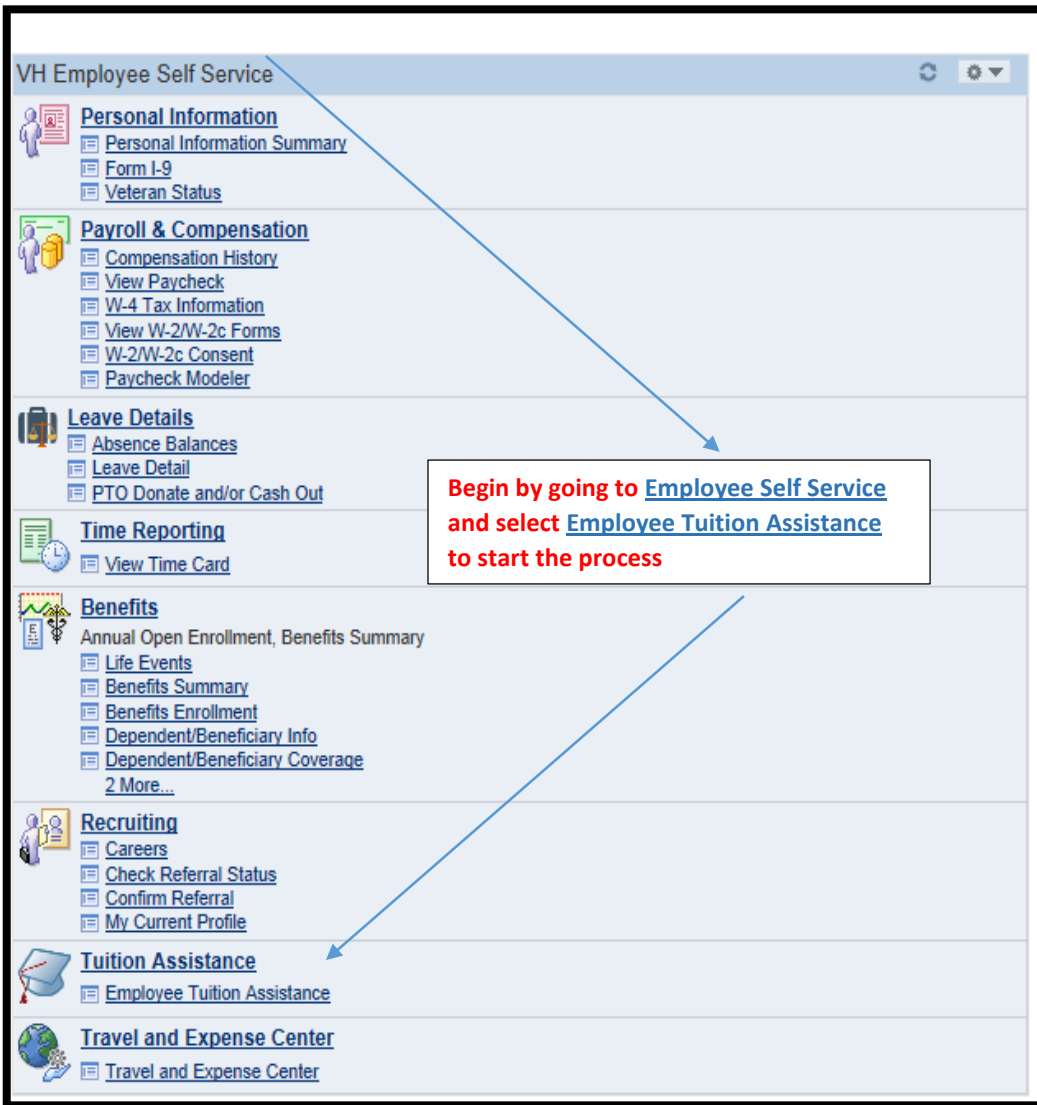


Follow the instructions below to apply for Tuition Assistance:



Per the program guidelines you must enter your application **BEFORE your classes start**. If you do not have your schedule and the semester is about to begin, enter the classes you anticipate enrolling. Once you have your class schedule, contact the Health Careers office with corrections.

