

Voucher and Payment Process

As a United Technology Corporation sponsored student, it is important you be informed of your responsibilities, so that your account can be processed as quickly and efficiently as possible. Please note the following:

- As soon as you have registered for a course, you must request an enrollment voucher for that course from your employer. You may request a voucher for a registered course even if you are not yet attending.
- Submit all enrollment vouchers to Student Financial Services by email at valerie_rodriguez@redlands.edu.
- Please allow 2-3 weeks for your account balance to reflect the submission of any voucher.
- If you have obtained only one voucher for a term in which you are registered for multiple courses, processing may be delayed until all vouchers are received. This is normal and does not indicate a problem with your account.
- When you receive a grade for a course, submit proof of the grade to your employer. Vouchers for current or future courses may be withheld until you have submitted grades for completed courses.
- If your employer indicates they will not pay for all or part of a course, you will be responsible for the unpaid amount.

If have any questions or require any additional information, please reach out to the Employee Scholar Program helpline at 866-828-7420 or email utclearning@gpstrategies.com.

If we can answer any additional questions for you, simply respond to this email, call me at (909) 748-8177, or call our main office line at (909) 748-8047.

Sincerely,

Valerie Rodriguez

Billing Specialist | Student Financial Services

P: (909) 748-8177 | F: (909) 335-5399



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Please note: if you are submitting any supporting documentation or information requested by the SFS department via e-mail or other unsecured means, all sensitive personally identifiable information (i.e. social security numbers) should be redacted for security purposes. We encourage students to use their University issued student ID as a reference point on all correspondence