

Good Evening Kenneth,



## The First Step to Unlock Your Potential

Whether you're taking a single class or going back to school for a degree, an application is the first step to kick-start your learner journey. It only takes a few minutes to get started. So, what are you waiting for?

START A NEW APPLICATION

### Your Benefit Balances

For your Select Education Program in the program

You Requested

Employer Paid

Remaining

Select Employer Program , benefit period

-

-

-

Select Benefit Period

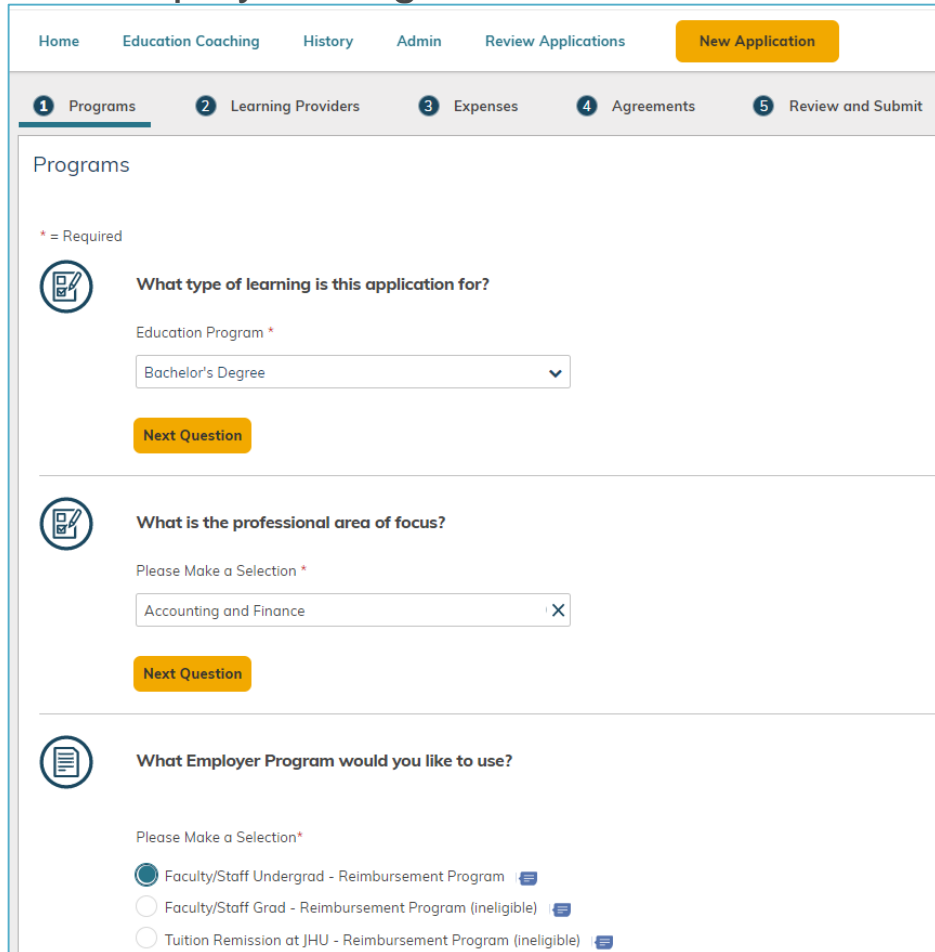


Accessing Tuition Assistance  
<https://jhu.edassist.com>

Live chat if you  
need help

# Application Process in 5 Steps

## 1. Select Education Program, Professional Area of Focus & Employer Program



Home Education Coaching History Admin Review Applications **New Application**

