



# Tuition Grant Overview 2024

Presented by Benefits – WorkLife

Tamara Simmons Smith - Presenter



# AGENDA

- Tuition Grant Program
  - Employee and Dependent Eligibility
  - Required Documentation
  - Eligible Expenses & What is Covered
  - Application and Payment Process
- EdAssist User Experience
- Question & Answer Session



# Employee Eligibility

- **Who is eligible?**

- Full-time Faculty, Staff, Liuna Bargaining Unit Members and Retirees

- **Years of Service**

- Two (2) consecutive years of full-time service
  - Eligibility date must fall before 10/1/24 to qualify beginning with fall semester
  - Eligibility date must fall before 2/1/25 to qualify beginning with spring semester
- Two (2) years may be waived for employees who come to JHU directly from another employer within 30 days of the termination date, where they were eligible for a similar benefit

# Dependent Eligibility

## *Who is eligible?*

- Biological, Adopted, Step Children, Children of domestic partners and Children of Legal Guardianship
- Dependents born in the U.S., Canada or Mexico

## *Eligibility period*

- Dependents are eligible until the end of the year of their 26<sup>th</sup> birthday,
- Or, until they have received 8 semesters. Whichever is first

# Required Documentation

- ✓ Birth certificate
- ✓ Adoption papers for adopted children
- ✓ Legal Guardianship court documents
- ✓ Green Card, U.S. Passport, U.S. Visa or Certificate of Naturalization for dependents born outside the U.S., Canada or Mexico



# Tuition Grant: What's Covered?

50% of undergraduate full time tuition and ALL course related fees

- 100% when both parents work at JHU
- Up to Plan Maximum. Half of JHU's Undergraduate Freshman tuition

Covers Eight (8) Semesters

- Semesters do not have to be consecutive
- 12 for Trimester Schools

Mini Winter & Mini Summer

- Do not deduct from Eight Semester count
- Must have available balance

Study Abroad

- Study Abroad Certification may be required
- Payments are made to the school via direct payment

# Tuition Grant Eligible Fees

Fees are all mandatory course fees that are part of the invoicing received by the school

- The fee is charged to all students no matter what type of degree
- The fee does not fund debt or financial aid for other students
- The fee is not optional and cannot be refunded to the student
- The fee is not related to a specific course or degree
- The purpose of the fee can be defined by the institution
- Room and Board or other housing fees are ineligible.

# Tuition Grant: What isn't covered?

Institutions that do not offer degrees

Remedial Courses

Non Credit Courses

Part Time Courses

Graduate Level Course

Room and Board

Cooperative Programs that do not offer academic credits



# Financial Aid/Scholarship Support

If the student receives restricted financial support from other sources, the grant may be reduced. The total combined support cannot exceed 100% of the tuition and eligible fees.

Restricted Aid

- Support that can only be spent on tuition and fees

Non Restricted Aid

- Support that may be spent on all educational expenses such as housing or books

# Example of Restricted Aid

EXAMPLE #1		EXAMPLE #2	
One Employee is Eligible for the JHU tuition grant plan (50% Level) & the child receives “restricted financial support in addition to the JHU grant that is 50%		Two Employees are Eligible for the JHU tuition grant plan (100% Level) & the child receives “restricted financial support in addition to the JHU grant that is 100%	
Tuition and Eligible Fees per Semester	\$20,000	Tuition and Eligible Fees per Semester	\$20,000
Minus the Other “Restricted Financial Support received in addition to JHU Grant that is greater than 50%	\$15,000	Minus the Other “Restricted Financial Support received in addition to JHU Grant that is greater than 100%	\$1,000
JHU Grant Payment =	\$5,000	JHU Grant Payment =	\$19,000

# Tuition Grant Payments

- Payments will be made directly to the school within **5-7 business days** after the school sends their invoice
- Payments are tax free (except for dependents of domestic partners)
- International school payments will be made via immediate reimbursement to the employee's payroll, tax free