New Application Process

When you select "[Employee Tuition Assistance](#)" the following screen appears:

Select "Add a New Value"

Empl ID: Your Empl ID will auto fill

School Year: Current year will auto fill

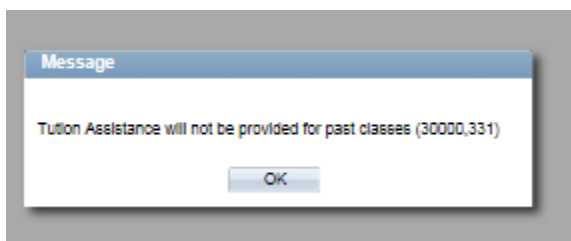
Application Date: Application Date will auto fill

Sequence Number:

[Find an Existing Value](#) | [Add a New Value](#)

When you select "**ADD**" the application will open so you can enter the required information. Your personal employee information will auto fill.

If your class has already started for this term/semester, you will not be able to save your application.



Late submissions will receive the above message.

All numbered fields below are required. You will not be able to save your application until all fields are completed. Fields that have the magnifying glass beside them provide drop down options.

The screenshot shows the 'Employee Tuition Assistance' application form. The form includes the following fields and callouts:

- 1**: Enter your Major (points to the *Major field)
- 2**: Enter Session (points to the Session field)
- 3**: Name of School (points to the *School field)
- 4**: Degree seeking (points to the *Degree Seeking field)
- 5**: Date class starts (points to the *Date Class Starts field)
- 6**: Anticipated Graduation Date (points to the Anticipated Graduation Date field)

The form also displays the following information:

- Home Grown: N Start Date: 02/22/1993
- Reg/Temp: R Rehire Date: 02/22/1993
- FTE: 1.000000
- UHS Education Status
- Application Date: 07/07/2017
- School Year: 2017

	Course Title	Course Code	Credit Hours	Grade	Reimb Amount
1					0.00

Attach/View Supporting Documents: [Attachments](#)

By Clicking this checkbox [TUITION ASSISTANCE PLAN DOC](#)

I affirm and acknowledge that I have read and understood the obligations associated with participation in the tuition assistance program and I agree to abide by those obligations, including but not limited to the service commitment. By submitting a tuition assistance request, I authorize any payment received to be deposited directly in the same primary account used for depositing my paycheck. By saving this application you are verifying that you have acknowledged and read the Tuition Policy agreement from the Tuition Assistance Plan Doc link

7

Enter Course Title: You may have to abbreviate in order for complete title to fit. Please do not enter the course code in this field

8

Course Code Must be 6 digits add zeros to beginning or end to make the code 6 digits

9

Enter Credit Hours Format: 3.00

10

If you need to enter more than one class select **[+]** and this will insert a new row for you to enter your course information. Do this for the 2nd, 3rd, 4th, and so on... If you enter more rows than you need, you can remove rows by selecting **[-]**

The screenshot shows a web application interface. At the top, there is a table with columns: Course Title, Course Code, Credit Hours, Grade, and Reimb Amount. The first row contains a '1' in the first column, empty fields for the next three, a dropdown for 'Grade', and '0.00' for 'Reimb Amount'. Below the table are two buttons: a plus sign (+) and a minus sign (-). Below the table is a section titled 'Attach/View Supporting Documents: Attachments'. Underneath is a checkbox labeled 'By Clicking this checkbox' followed by a link 'TUITION ASSISTANCE PLAN DOC'. Below this is a paragraph of text: 'I affirm and acknowledge that I have read and understood the obligations associated with participation in the tuition assistance program and I agree to abide by those obligations, including but not limited to the service commitment. By submitting a tuition assistance request, I authorize any payment received to be deposited directly in the same primary account used for depositing my paycheck. By saving this application you are verifying that you have acknowledged and read the Tuition Policy agreement from the Tuition Assistance Plan Doc link'. Below the text is a 'Submit for Approval' button. At the bottom left of the form is a 'Save' button.

At any point during this process you can select **"Save"** and the information entered will be saved.

11

It is very important that you understand how your Tuition Assistance Program works. Please take the time to read the **"TUITION ASSISTANCE PLAN DOC"**. You have to select the **"checkbox"** that affirms you have read and understand the Tuition Assistance program. **It is your responsibility to read the Tuition Assistance Plan Doc.**

12

When all required information is entered select **"Submit for Approval"**.

