Applying for Continuing Education Reimbursement

Non-Degree Program
Once you have logged into the site, click “New Application” on the home screen to begin.
Some of your demographic information will be entered as a default. Please select if you would prefer to be contacted at work or at home.
For the Continuing Education (Non-Degree) workflow, you will identify your learning type from the drop down.

You will have the option to select:

Certification/Designation or Continuing Education Units
Once you have selected your area of study from the drop down, please select the category that best fits the type of learning you will pursue.
Select Education Assistance – Continuing Education Program

Please note: this outcome is based on selections made earlier in the application process.
Your education provider may be pre-populated based on a previous application. If the provider listed is not accurate, you may start a new provider search by selecting “edit”.

Complete the questions pertaining to your session information to proceed to the next step in the application.
Enter specific details associated with your course by selecting “Add A Course & Related Expense”.

If you have a book you are looking to have reimbursed, you can include that here.
If you have received a grant or scholarship, those details can be entered at this point.

Agreements

Did you receive any grants, scholarships, or discounts?

- [ ] Yes
- [ ] No

<table>
<thead>
<tr>
<th>Scholarship/Grant Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Grant</td>
<td>$ 100.00</td>
</tr>
</tbody>
</table>
Review and acknowledge the agreements to move to the next step in the application workflow.

**Team Member Agreement**

I have read and understand the terms and conditions set forth in the Atrium Health Education Assistance, Education that Works, Rise to Success, or RN Educational Assistance Policy. As a condition of participating in this Program, I agree to abide by these terms and conditions. I understand that my participation in this program is not a condition of my employment or continuation thereof. I further understand that grades or other evidence of satisfactory completion, as well as an itemized invoice for all expenses must be provided. I affirm that any documentation I have submitted in connection with this Program is complete and accurate. I acknowledge that if I knowingly submit false, deceptive or misleading information in order to receive benefits under the Program, this may result in adverse tax consequences and discontinuance in my tuition assistance.

☐ I Agree

**FERPA Agreement**

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA) ensures students of the right to privacy and confidentiality with respect to their educational records and limits access to the information contained in those records. Under FERPA, you have the right to deny authorization to release your educational records. However, in order to receive tuition assistance through Bright Horizons EdAssist Solutions, it is necessary for Bright Horizons to receive and share your educational records with your employer. By checking "I Agree" below, you agree as follows:

- Educational institutions, schools, agencies or individuals holding my educational records may release such records to Bright Horizons.
- Bright Horizons may release my educational records (whether received from educational institutions, schools, agencies, or individuals) to my employer.
- This consent shall remain in effect until I submit a written request to cancel the authorization. If you do not agree with the above terms, please understand that we will be unable to process your tuition assistance application, and your application will be cancelled.

☐ I Agree
Select how you would like to receive your reimbursement.
Your Name:

Enter your name exactly as it appears above.

To accept agreement(s), you must type your name exactly as it appears above.

Tuition application # 7500007 was submitted.

Your application has been Application approved

This application has met all initial eligibility requirements. It will be reviewed for payment once we receive your documentation.

Enter your name exactly as it appears above.

You will receive confirmation your application has been approved after you submit it.
Once your course is complete, please submit your final grade documents to close out your application.

Select the document type from the drop down and enter the grade earned in each course you were enrolled in.
Once your documents have been submitted, it will show they are in a pending status.

Bright Horizons will review the documents for accuracy. Once that review is complete, the status will change to resolved.
The “History” tab will give you an overview of all past applications and statuses.

<table>
<thead>
<tr>
<th>Status History</th>
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<tbody>
<tr>
<td>MESSAGE From EdAssist Admin TEST</td>
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Applying for Degrees and Academic Credit

Traditional Reimbursement
Once you have logged into the site, click “New Application” on the home screen to begin.
Some of your demographic information will be entered as a default. Please select if you would prefer to be contacted at work or at home.
For the Degree and Academic Credit (Traditional Reimbursement) program, you will select the type of degree you will peruse. You will then identify your intended Field of Study.
Select the program you would like to submit your application for reimbursement.

Please note: this outcome is based on selections made earlier in the application process.
Your education provider may be pre-populated based on a previous application. If the provider listed is not accurate, you may start a new provider search by selecting “edit.”

Complete the questions pertaining to your session information to proceed to the next step in the application.
Enter specific details associated with your course by selecting “Add A Course & Related Expense”.

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General Questions? Create a Support ticket
To create a support ticket, navigate to the Support Page and select Create A Support Ticket.

Application Questions? Submit an application comment directly on the application.
To submit an application comment, open your application to the application summary page and select “Add New Comment”

Support tickets and application comments will be reviewed by a support member within 1-3 business days.

Need a faster response? Use Live Chat to speak with a representative directly in real time.
Live chat is available Monday – Friday 7am – 2pm EST.