



Tuition Grant Overview 2025

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 prior to the semester/term start date.
- Employees hired prior to 7/1/24 must satisfy two years of full time employment prior to 10/1 for fall semester and 2/1/ for spring.
- Eligibility date must fall before the semester start date to qualify.
- 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 26th birthday,
- Or, until they have received 8 semesters. Whichever is first
- If the school has trimesters it is 12 and 16 for schools with quarters.

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 if administered by the home school

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 Eligible Fees

Eligible Fees & Expenses

- Activity, Athletic/Recreation, Facility, Health Center, Registration, Student Government Association, Technology, Transportation, General (Includes graduation)

Excluded Fees and Expenses

- Accommodations, Airfare, Books, Course-related Fees, Equipment (Laptops, Sports Equipment, etc.), Excursions, Health or Other Insurance, Late Fees, Room and Board or Housing Fees

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 gift aid (scholarships or grants) from other sources, the grant may be reduced.

Gift Aid that
does not affect
payment

- Pell Grants, VA Grants, Housing Grants

Gift Aid that
affects
payment

- Scholarships and grants that do not have to be repaid

Example of Gift Aid Payments

EXAMPLE #1		EXAMPLE #2	
Employee is Eligible for the JHU tuition grant plan (50% Level) & the child receives gift aid that reduces the tuition grant		Employee is Eligible for the JHU tuition grant plan (50% Level) & the child receives gift aid that reduces the tuition grant	
Tuition and Eligible Fees per Semester	\$20,000	Tuition and Eligible Fees per Semester	\$20,000
Minus the Other Scholarships and Grants	\$15,000	Minus the Other Scholarships and Grants	\$1,000
JHU Grant Payment	\$5,000	JHU Grant Payment =	\$10,000

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:

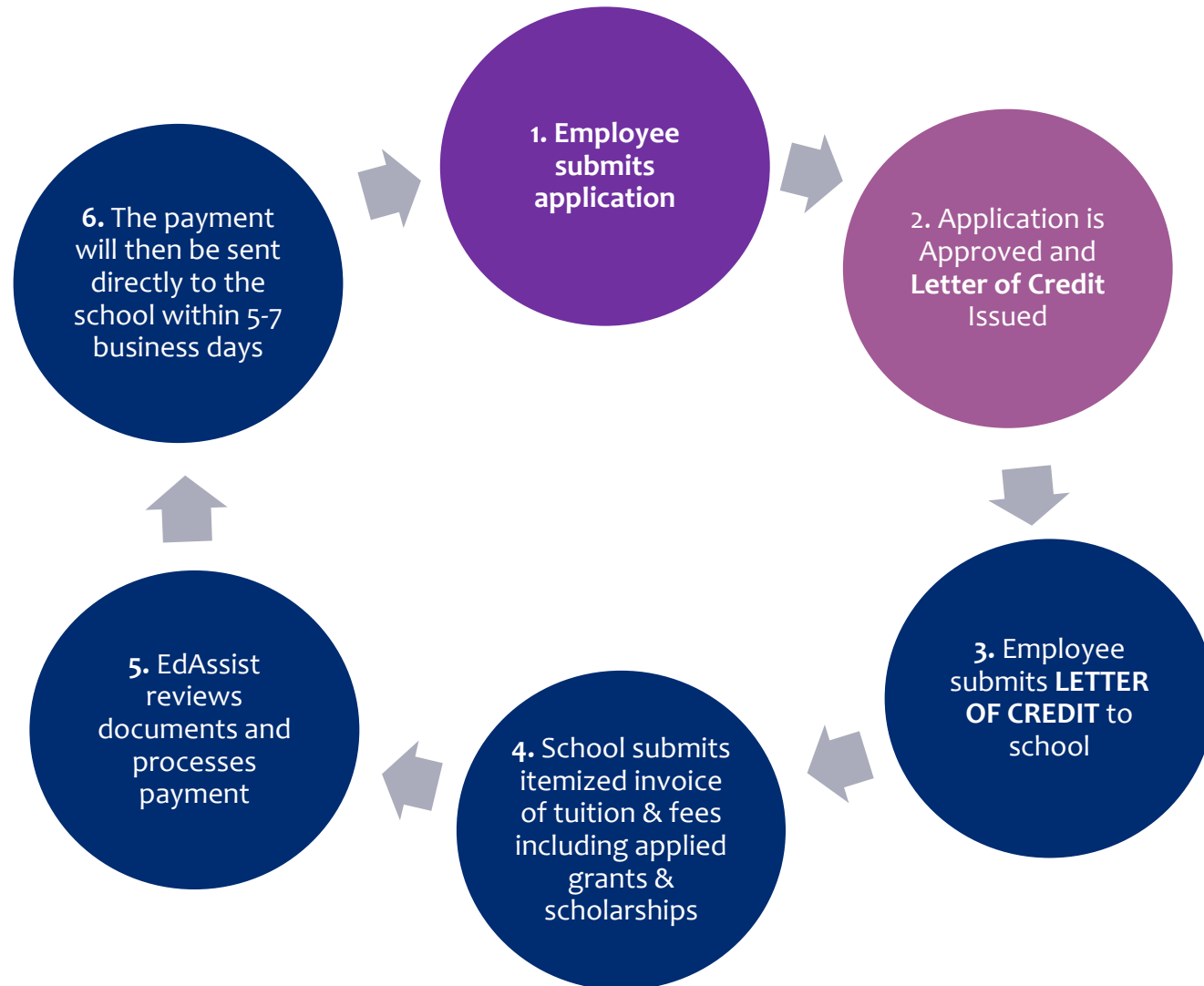
Are not required to provide eligibility documents