Once you have completed your application and checked to confirm it was approved there is no action required on your part until you complete your classes. Keep in mind you do not have to wait until then to upload your documents. You can upload your **Detail Proof of Payment** as soon as you have it. Be sure this information has **your name** and the **name of the college or university** you are attending.

Existing Tuition Assistance Application process:

To Find an Existing Tuition Assistance Application

Tuition Assistance - Employee
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Empl ID: *Empl ID will auto fill*

School Year:

Application Date:

Sequence Number:

School Name:

Include History Correct History Case Sensitive

[Basic Search](#)

Search Results

View All First 1-2 of 2 Last

<u>School Year</u>	<u>Application Date</u>	<u>Sequence Number</u>	<u>Degree</u>	<u>School Name</u>	<u>Approval Date</u>	<u>DATE_PRINTED</u>	<u>Sent to Payroll</u>
2016	11/29/2016	1	ASSO	Test Unv	(blank)	(blank)	N
2017	06/13/2017	1	BACH	Regent University	06/13/2017	(blank)	N

[Find an Existing Value](#) | [Add a New Value](#)

How to Upload Your Tuition Assistance Documents:

Open your application. **Make sure it is the correct application.**

Scan your documents or use your smart phone to take a picture of them. You can email to yourself, save to your desktop or save to a thumb drive. You will need to upload the documents to request reimbursement. Documents can be uploaded at any time once the application is approved.

Once you have completed your classes, upload:

- **Detailed Proof of Payment** which clearly shows separate charges for tuition and fees.
- **Unofficial transcript** which clearly shows the **Class grades** and your **Cumulative GPA**.

Note: All documents must display your **name** and the **name of the college or university** you are attending. This information needs to be part of the document and not hand written.

You have **45** days from the date your classes end to upload all required documents. All documents are date stamped when uploaded. When you are ready to attach documents select **“Attachments”**.

The screenshot displays the 'UHS Tuition Admin' interface. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Worklist > Worklist > Tuition Reimbursement - Admin'. Below this is a tab labeled 'Uhs Tuition Admin' and a section header 'Employee Tuition Assistance'. The main area contains a form with the following fields and values:

- Empl ID: [blank] Home Grown: N Start Date: 08/31/2006
- DeptID: [blank] Reg/Temp: R Rehire Date: 08/31/2006
- Job Title: [blank] FTE: 1.000000 *Degree Seeking: ASSO Associates
- *Major: test major UHS Education Status: Undergraduate
- Session: [blank] Module: 1 *Date Class Starts: 08/05/2017
- *School: test unv Application Date: 06/23/2017
- School Year: 2017 Anticipated Graduation Date: 05/01/2017

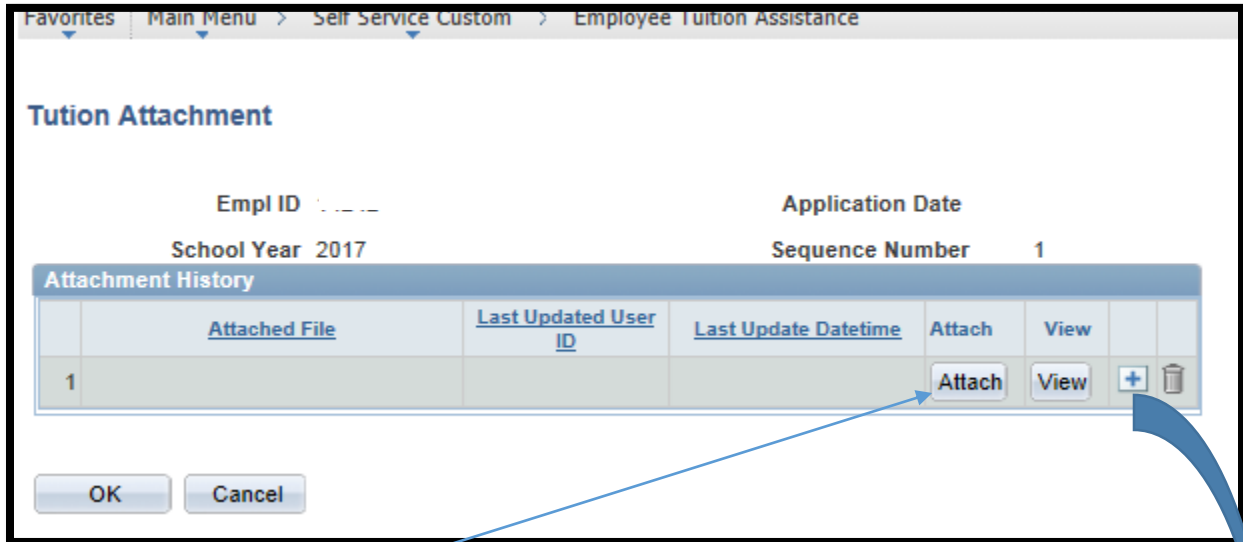
Below the form is a table with the following columns: Course Title, Course Code, Credit Hours, Grade, and Reimb Amount. The table contains one row:

