Welcome to the Johns Hopkins Suburban Hospital Education Assistance Program. To enter a tuition request, click on the “Tuition” tab:

Employee Education Assistance

Education Assistance is available for eligible employees for educational activities that are undertaken to meet organization and job-related goals and needs.

The documentation required is listed on the Employee Education Assistance screen. If you do not have all or part of the documentation on hand when completing your request, you can still continue entering the information you do have and return at a later time to attach the necessary documentation:

Once you have completed your course information you will be able to print the Education Assistance Approval Form.

Click on “Continue” to move forward with your request.
**History Screen**

The history screen contains the current personal information that HR has on file for you. Review the information for accuracy. If you see any errors in your organization, scheduled hours or hire date, please email Human Resources before you continue with this request.

This screen also shows job information and any educational assistance requests you may have submitted previously.

Click on the “Add New” button to begin adding your current request.

**New Request Screen**

When you move to the new request screen, you will see five tabs at the top of the page.

Adding a new request moves through these tabs and you will be provided a summary of the information you have entered once you reach the Summary page. This information also appears on the Education Assistance Approval Form and you will have the opportunity to print the form from the Summary page as well.

1. Enrollee Info
2. College Info
3. Course Info
4. Support Info
5. Summary
Manager Information - You will need to enter the name and phone number of your manager

Request Type Information - Indicate the type of request you are submitting
- I am applying for Tuition Reimbursement – specific instructions begin on page 4:
- I am applying for Reimbursement for Re-Licensure or Recertification – specific instructions begin on page 14:
- I am applying for Reimbursement of a Seminar, Conference or Workshop – specific instructions begin on page 14:

Physician Assistant Information – In addition, this box should be checked if you are a Physician Assistant applying for CME Reimbursement for Tuition, a Seminar, or NCCPA Certification or Recertification

Complete the required information and then click on “Continue” to move forward with your request.
Tuition Reimbursement Request

College Info

You now need to provide information about your college/university and degree program. If your school is in our database, the name will appear on a list after you’ve typed the first several characters of the school’s name. For example: If you type Tows, Towson University will appear. Just click on the name and the address will self-fill as well. If you do not see your school listed, you can add it.

Type of Degree – Click on the arrow to receive a drop down list to select a degree type

Covered Degree Program – Click on the arrow to receive a drop down list of covered degree programs. You can use your up / down arrows to maneuver through the list

Expected Date of Graduation – Click on the arrow to receive a drop down list to select a semester and year you expect to graduate

Please Note: If you attended more than one college or university, you must enter separate requests for each institution you attended.

Complete the required information and then click on “Continue” to move forward with your request.
Course Info

You are now asked to provide information about your coursework. Click the arrow next to the Academic Period field to receive a list of periods to choose from:

Click on the “Add New Course” button and a pop-up window will occur so you can add the information pertaining to your course:

When you have completed the information, click on “Submit”. If no grade was entered the course work area of the Course Info screen will update and a warning message will also appear:

⚠️ Grades for all courses are required before this request can be approved. Please edit the course(s) below to add your grades. If your coursework is still in progress, please return to this screen once you have received your grades.

***In order to calculate a lump tuition charge per course you will divide the tuition charged by the number of credits attempted then multiplying by the number of credits in each course.

You will be returned to the Course information screen to enter applicable Tuition Expenses.

- Tuition
- Books
- Other Fees

One of these expense amounts must be completed to move forward with your request.
Support / Adjustments Info

This page is used to identify any tuition support received from other sources including grants, scholarships, and other awards along with loans.

Please note: Loans will not change your reimbursement amount, but they must be disclosed.

Tuition Support from Other Sources

If receiving support from another source, click on the “Add New” button in the left column and enter the requested information:

Adjustments Due to Annual Cap on Amount

If the amount of your request exceeds the maximum amount allowed for the type of request you are submitting, the excess amount will appear in this area. The number will be reduced by any tuition support you have indicated.
Sample Support / Adjustments:

Click on the “Continue” button to move forward with your request.

Summary

The summary page is provided so you can review your request. If any of the information is incorrect, you can click the “Back” button to return to the appropriate screen and make your correction.

The page also includes a link to the Education Assistance Approval Form. In order for your request to be considered for approval, you need to click the Education Assistance Approval Form link, print the form and have your manager sign off.

