, you will need to create an account below.

Email:

Confirm Email:

Password:

Confirm Password:

Birth Date:  mm/dd/yyyy

[Need help? Contact Us](#)

**Account Login**

If you are a returning user, log into your account below.

Email:

Password:

Remember me?

[More information? Consult our FAQs](#)



### 2. Input Store and Term Information

- **SCROLL** down from Welcome to the Employment section. Input store information including the **state, city, address and number**.
- **SELECT** the Term: **Winter, Spring, Summer, Fall, Online High School**.
- **CLICK** "Create Application".

**Employment**

Enter your store information below.

\*Store State:

\*Store City:

\*Store Address:

\*Store Number:

**Term Selection**

Select the term below for which you would like to request payment and click **Submit**. If you are requesting tuition assistance for the online high school program, select Online High School.

\*Term:



### 3. Input Applicant Information

- **CLICK** "Next Page" at the bottom of the page or "Applicant" button at the top of the page.
- **INPUT** required information including **name, address, phone number, social security number**.

**Welcome Applicant Employment Ac**

\* indicates a required field.



### 4. Input Employment Information

- **CLICK** "Next Page" at the bottom of the page or the "Employment" button at the top of the page.
- **DOUBLE CHECK** employment information. Make necessary changes and add **Restaurant General Manager Full Name**.  
\*Watch for missing or incorrect information messages.

**e Applicant Employment Academic T**

is a required field.



## 5. Input Academic Information

- **CLICK** “Next Page” at the bottom of the page or the “Academic” button at the top of the page.
- **INPUT** College/University information including **state, name, degree sought, and how many courses are being taken in the term.**
- **INPUT** **course(s) name, number, credits, start date, end date.**

## 6. Upload Tuition bill

- **CLICK** “Next Page” at the bottom of the page or “Tuition Bill” at the top of the page.
- **UPLOAD** an acceptable Tuition bill.

A tuition bill is acceptable if:

- A** College/university name is present
- B** Employee name is present
- C** Term is clearly indicated, and can be matched to tuition assistance application
- D** Expenses are itemized, and tuition & fees are easily identified and calculated

A tuition bill is unacceptable (and will be rejected) if:

- A** College/university name is present
- B** Employee name is present
- C** Term is not clearly indicated. The term on the tuition bill does not match the term specified on the application.
- D** Expenses are not itemized. The appropriate amount of tuition assistance cannot be calculated without itemized charges.

## Upload Instructions

Select the corresponding item in the drop down and click “Browse” to locate the file saved on your computer.

- Files may only be uploaded as: **.pdf, .tif, .png, .gif, .jpeg, .bmp** or **.xps**. If you have multiple files, you may upload them in a **.zip** file as long as the individual files are in an acceptable file format. **Any other file formats will not upload.**
- You may take a photo of the document with your phone then upload the image so long as it is legible. Do not complete this step if requesting tuition assistance for Career Online High School.
- Click “Upload” and then click on the red “Save/submit” button at the top of the page.
- Scroll down and click “Submit”.

## Additional Information

Once all appropriate information is received an email is sent to the Operator for approval.

- It will take up to 7 days for the Operator to receive the approval email.
- **If you have not received a tuition assistance status update within 10 days of submitting your application, contact ISTS at 855.670.ISTS (4787) or log onto your account and click on the contact link at the bottom of each page.**
- Once the request is approved there is up to a 13 day turnaround time before the check is mailed to the employee. The check will be sent to the franchisee employee and will be made out to the college/university.
- Operators can track the status of their employee’s application. For more information, locate the Operator Reports Job Aid on Access McD.