	Course Title	Course Code	Credit Hours	Grade	Reimb Amount		
1	TEST CLASS 1	TST001	3.00	▼	0.00	+	-

Below the table, there is a link 'Attach/View Supporting Documents: Attachments' with a blue arrow pointing to it. At the bottom, there is a 'Group box' containing:

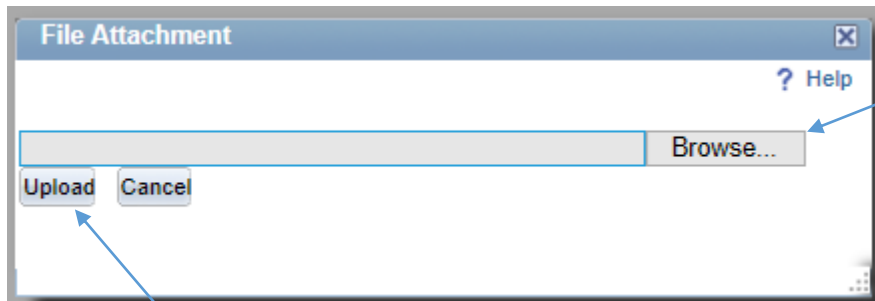
- Eligible for Tuition Only
- Application Denied
- Adjust YTD Balance [button]
- Total Amount Reimbursed : [blank]
- YTD Total (Paid between January 1 - December 31) : [blank]

When you select "Attachments" the page below will appear.



1 Select "Attach"

This box will appear



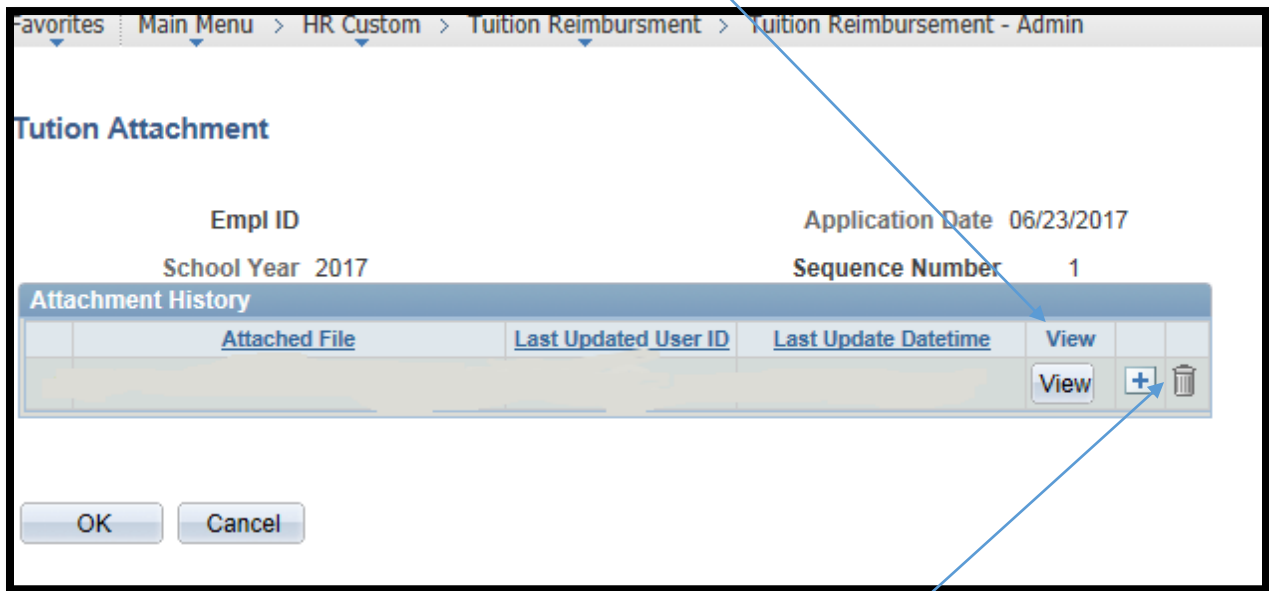
2 Select "Browse" and select the document you wish to upload.