# Application and Payment Process

## **Current Students:**

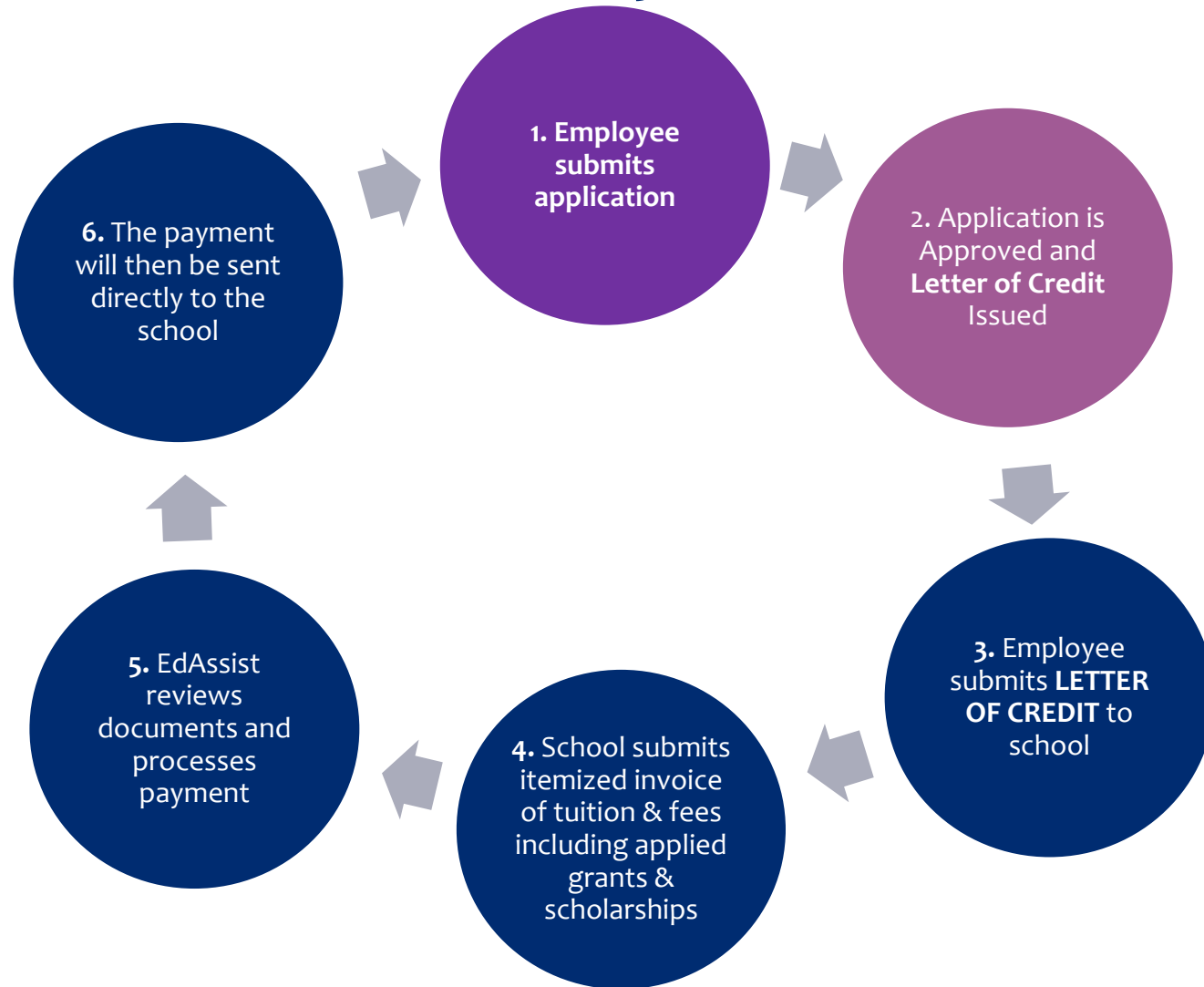
Are not required to provide eligibility documents

## **New Students:**

Employees will need to provide eligibility documents

Applications must be submitted each semester up to **90 days prior** to the term start date, but no more than 60 days after

# Application and Payment Process



# About the Letter of Credit (LOC)

## The LOC replaces the JHU GAN

1. EdAssist will send the employee an email that the LOC is ready
2. Employee will need to log into EdAssist to download the Letter of Credit
3. Employee will need to email the LOC to the school
4. The school will send an invoice to EdAssist
5. EdAssist pays the school directly within 5-7 business days
6. The LOC will reflect the amount entered but EdAssist will pay based on the bill.