In addition, the Summary page provides a list of the documents that you are required to submit along with your application. For instructions on how to upload a document, you need to click the click here for instructions on how to upload your documents.

A sample Summary Page can be seen on the next page.

If you are ready to upload some or all of your documents now, click on “Upload my Documents”. Instructions can be found beginning on page 10.
Sample Summary Page

<table>
<thead>
<tr>
<th>Enrollee Info</th>
<th>College Info</th>
<th>Course Info</th>
<th>Support Info</th>
<th>Summary</th>
</tr>
</thead>
</table>

Please review your request. If any of the information below is incorrect, click the "Back" button to return to the appropriate screen and make your correction.

**My Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Tuition Requestor</th>
<th>Employee ID:</th>
<th>99900006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>3 Test Drive</td>
<td>Hire Date:</td>
<td>08/03/2015</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:kilm-test1@ebix.com">kilm-test1@ebix.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Application Summary**

<table>
<thead>
<tr>
<th>For Calendar Year:</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>College / University:</td>
<td>Towson State University, 8000 York Road, Towson, MD 21252</td>
</tr>
<tr>
<td>Academic Period:</td>
<td>Winter</td>
</tr>
<tr>
<td>Course(s):</td>
<td></td>
</tr>
<tr>
<td>Course #</td>
<td>Course Name</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td>12345</td>
<td>Mandatory Course 101</td>
</tr>
</tbody>
</table>

<p>| Scholarships, Grants, and Financial Aid: | |</p>
<table>
<thead>
<tr>
<th>Type</th>
<th>Semester</th>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award</td>
<td>Winter</td>
<td>2015</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

**Expenses:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition:</td>
<td>$4000.00</td>
</tr>
<tr>
<td>Books:</td>
<td>$400.00</td>
</tr>
<tr>
<td>Other Fees:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Before Adjustments:</td>
<td>$4,400.00</td>
</tr>
</tbody>
</table>

**My Manager**

<table>
<thead>
<tr>
<th>Manager’s Name:</th>
<th>Manny Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager’s Phone Number:</td>
<td>(888) 888-8888</td>
</tr>
</tbody>
</table>

In order for your reimbursement to be approved, click here to print the Education Assistance Approval Form and have your manager sign the form. Once the Approval Form is signed, return to the system, edit this request, and upload the signed form along with the following documents:
- Grades, Certification or Evidence of Satisfactory Course Completion
- Itemized Statement of Costs and Fees Including Receipts
- Scholarships, Grants and Financial Aid (if applicable)

To upload a document, click the "Upload My Documents" button at the bottom of this screen. When you are ready to submit your request to Human Resources, be sure to click the "Save and Submit for Approval" button below.

Sample Documents for Towson State University:
- Towson State University Billing and Payment
- Towson State University Grade Report and Schedule

If you would like to upload some or all of your supporting documentation at this time, click the "Upload My Documents" button (click here for instructions on how to upload your documents). If you have uploaded all of your supporting documentation, including the Tuition Request Approval Form signed by your manager, click the "Save and Submit for Approval" button. If you are not ready to upload all of your supporting documentation, click the "Save" button and come back to this request when you are ready.

You must upload all required documents and enter grades for this request before you can submit for approval.
Sample Education Assistance Approval Form:

In order for your reimbursement to be considered for approval, print and have your manager sign the form. Once the Approval Form is signed, return to the system, edit this request, and upload the signed form along with all other required documents.
Required Documents

From the Summary screen, click on the “Upload My Documents” tab,

You will upload your documents through the Required Documents page. Only one file can be uploaded at a time:

- If you have more than one .pdf you will need to repeat the uploading steps for each one – or –
- If the software for the scanner you use has a setting allowing you to combine all of your documents into one.pdf, you can combine all of your required documents into one and perform the upload steps only once – multi-page feed scanners can be easier to use than flatbed scanners for this purpose

From the Required Documents screen, click on the “Browse” button – this will allow you to select a .pdf you need to upload:

Select File Tab

From the Required Documents screen, click on the “Browse” button – this will allow you to locate and select a .pdf you need to upload. You will only be able to select one file at a time – one per upload.