New Students:

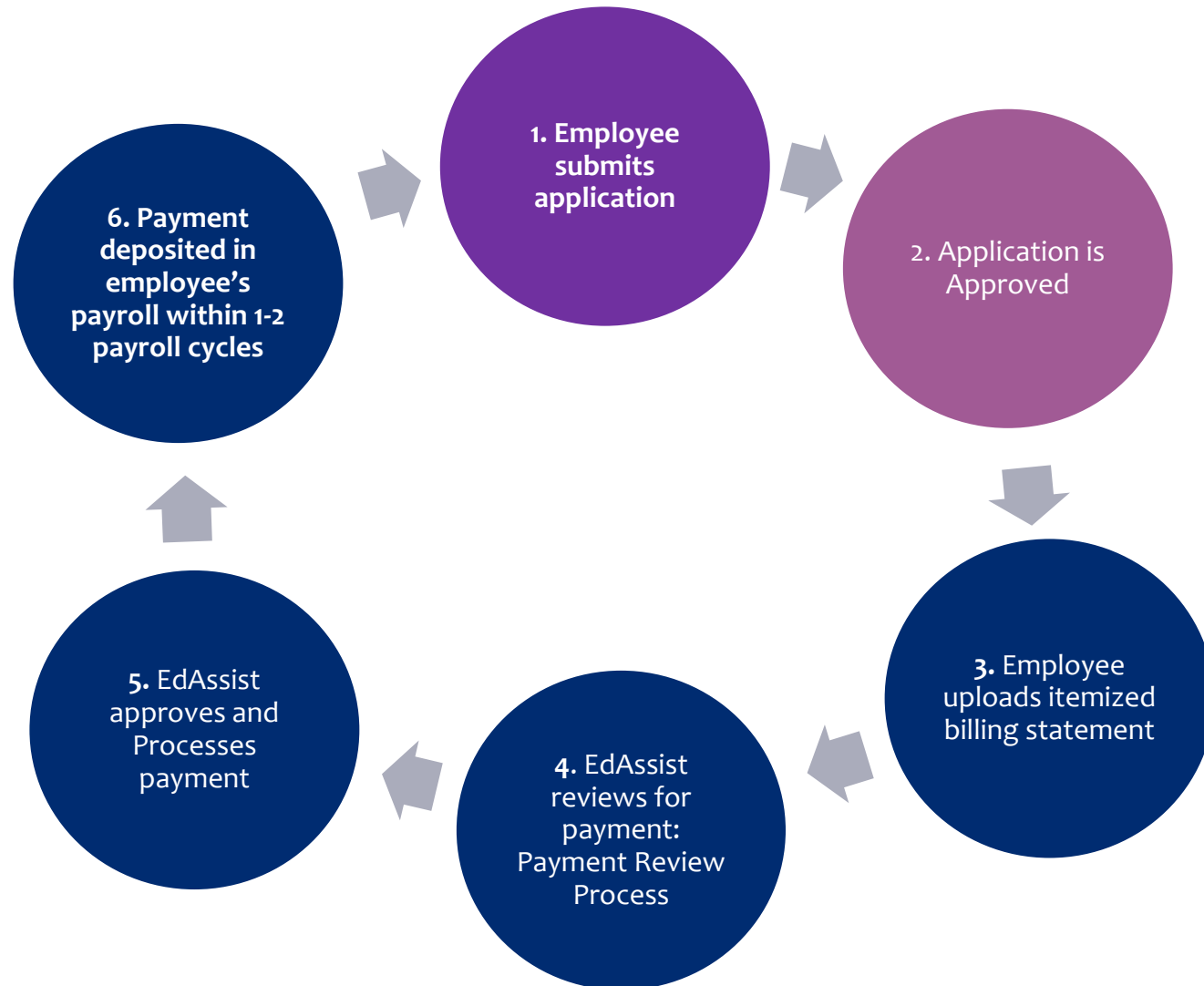
Employees will need to provide eligibility documents