Application Number: 12194808

**Educational Providers:** Please email invoices to [edprovider@edassist.com](mailto:edprovider@edassist.com). For invoice inquiries, call 1-888-734-2235.

### Letter of Credit Form

This Letter of Credit Form certifies that the Johns Hopkins University Plan 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:	Educational Provider: University of Michigan	Student Name: Dependent Name
Application Number: 121	Enrollment Period: 07/10/2024 - 08/10/2024	
Date Issued: 06/17/2024	Amount: \$100.00	
Expiration Date: 60 days after course end date	Approved Course(s): (Summer) Semesters(2)	

### 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 Johns Hopkins University 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 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:
------------------------	-------

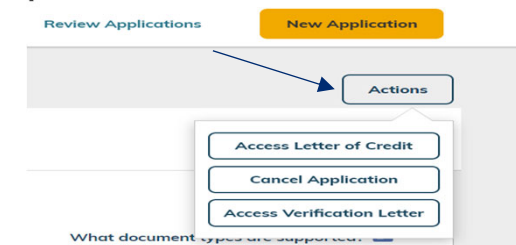
### Educational Provider Instructions

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.
- 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](mailto: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).**
- This Letter of Credit form is valid only for payment of 50% of eligible tuition and expenses. Payment of the remaining 50% of tuition and expenses is the responsibility of the participant. Please invoice the full 100% of all tuition and expenses. The program administrator, EdAssist, will then pay 50% of the invoiced amount, leaving the participant to pay the remaining 50%.
- 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 Johns Hopkins University 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 advise the student to request reimbursement through the traditional reimbursement program option.

# If the School does not take the LOC

- IF the school does not accept the letter of credit, follow the below steps:
  - Log into your EdAssist form and cancel the direct bill application.
    - To cancel, open your form by clicking the application number
    - Go to Actions and click cancel from the drop down and confirm.



- Once the application is canceled, submit a new form as reimbursement and upload the billing statement.
  - **Note:** Upload the official billing statement not a screen print of the online account. If obtaining from online, be sure to download the bill.

# Application and Payment Process

- International schools will be paid as immediate pay to employee's payroll tax free
- For applications received after 60 days from the start date, payments will be paid to employee's payroll tax free
- For schools that do not accept **Letter of Credit**, payments will be made as reimbursement to the employee's payroll tax free.
  - Proof of payment will not be required



# Expected Time Frames

- Submit applications up to 90 days prior to term start date, but no later than 60 days after.
- Applications will be approved by BSC within five business days.
- Once approved, the application is approved, the letter of credit is issued immediately via email and within the app portal
- Once the bill is received from the school, payment will be processed and sent to the school within 5-7 business days.
- For reimbursement, once the employee uploads the bill and it is approved, the grant will be paid in your paycheck within 1-2 pay cycles.

