Johns Hopkins University
Dependent Grant Program -
Overview for Employees

June 2024
We will cover:

- Summary of the Policy
- Logging-into the System
- Application Submission Steps
- Application Approval Notification
- Documents Needed
Available to full-time members of the faculty, staff, or Bargaining Unit, and have completed two consecutive years of employment.

Eligible dependents may receive payment up to 50% of tuition and mandatory fees, for each academic term up to the maximum annual benefit limit.

The maximum annual benefit amount for the 2024-2025 academic year = $32,365.

Associate and Bachelor Degrees, Regionally or Nationally Accredited

Employee Assistance is available via Live Chat and Support Tickets accessed through the portal

A simple web based approach to apply and have payments made directly to the dependents’ school.

Eligible Dependents are your children/dependents 26 years, and younger.

*Full Policy & FAQs will be posted on the portal
Employee will visit: https://jhu.edassist.com and follow the on-screen prompts to log into the EdAssist site.

Retirees will visit: https://jhu.edassist.com/#/nonsso and follow the on-screen prompts to log into the EdAssist site.
Employee will click the “New Application” button on the home screen to begin the application process.
Employee will select the “Add Dependent” button, complete all required fields, then click “Continue.”
Employee will select the appropriate Tuition Grant program, then click “Continue.”

What Employer Program would you like to use?

If you are pursing your courses using Tuition Remission, please be sure to select the Tuition Remission at JHU - Reimbursement Program.

Please Make a Selection

- Faculty/Staff Undergrad - Direct Bill Program (Ineligible)
- Faculty/Staff Undergrad - Reimbursement Program (Ineligible)
- Faculty/Staff Grad - Reimbursement Program (Ineligible)
- Tuition Remission at JHU (Ineligible)
- Tuition Grant for Children - Direct Bill
- Tuition Grant for Children - Reimbursement
- Grant for Domestic Partner Children - Direct Bill
- Grant for Domestic Partner Children - Reimbursement
- Tuition Grant for Children - International
- Grant for Domestic Partner Children - International
Step 4 (continued) – Payment

- For all Direct Pay programs, Employees will download the LOC from the approved application, sign and provide to the provider.

- For all Immediate Reimbursement programs, after statement is received, employee would receive payment via JHU payroll within 1-2 pay periods.
Employee will click “Search Education Provider,” follow all on-screen prompts, then click “Continue.”
Employee will enter all course, term, and expense information as required.

As part of the process, employee will need to follow the on-screen instructions for JHU’s dependent eligibility process.
Employee will disclose any scholarships, grants, gifts, aid, and sign / acknowledge all participant agreements.

**Step 7 – Gift Aid Disclosure/Participant Agreements**

**Did you receive any grants, scholarships, or discounts?**

Please Make a Selection*

- Yes
- No

**Agreements**

**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 (or your dependent receiving dependent tuition assistance) 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 or your dependent’s educational records with your employer. Bright Horizons also share application information you provide with your (or your dependent’s) educational institution to facilitate the process of your application. By checking “I Agree” below, you agree as follows:

- Educational institutions, schools, agencies or individuals holding my or, if my dependent is receiving tuition assistance, my dependent’s educational records may release such records to Bright Horizons.
- Bright Horizons may release my or, if my dependent is receiving tuition assistance, my dependent’s educational records (whether received from educational institutions, schools, agencies or individuals) to my employer.
- Bright Horizons may release information you provide as part of your (or your dependent’s) tuition assistance application the educational institution identified in the tuition assistance application.

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 *
Step 8 – Application Review and Submission

- Employee will review all application details for accuracy and select “Submit Application.”
Application will be routed to the JHU Benefits Team for final approval.

Employee will receive a confirmation email indicating their application was approved/denied.
Once application is in approved status, the Employee will log back into the EdAssist site, find their application on home carousel, and click “Upload Documents.”
Employee will upload itemized tuition statement (Immediate Reimbursement) to the application as shown here.

Once submitted, the EdAssist Compliance team will review all documentation and contact the employee directly, if more information is needed.
Thank You!