Select your document and click “Open”

- Click “Next”
Identify Documents Tab

Select the document information that is contained in your .pdf

- If you have only one item in the .pdf then check off the appropriate item
- If you have combined multiple documents into one .pdf you would check off all of items contained in that file

Verify Tab

Verify the information on the screen is correct and then click on the “Submit” button:

Click “Submit”
Confirm Tab

You will receive a confirmation that your document was successfully uploaded – you have options to “Upload More Documents” or if you are done you can “Close” the process.

Manage Documents Tab

“Upload More Documents” returns you to the “Required Documents” page.

Tab “1. Manage Documents” will show you the documents that have been uploaded thus far.

Tab “2. Select File” will display a list of documents remaining to be uploaded.

You can now repeat the steps for additional documents.
“Close” returns you to the Summary page:

- If you would like to upload some or all of your supporting documentation at this time, click the “Upload My Documents” button
- If you have uploaded all of your supporting documentation, including the Education Request Approval Form signed by all required persons, click the “Save and Submit for Approval” button – you will not be able to click this button unless all required documents have been uploaded
- If you are not ready to upload all of your supporting documentation, click the “Save” button and come back to the request when you are ready

Once all documents have been uploaded, be sure to click the “Save and Submit for Approval” button from the Summary page to move the request into “Under Review” status.

Requests in any status other than Under Review will not be forwarded to the tuition staff for review/approval.
Reimbursement for Re-Licensure or Recertification or Reimbursement of a Seminar, Conference or Workshop

You now need to provide information about your seminar/workshop.

Enter the required Info:
- Seminar/Workshop or Exam Title
- Start Date
- End Date
- If the Seminar/Workshop provides Continuing Education Units (CE Credits) check the box

Seminar / Workshop / Exam Expenses

Enter any related covered expenses that apply:
- Registration Fee(s)
- Transportation
- Accommodations
- Meals
- Other related expenses

In order to move forward with your request, one of these fields must contain data.
Support / Adjustments Info

This page is used to identify any tuition support received from other sources including grants, scholarships, and other awards along with loans.

Please note: Loans will not change your reimbursement amount, but they must be disclosed.

Tuition Support from Other Sources

If receiving support from another source, click on the “Add New” button in the left column and enter the requested information:

Adjustments Due to Annual Cap on Amount

If the amount of your request exceeds the maximum amount allowed for the type of request you are submitting, the excess amount will appear in this area. The number will be reduced by any tuition support you have indicated.
Summary

The summary page is provided so you can review your request. If any of the information is incorrect, you can click the “Back” button to return to the appropriate screen and make your correction.

The page also includes a link to the Education Assistance Approval Form. In order for your request to be considered for approval, you need to click the Education Assistance Approval Form link, print the form and have your all required parties listed on the form sign.

In addition, the Summary page provides a list of the documents that you are required to submit along with your application. For instructions on how to upload a document, you need to click the click here for instructions on how to upload your documents.

A sample Summary Page can be seen on the next page.

If you are ready to upload some or all of your documents now, click on “Upload my Documents”. Instructions can be found beginning on page 19.
Sample Summary Page

Please review your request. If any of the information below is incorrect, click the “Back” button to return to the appropriate screen and make your correction.

My Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Tuition Requestor</th>
<th>Employee ID:</th>
<th>999000006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>3 Test Drive</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Skaneateles, NY 13152</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:kim-test1@ebix.com">kim-test1@ebix.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Application Summary

For Calendar Year: 2015
Provides Continuing Education Units: Yes

Expenses:

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$4000.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$0.00</td>
</tr>
<tr>
<td>Accomodations</td>
<td>$0.00</td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Before Adjustments</td>
<td>$4,000.00</td>
</tr>
</tbody>
</table>

Support From Other Sources:

<table>
<thead>
<tr>
<th>Type</th>
<th>Semester</th>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship</td>
<td>Winter</td>
<td>2015</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

Other Adjustments: $3,300.00
Total Payment: $500.00

My Manager

<table>
<thead>
<tr>
<th>Manager's Name:</th>
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</tr>
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Back  Print Approval Form  Upload My Documents  Save  Save and Submit for Approval

You must upload all required documents before you can submit for approval.
Sample Education Assistance Approval Form:

In order for your reimbursement to be approved, print and have your manager sign the form. Once the Approval Form is signed, return to the system, edit this request, and upload the signed form along with all other required documents.
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Click “Next”

Verify Tab

Verify the information on the screen is correct and then click on the “Submit” button:

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Confirm Tab

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button from the Summary page to move the request into “Under Review” status.