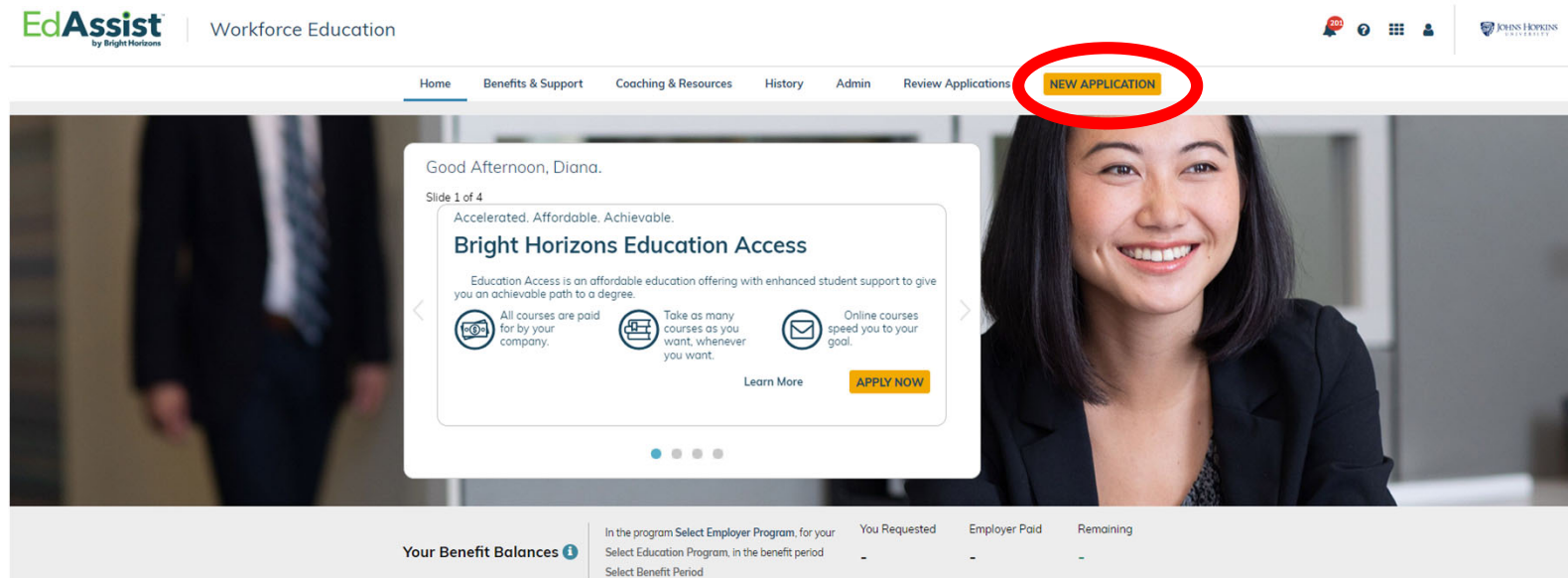
# Repayments: What you need to know

- If students fall below 12 credits, the employee is responsible for refunding the payment if it has already been made
- Participation will be suspended until full amount has been repaid or a repayment agreement has been signed

# Application Process

# EdAssist Application Process

- Log in from the Benefits and Worklife website
- Select New Application





- Select current dependent or add new dependent
- Select degree type
- Select Program – “Direct Pay” or Reimbursement


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

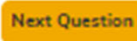
### Programs

\* = Required


 Who is this application for? \*

Dependent (Test Roopnarine) 




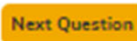


---


 What type of learning is this application for?

Education Program \*

Bachelor's Degree 














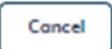
---


 What Employer Program would you like to use?

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

Please Make a Selection\*

- ☐ Bargaining Unit Undergrad – Direct Bill Program (Ineligible) 
- ☐ Bargaining Unit Undergrad – Reimbursement Program (Ineligible) 
- ☐ Bargaining Unit Grad – Reimbursement Program (Ineligible) 
- ☐ Tuition Remission at JHU (Ineligible) 
- ☒ JHU Tuition Grant for Children - Direct Pay 
- ☐ JHU Tuition Grant for Children - Reimbursement 
- ☐ JHU Grant Domestic Partner Children - Direct Pay 
- ☐ JHU Grant Domestic Partner Children Reimbursement 
- ☐ JHU Tuition Grant for Children - International 
- ☐ JHU Tuition Grant Domestic Partner - International 

 Program descriptions

# Select Education Provider

\* = Required



## Who is your Education Provider? \*

Students attending Johns Hopkins University: Once the application is approved, you must select a third party payer and upload the letter of credit in SIS Self-Service.