1 Programs 2 Learning Providers 3 Expenses 4 Agreements 5 Review and Submit

Programs

\* = Required

**What type of learning is this application for?**

Education Program \*

Bachelor's Degree

Next Question

**What is the professional area of focus?**

Please Make a Selection \*

Accounting and Finance

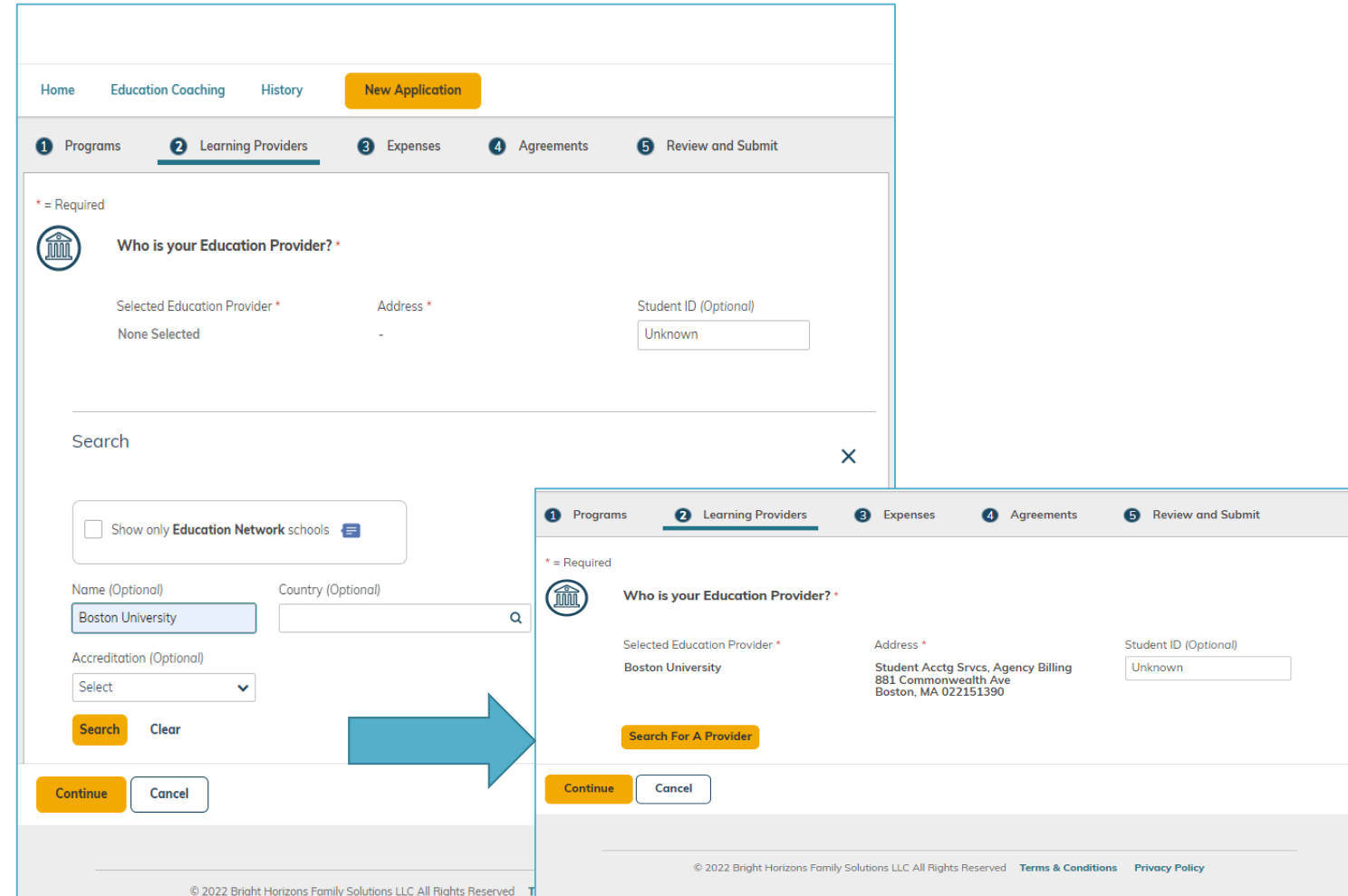
Next Question

**What Employer Program would you like to use?**

Please Make a Selection\*

- Faculty/Staff Undergrad - Reimbursement Program
- Faculty/Staff Grad - Reimbursement Program (Ineligible)
- Tuition Remission at JHU - Reimbursement Program (Ineligible)

## 2. Select Education Provider



Home Education Coaching History **New Application**

1 Programs 2 Learning Providers 3 Expenses 4 Agreements 5 Review and Submit

\* = Required

**Who is your Education Provider? \***

Selected Education Provider \* Address \* Student ID (Optional)

