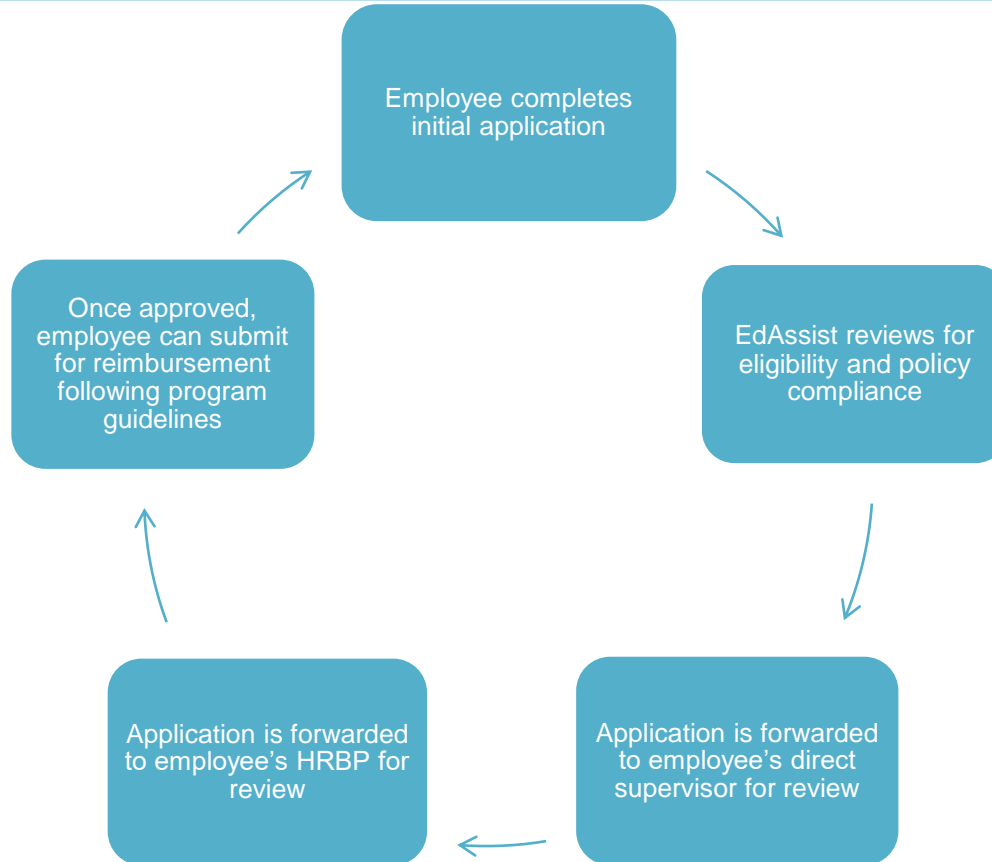


# Bright Horizons EdAssist

Tuition Approval Process for Managers  
(Approvers)

# Application Process



# Approval Process

Hi ALEXANDRA, it's great to meet you.

To help us better tailor your experience, choose which best describes your current goal



I'd like to

[Review Employee Applications](#)



I want to learn about

**My Company's Policies**



I'd like to talk about my options with a

**Personal Education Coach**

Approvers will receive an email when they have an application to review. Follow up emails will be sent every 5 days until the application is reviewed.

Managers and HR will only have to approve an application one time, unless an employee changes degree type or field of study.

After logging in (SSO link in the email), select the **Review Employee Applications** section to view applications that require your review and approval.



# Approval Process

If you have an application to review, click on the **Application Number** displaying under Review Applications

## REVIEW APPLICATIONS

Team Member  Employer Program  Benefit Period

Search 1 Records  10

Application #	Type	Participant	Start date	Requested
8647438	Application	JENNIFER ABBE	Jul 30, 2022	\$200.00



# Application Approval

## Reviewing Application #7511406 Actions

**FORWARDED TO SUPERVISOR FOR REVIEW** Last Modified Sep 18, 2020

### Status History

SYSTEM MESSAGE	From <b>EdAssist Admin</b> Lance Hawk (Level 1 approver) has been Notified for this application by the Program Administrator.	Sep 23, 2020 02:15 AM CDT
<b>FORWARDED TO SUPERVISOR FOR REVIEW</b>	Status Change	Sep 18, 2020 10:43 AM CDT

[View All Status History](#)

### Supporting Documentation

This application currently has no supporting documentation.

### Programs

Employee Program	Education Program	Field of Study
<b>Tuition Assistance Program</b>	<b>Bachelor's Degree</b>	<b>Accounting</b>
	CEUs Earned	
	<b>No</b>	

### Education Provider

Name	Provider Code
<b>University of Phoenix</b>	<b>105516</b>
Address	
<b>Apollo Education Group Inc</b> <b>PO Box 52125</b> <b>Phoenix, AZ 85072</b>	

Managers will be able to view the intended program (undergrad/graduate degree), field of study/major, and number of required courses.

Managers can also review a team member's profile, look at their historical applications and review the course details in each application.



# Application Approval

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

## Courses and Expenses

Session Dates: Sep 14, 2022 - Dec 10, 2022  
Completion Date: Dec 10, 2023

COURSE	Side Course (SDE202)	Credits	Grade	Verified
		N/A	NA	N/A

[View More](#) Requested **\$1,000.00**

TOTALS	Requested
	<b>\$1,000.00</b>
	Total Benefit <b>\$1,000.00</b>

## Agreements

Signed: Robert Whitfield, Sep 09 2022  
Grants, Scholarships & Discounts: None \$0.00

[View More](#)

I acknowledge this employee is participating in the JHU Tuition Assistance Program

**Approve Application** Deny Application

Once you have reviewed the application, you will acknowledge that the employee is participating in the program, and **Approve** the application at the bottom of the screen.

If you deny the application, a reason for your denial is required. Please review the policy and indicate to the team member the basis for your decision.

\*Note\* Any comments provided will be displayed to the employee in the application.

No further action is required after you submit your approval or denial.








# History

## Application History

Filter Results

Team Member: Your Team Benefit Period: All

33 Applications Found [Download](#) Sort By: Application Number

 SAVED — NOT SUBMITTED	#7519196
Tuition Assistance Program	
 University of Phoenix Bachelor's Degree - Accounting	
<a href="#">View More</a>	Total \$0.00
 FORWARDED TO SUPERVISOR FOR REVIEW	#7511406
Tuition Assistance Program	
 University of Phoenix Bachelor's Degree - Accounting	
Sep 19, 2020 - Sep 30, 2020	
<a href="#">View More</a>	Total \$100.00
 APPEAL SUBMITTED FOR REVIEW	#7511380
Tuition Assistance Program	

**History** also provides you with details on your team member applications including pending approval, already approved, forwarded to a supervisor, paid, and etc.

You can search for your team member by clicking on the Team Member **filter drop-down** and selecting their name.

To review and approve an application, click on the **application number**.



# Contacting EdAssist

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If you have questions about your application, please use the following methods to contact Employee Services:

- **Live Chat:** For immediate assistance, access <https://JHU.edassist.com> and go to **Support Services**, then select **Get Live Help**.
  - Chat hours are between 9 am - 4 pm ET
- **Support Ticket:** Access <https://JHU.edassist.com> and go to **Support Services**, then select to **Create a Support Ticket**.