Selected Education Provider \*

None Selected

Address \*

-

Student ID (Optional)

222

3/15

Search

☐

Show only **Workforce Education Network** providers

[Learn About WEN](#)

☐

Show only **EdAssist Education Network** providers

[Learn About EEN](#)

**Note:** Do not check the boxes for **Education Network** or **EdAssist Education Network** providers.



1 Programs

2 Learning Providers

3 Expenses

4 Agreements

5 Review and Submit

\* = Required

Who is your Education Provider? \*

Selected Education Provider \*

Boston University

Address \*

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

Student ID (Optional)

Unknown

Search For A Provider

Continue

Cancel

© 2022 Bright Horizons Family Solutions LLC All Rights Reserved [Terms & Conditions](#) [Privacy Policy](#)

- If new dependent  
– use link to load  
dependent  
verification



- Completed  
session  
information  
(term, expense  
total)

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

### Courses and Expenses

\* = Required

#### Session Information

If this is the first semester your dependent is applying for under the program, you must confirm your dependents eligibility with JHU. Proof of dependent citizenship must be provided prior to receiving benefits under the Plan. Employees must submit the completed Tuition Grant Plan Application and a copy of the child's birth certificate (English translation). For children not born in the U.S., Canada or Mexico, one of the following documents must be submitted in addition to a birth certificate:

Green Card  
U. S. Visa  
U.S. Passport  
Certificate of Naturalization

Please upload your dependent documentation via the following secure link:  
If you do not claim your dependent on your taxes, please complete the following form and upload to the above link. <https://hr.jhu.edu/wp-content/uploads/2019/03/dependentexpenseform.pdf>

The benefit will be reported as taxable income to you through payroll once the payment is made to the school.

Academic Calendar \*  
Select
Term \*  
Select
Credits \*

Session Start Date \*  
MM/DD/YYYY
Session End Date \*  
MM/DD/YYYY
Student Status \*  
Select

Are you graduating or completing your education program with this session?  
Please Make a Selection\*

☐ Yes
☐ No

---

#### What are the total expenses for this session?

Total Expenses Amount \*

\$ Example: 100.00


Continue
Cancel

- Disclose any scholarships, grants, gifts, aid, and sign / acknowledge all participant agreements

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

## Agreements

\* = Required




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 may also share application information you provide with your (or your dependent's) educational institution to facilitate the processing 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 to 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 \*

#### 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 \*



# Review and submit your application

1 Programs

2 Learning Providers


3 Expenses

4 Agreements

5 Review and Submit

### Review and Submit Your Application

\* = Required



**Contact Information**


Edit

Address

Email

456 Work Address  
Baltimore, MD 21218  
US

tamssupport@edassist.com



**Programs**

Edit

Employee Program

Education Program

JHU Tuition Grant for Children - Direct Pay

Bachelor's Degree

Field of Study


Prior Education

Unknown

N/A

Student

Dependent (Test Roopnarine)



**Education Provider**

Edit

Name

Provider Code

Network School


University of Maryland College Park  
Campus

T75813

Yes

Address

7809 Regents Drive  
Room 1109 Lee Building  
College Park, MD 207425151



**Expenses**

Edit

Session Start Date

Session End Date

Academic Calendar

Aug 1, 2024

Dec 21, 2024

Fall

Term

Credits


Student Status

Quarters(4)