None Selected - Unknown

Search

Show only Education Network schools

Name (Optional) Country (Optional)

Boston University

Accreditation (Optional)

Select

Search Clear

Continue Cancel

**Who is your Education Provider? \***

Selected Education Provider \* Address \* Student ID (Optional)

Boston University Student Acctg Svcs, Agency Billing  
881 Commonwealth Ave  
Boston, MA 022151390

Unknown

Search For A Provider

Continue Cancel

© 2022 Bright Horizons Family Solutions LLC All Rights Reserved Terms & Conditions Privacy Policy

# Application Process in 5 Steps Continued



## 3. Add Courses & Expenses

\* = Required

### Add a Course & Related Expense

Course Name \*  Course Number \*

Amount \*  Credit Hours (Optional)  Instruction Type \*

### Add Expense

Expense Type \*  Amount \*

### Important Tax Information

In compliance with IRS regulations, employer provided educational assistance is exempt from taxation up to a maximum of \$5,250 per calendar year. If, at the time of payment processing, your total amount of tuition assistance paid in the calendar year exceeds the allowable non-taxable amount, such excess will be included in your taxable income (W-2) and subject to all applicable tax withholding.

Amount entered cannot go over program limit

## 4. Review & Sign Agreements

### Agreements

#### Participant Agreement

I have read and understand the terms and conditions set forth in the Johns Hopkins University Tuition Assistance Program Policy (the "Program"). 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 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 \*

#### Repayment Agreement

By applying for the Tuition Assistance Program, I agree to repay Johns Hopkins University in full for all costs paid for the identified course(s), including, but not limited to, tuition or other education expenses under the following conditions:

- 1) I do not complete the course(s), or
- 2) I complete the course(s) but do not meet the minimum grade requirement

I further agree that, in the event my employment shall terminate, either voluntarily or involuntarily, prior to the full repayment of the total amount owed, Johns Hopkins University may withhold the remaining amount owed from my final pay, except to the extent prohibited by federal or state minimum wage law. I represent that this authorization is executed voluntarily and has not been made as a condition of my continued employment.

I agree \*

# Application Process in 5 Steps Continued

## 5. Review & Submit Application

1 Programs 2 Learning Providers 3 Expenses 4 Agreements 5 Review and Submit

Review and Submit Your Application  
\* = Required

**Contact Information** [Edit](#)

Address: Eastern D200, 1191 E 23rd St, Baltimore, MD 21218, US  
Email: dabbott5@johnshopkins.edu

**Programs** [Edit](#)

Employee Program: Faculty/Staff Undergrad - Reimbursement Program  
Education Program: Bachelor's Degree  
Field of Study: Accounting and Finance  
Prior Education: N/A

**Education Provider** [Edit](#)

Name: University of Maryland Baltimore County  
Provider Code: T77125  
Address: Training Centers, Ste 100, 6996 Columbia Gateway Dr, Columbia, MD 21046

**Expenses** [Edit](#)

Session Dates: Sep 1, 2022 - Dec 28, 2022  
Completion Date: May 1, 2023

COURSE	test (1225)	Grade	Verified	Requested
Credits	N/A	NA	N/A	\$3,000.00
<a href="#">View More</a>				
<b>TOTALS</b>			Requested	\$3,000.00
			Total Benefit	\$3,000.00

**Agreements** [Edit](#)

Grants, Scholarships & Discounts: None \$0.00

[Submit Application](#) [Delete](#)

*\*\*If submitting for application for undergrad, you will be able to load your invoices for reimbursement before submitting.*

**Agreements** [Edit](#)

Grants, Scholarships & Discounts: None \$0.00

**Additional Information**

**Supporting Documentation** [What document types are supported?](#)

Please upload completion documentation. Only one Document Type can be selected at a time. Acceptable document formats are .pdf, .jpg, .jpeg, and .png. File size limit is 3 MB.

Drag and drop a file here, or click to select one from your computer.

This application currently has no supporting documentation.

[Submit Application](#) [Delete](#)

# Support Available from EdAssist

- Live Chat: 8am - 8pm ET (M-F)
  - Application questions.
  - General site or policy questions.
- Submit a Support Ticket 24/7
  - General site or policy questions
- Add comments to your application
  - Application-specific questions

