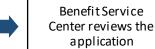# EdAssist®

Direct Bill Process

Eligible employees submit an application in the EdAssist system within 30 days of your course start date

→

Benefit Service Center reviews the application

→

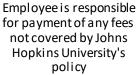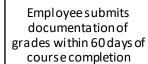Employee gets approval email with Letter of Credit (LOC)

↓

EdAssist validates tuition assistance request and pays school for approved courses

←

School Invoices EdAssist

←

Employee signs LOC and sends to Provider (School)

↓

Employee is responsible for payment of any fees not covered by Johns Hopkins University's policy

→

Employee submits documentation of grades within 60 days of course completion

Sample
Letter of Credit
(LOC)

→

Bright Horizons.

Application Number: $APPLICATION_NUMBER

Educational Providers: Please email invoices to edprovider@edassist.com. For invoice inquiries, call 1-888-734-2235.

Students: For Inquiries, please reach out via Live Chat, a Virtual Help Desk Ticket or by leaving a comment directly on your application.

Letter of Credit Form
This Letter of Credit Form certifies that the Johns Hopkins University Tuition Assistance Program will honor payment of tuition as specified in accordance with the program policy. This is a one-time use document valid only for the following course(s).

Participant Name: $PARTICIPANT_NAME	Educational Provider: $PROVIDER_NAME
Application Number: $APPLICATION_NUMBER	Enrollment Period: $COURSE_START - $COURSE_END
Date Issued: $GENERATION_DATE	Amount: $PAYMENT_AMOUNT
Expiration Date: 60 days after course end date	Approved Course(s): $COURSE_NUMBERS_AND_NAMES

Participant Instructions/Agreement:
Provide this signed Letter of Credit Form to your educational provider/school at the time of course registration. The educational provider/school will bill the Company via the Program Administrator, EdAssist, for your tuition.

I understand that this Letter of Credit Form can only be used as specified in accordance with the program policy. I understand this Letter of Credit Form is considered a cash advance for the cost of tuition and eligible expenses only. I am responsible for any amounts not covered under the program policy and for the total amount of any approved courses in which I fail to meet the Company's program eligibility and/or course completion (grade) requirements. I authorize my educational provider/school to release to the Program Administrator, EdAssist, records concerning my education as it pertains to my participation in the education assistance program.

| Participant Signature: | Date: |

Educational Provider Instructions
Please accept this Letter of Credit Form under the following terms.

- To receive payment, an itemized invoice for the stated course(s) must be received by the Program Administrator, EdAssist, as soon as possible but no later than 60 days after the course end date. Invoices must be in one of the following formats: PDF, JPG, XLS, XLSX, BMP, or PNG. If an invoice is received by EdAssist after the course end date, the employee's grades are required in order for EdAssist to process payment.

  o **Note: In the event the participant is Separated from JHU prior to the Course Start Date, payment will Not be processed and any amounts owed will be the responsibility of the participant.**

- To avoid processing delays please be sure to include the Application Number found at the top of this page as the subject line of your email with the invoice to be sent to edprovider@edassist.com. Invoices must include the following data elements: **institution name, student name and identification number, course name, applicable semester or course dates, client name (Johns Hopkins University), and an itemized breakdown of tuition and all fees associated with this course(s), as well as any gift aid applied (stipends, grants, scholarships).**

- The amount stated herein is **an estimate** of tuition costs based on the information provided by the participant. Payment is subject to the guidelines of the Johns Hopkins University Tuition Assistance Policy. Any amounts not covered by this program are the responsibility of the program participant.

- If the participant withdraws from an approved course and is eligible for a refund, or for any other reason is eligible for a refund, the refund must be issued to the Company via the Program Administrator, EdAssist, not to the participant.

- If your institution does not accept the EdAssist Letter of Credit, please provide the student with a detailed invoice that includes the required data elements stated above. The student must submit this invoice to EdAssist, and EdAssist will remit payment on the participant's behalf.

- If your institution does not accept the EdAssist Letter of Credit, please request reimbursement through the traditional reimbursement program option.

JOHNS HOPKINS UNIVERSITY

EdAssist®
by Bright Horizons