12

Full Time

TOTALS	Requested	\$15,000.00
	Approved	-
	Total Benefit	\$15,000.00



**Agreements**

Edit

Grants, Scholarships & Discounts

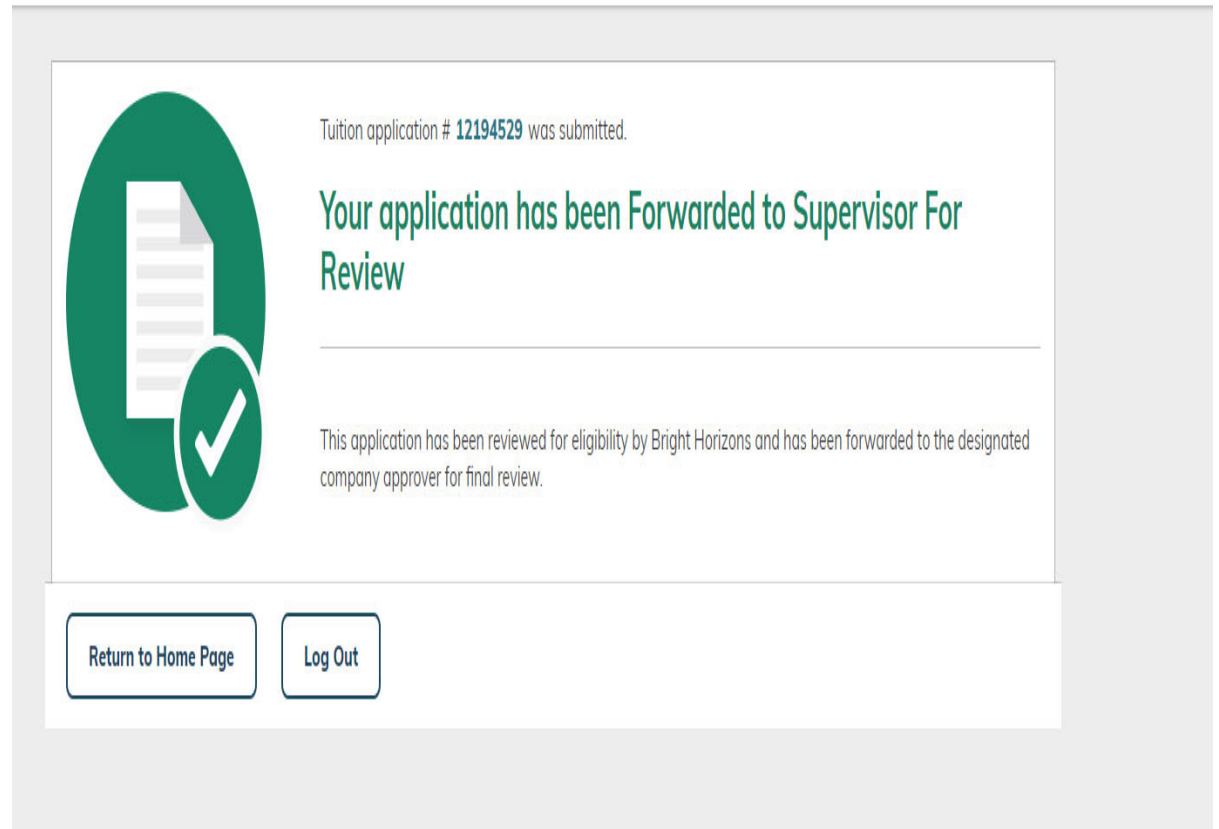
None \$0.00

Submit Application

Cancel

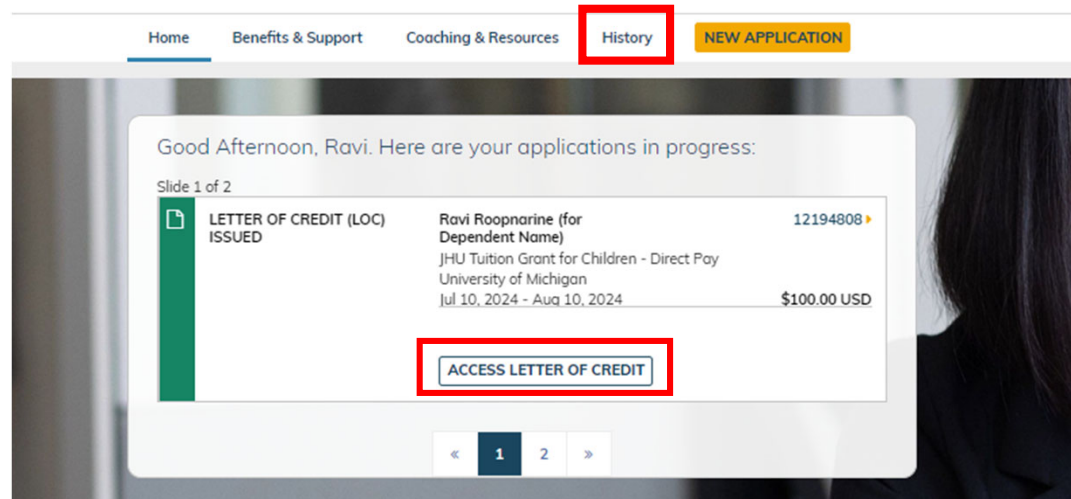
# Application approval process

- New dependent enrollments will be sent to the Benefits Service Center for review and approval
- EdAssist will review for general eligibility