Applications must be submitted each semester up to **60 days prior** to the term start date, but no more than **30 days after**

Application Process for Direct Payment



Application Process for Reimbursement



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. 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:
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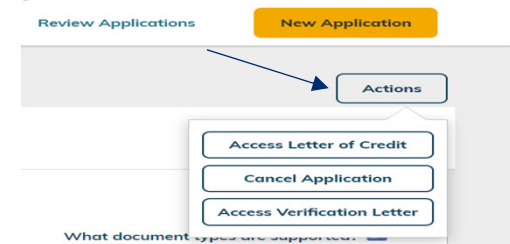
Educational Provider Instructions

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. 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 reimbursement to employee's payroll tax free
- For applications received after 30 days from the term 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 60 days prior to term start date, but no later than 30 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

EdAssist by Bright Horizons | Workforce Education

Home Benefits & Support Coaching & Resources History Admin Review Applications **NEW APPLICATION**

Good Afternoon, Diana.

Slide 1 of 4

Accelerated. Affordable. Achievable.

Bright Horizons Education Access

Education Access is an affordable education offering with enhanced student support to give you an achievable path to a degree.

- All courses are paid for by your company.
- Take as many courses as you want, whenever you want.
- Online courses speed you to your goal.

Learn More **APPLY NOW**

Your Benefit Balances

In the program	Select Employer Program, for your	You Requested	Employer Paid	Remaining
Select Education Program, in the benefit period		-	-	-
Select Benefit Period				

- 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) Add Dependent

Next Question

What type of learning is this application for?

Education Program *

Bachelor's Degree

Next Question

What Employer Program would you like to use?

If you are pursuing your courses using 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

Continue Cancel

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 *	Address *	Student ID (Optional)
None Selected	-	<input type="text" value="222"/>

3/15

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

Search

<input type="checkbox"/> Show only Workforce Education Network providers Learn About WEN	<input type="checkbox"/> Show only EdAssist Education Network providers Learn About EEN
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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)
Boston University	Student Acctg Svcs, Agency Billing 881 Commonwealth Ave Boston, MA 022151390	<input type="text" value="Unknown"/>

[Search For A Provider](#)

[Continue](#) [Cancel](#)

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- If new dependent – use link to load dependent verification
- Completed session information (Enter Anticipated 50% payment, not total charges)



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 * Term * Credits *

Session Start Date * Session End Date * Student Status *

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 *

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

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: 456 Work Address, Baltimore, MD 21218, US
Email: tamssupport@edassist.com

Programs [Edit](#)