3 Select "Upload"

4 Select "+" to add additional documents.

5

To view the documents you have uploaded select “View”.



To remove the document you uploaded select the trash can.



How to submit your Application for Payment:

Course Title	Course Code	Credit Hours	Grade	Reimb Amount
1 TEST 1AT CLASS	CLASS101	3.00		0.00

Attach/View Supporting Documents: [Attachments](#)

Group box

Eligible for Tuition Only Total Amount Reimbursed :
 Application Denied YTD Total (Paid between January 1 - December 31) :
Reason Denied :
Approver Name :
Approval Date:
Actual Graduation Date:
Authorized Approver Comments: (4000 Characters allowed)

Request is approved. Waiting on documentation or final approval.

By Clicking this checkbox [TUITION ASSISTANCE PLAN DOC](#)
I affirm and acknowledge that I have read and understood the obligations associated with participation in the tuition assistance program and I agree to abide by those obligations, including but not limited to the service commitment. By submitting a tuition assistance request, I authorize any payment received to be deposited directly in the same primary account used for depositing my paycheck. By saving this application you are verifying that you have acknowledged and read the Tuition Policy agreement from the Tuition Assistance Plan Doc link

Tuition Approval

Employee Tuition Approval

EMPLID=34459, YEAR=2017, UHS_APPL_DT=2017-06-20, SEQNO=1: **Approved**

Employee Tuition Approval

Approved
✓ Hawkins, Pam
Tuition Administrators
06/21/17 - 11:41 AM

Once your documents have been uploaded select **“Submit For payment”**. Your application will forward to your manager/supervisor for verification that you have no current disciplinary action and a performance rating of Fulfills/Meets or above.

Once your Manager/Supervisor has verified you have no current disciplinary action and a performance rating of Fulfills/Meets or above, your application will show as **“Approved”**.

The screenshot displays a web-based interface for 'Tuition Approval'. At the top, it says 'Tuition Approval' and 'Employee Tuition Approval'. Below this, a status bar reads 'YEAR=2017, UHS_APPL_DT=2017-06-23, SEQNO=1:Approved'. A green box with a checkmark and the word 'Approved' is shown, with the text 'Tuition Administrators 06/23/17 - 8:47 AM' below it. The second section is titled 'Tuition Approval for Payment' and also has a status bar 'YEAR=2017, UHS_APPL_DT=2017-06-23, SEQNO=1:Approved'. It contains two green 'Approved' boxes. The first box is labeled 'Uses Supervisor ID 06/26/17 - 8:34 AM' and has an arrow pointing to a second box labeled 'Tuition Administrators 07/10/17 - 5:19 PM'. At the bottom of the interface are three buttons: 'Save', 'Return to Search', and 'Notify'.

Please check on-line to see where your application is in process.

See example below for how a processed payment will appear:

Favorites Main Menu > Self Service Custom > Employee Tuition Assistance

Employee Tuition Assistance

Empl ID: Home Grown: N Start Date: 08/07/2006
DeptID: Reg/Temp: R Rehire Date: 11/14/2016
Job Title: *Degree Seeking: GRAD/P Graduate/Professional
*Major: test major UHS Education Status Graduate
Session: FALL Module: *Date Class Starts: 08/05/2017
*School: test unv Application Date: 06/23/2017
School Year: 2017 Anticipated Graduation Date: 06/05/2018

Course Title	Course Code	Credit Hours	Grade	Reimb Amount
1 TEST CLASS 1	TST001	3.00	A	1000.00

Attach/View Supporting Documents: Attachments

Group box

Eligible for Tuition Only Total Amount Reimbursed: 1000.00
 Application Denied YTD Total (Paid between January 1 - December 31): 1000.00
Reason Denied:
Approver Name: Pamela Hawkins Submitted for Payment On: 07/13/2017
Approval Date: 06/23/2017
Actual Graduation Date:
Authorized Approver Comments: (4000 Characters allowed)

Approved Request was sent to Payroll on 2017-07-13. Please allow up to 4 weeks for payment.