# Application Status Updates

- You will receive email updates when your application is approved
- At anytime you can click into your history to check the status of your application and payment



# More Information



## Benefits & Worklife

At JHU, your benefits go far beyond health insurance and paid time off – and far beyond the workplace.

From health insurance to wellness programs to tuition assistance and more, our offerings are designed to help faculty and staff pursue productive and fulfilling professional and personal lives.

### Tuition Grant Benefit Changes

The JHU Tuition Grant benefit for employee dependents is transitioning to the EdAssist online portal for the 2024-2025 academic year. Register for the live webinar and see answers to frequently asked questions.

[Tuition Grant for Children](#)

### Navigate Your Health Care Benefits

Quantum Health is your personal team of nurses, benefits experts, and claims specialists. Contact Quantum Health care coordinators at 1-844-460-2803, available Monday through Friday from 8:30 a.m. to 10 p.m. for help navigating your health care needs.

[Quantum Health member portal](#)

[myChoices Health & Life Enrollment](#)

[Retirement Plans Enrollment](#)

[New Faculty, Staff, and LIUNA BU Members](#)

[Student & Learner Health Benefits](#)

Learn More About Your Benefits:



#### Health & Life

Get the details on our extensive offerings of health and life insurance options for you and your family.



#### Retirement Savings & Planning

Whether you're just entering the workforce, about to retire, or already enjoying your post-work years, JHU has a variety of plans and programs to help.



#### Time Off

View our holiday calendar, learn how sick and vacation days accrue, and get the details on our leave for new parents.



#### Family and Caregiving Programs

Check out our family-focused programs—from adoption assistance, to help finding and paying for child care and elder care, and more.



#### Well-Being Programs

Sign up for a Zumba class, or get help quitting smoking or losing weight. We can even help you boost your financial health.



#### Employee Assistance Program

Helps you through all of life's moments—from the most mundane to the most challenging.



#### Tuition Assistance

Learn more about tuition grants, reimbursement, and remission, which



#### Live Near Your Work

Thinking of buying a home in Baltimore City? Get a grant to help with your



#### Workshops & Webinars

Schedule a workshop or webinar for your next department event.



## HUMAN RESOURCES

[Working Here](#)

[Benefits & Worklife](#)

[Pay](#)

[Learn & Grow](#)

[Jobs @ JHU](#)

[Benefits & Worklife](#) | [Tuition Assistance](#)

## Tuition Support for Dependent Children

JHU offers generous tuition benefits – not just for you, but for your family as well. Dependent children of full-time faculty, staff and bargaining unit members may be eligible to receive a tuition grant applied towards the cost of full-time undergraduate studies, or your dependent may be eligible for part-time credit and non-credit courses offered through the continuing education unit of one of JHU's academic divisions.

To learn more about these programs, choose an option below:

[Tuition Grant Plan](#)

[Tuition Remission for Courses at JHU](#)

# Hr.jhu.edu/benefits-worklife

# Contact Us

- JHU Benefits - Worklife Service Center
- Phone 410-516-2000
  - Mon – Fri 8:30 am to 5:00 pm EST
- Email [benefits@jhu.edu](mailto:benefits@jhu.edu)
  - responds Mon – Fri 8:30 am to 5:00 pm EST

# Contact EdAssist

- Live Chat: 8am - 8pm ET (M-F)
  - Application questions
  - General site or policy questions
  - The live chat bubble can be found in the bottom right section of the page
- Submit a Support Ticket 24/7
  - General site or policy questions
- Add comments to your application
  - Application-specific questions





# Questions?



# Thank You

Be sure to sign of for future Benefit Insight Series of interest held every fourth Thursday of the month until September.