By Clicking this checkbox [TUITION ASSISTANCE PLAN DOC](#)
I affirm and acknowledge that I have read and understood the obligations associated with participation in the tuition assistance program and I agree to abide by those obligations, including but not limited to the service commitment. By submitting a tuition assistance request, I authorize any payment received to be deposited directly in the same primary account used for depositing my paycheck. By saving this application you are verifying that you have acknowledged and read the Tuition Policy agreement from the Tuition Assistance Plan Doc link

Tuition Approval

Employee Tuition Approval

UHS_APPL_DT=2017-06-23, SEQNO=1:Approved

Employee Tuition Approval

Approved
Hawkins, Pam
Tuition Administrators
06/23/17 - 8:47 AM

Tuition Approval for Payment

UHS_APPL_DT=2017-06-23, SEQNO=1:Approved

Tuition Approval for Payment

Approved
Hodges, Kathy
Uses Supervisor ID
06/26/17 - 8:36 AM

Approved
Hawkins, Pam
Tuition Administrators
07/11/17 - 5:56 PM

Save Return to Search

Amount processed for this application

Traditional Fall semesters are paid in the following year due to the Payroll processing schedule..

This is an example of a fully processed and paid Tuition Assistance Application:

Employee Tuition Assistance

Empl I: [redacted] Home Grown: N Start Date: 0
Dept/E: [redacted] Reg/Temp: R Rehire Date: 0
Job Title: [redacted] FTE: 1.000000 *Degree Seeking: BACH Bachelors
*Major: Data Analytics UHS Education Status: Graduate
Session: SPR Module: [redacted] *Date Class Starts: 06/19/2017
*School: UMUC Application Date: 06/13/2017
School Year: 2017 Anticipated Graduation Date: 06/18/2018

Course Title	Course Code	Credit Hours	Grade	Reimb Amount
1 INTRODUCTON - DATA ANALYTICS	DAT123	50.00	B	3430.00

Attach/View Supporting Documents: [Attachments](#)

Group box

Eligible for Tuition Only Total Amount Reimbursed: 3430.00
 Application Denied YTD Total (Paid between January 1 - December 31): 3430.00
Reason Denied: [redacted]
Approver Name: Pamela Hawkins Submitted for Payment On: 06/13/2017
Approval Date: 06/13/2017 Will be received on Check Dated: 07/06/2017
Actual Graduation Date: 06/27/2017
Authorized Approver Comments: (4000 Characters allowed)
[redacted]

Request has been processed by Payroll. It will be paid on the check dated 2017-07-06.

By Clicking this checkbox [TUITION ASSISTANCE PLAN DOC](#)
I affirm and acknowledge that I have read and understood the obligations associated with participation in the tuition assistance program and I agree to abide by those obligations, including but not limited to the service commitment. By submitting a tuition assistance request, I authorize any payment received to be deposited directly in the same primary account used for depositing my paycheck. By saving this application you are verifying that you have acknowledged and read the Tuition Policy agreement from the Tuition Assistance Plan Doc link

Tuition Approval

Employee Tuition Approval YEAR=2017, UHS_APPL_DT=2017-06-13, SEQNO=1: **Approved** [View/Hide Comments](#)

Employee Tuition Approval
Approved
Hawkins, Pam
Tuition Administrators
06/13/17 - 2:12 PM
[Comments](#)

Tuition Approval for Payment YEAR=2017, UHS_APPL_DT=2017-06-13, SEQNO=1: **Approved** [View/Hide Comments](#)

Tuition Approval for Payment
Approved Skinner, John Uses Supervisor ID 06/13/17 - 2:24 PM → **Approved** Hawkins, Pam Tuition Administrators 06/13/17 - 2:25 PM
[Comments](#)

[Save](#) [Return to Search](#)

Pay check date