Employee Program: JHU Tuition Grant for Children - Direct Pay
Education Program: Bachelor's Degree
Field of Study: Unknown
Prior Education: N/A
Student: Dependent (Test Roopnarine)

Education Provider [Edit](#)

Name: University of Maryland College Park Campus
Provider Code: T75813
Network School: Yes
Address: 7809 Regents Drive, Room 1109 Lee Building, College Park, MD 207425151

Expenses [Edit](#)

Session Start Date: Aug 1, 2024
Session End Date: Dec 21, 2024
Academic Calendar: Fall
Term: Quarters(4)
Credits: 12
Student Status: Full Time

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

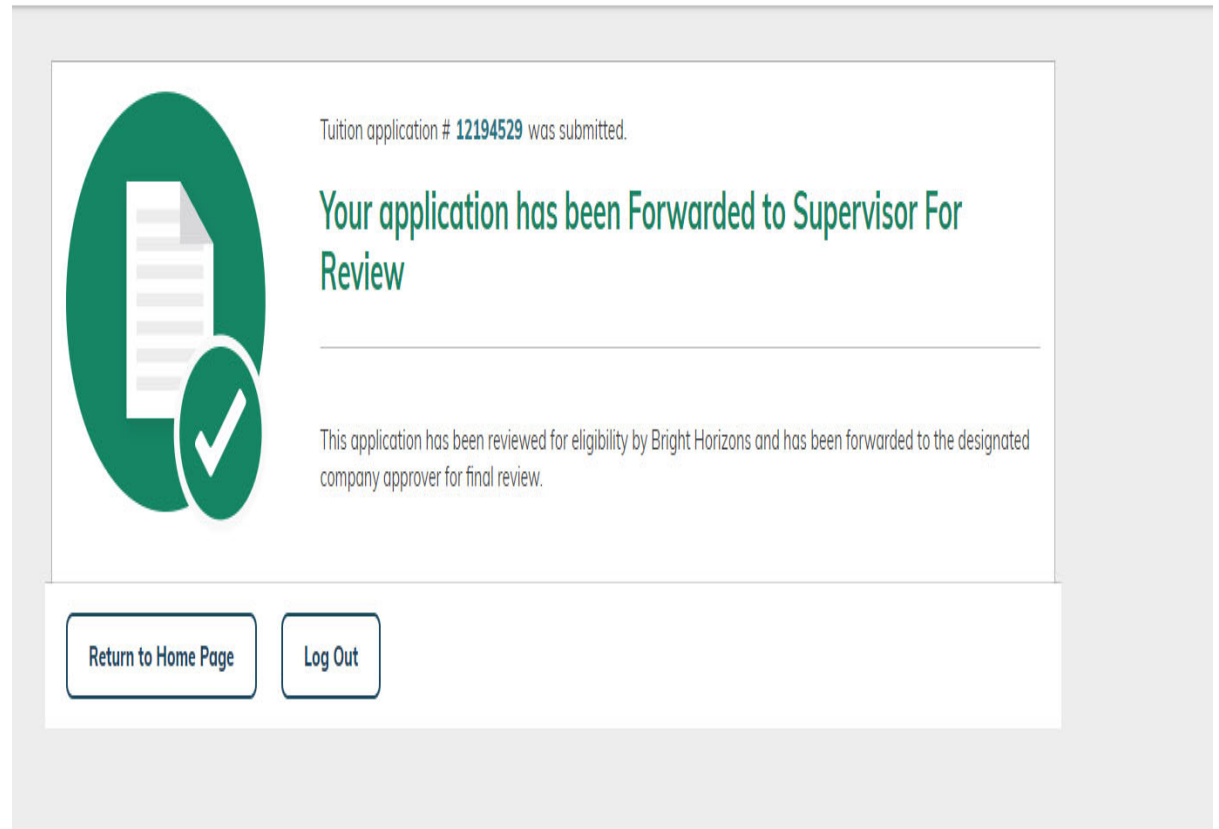
Agreements [Edit](#)

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



Tuition application # **12194529** was submitted.

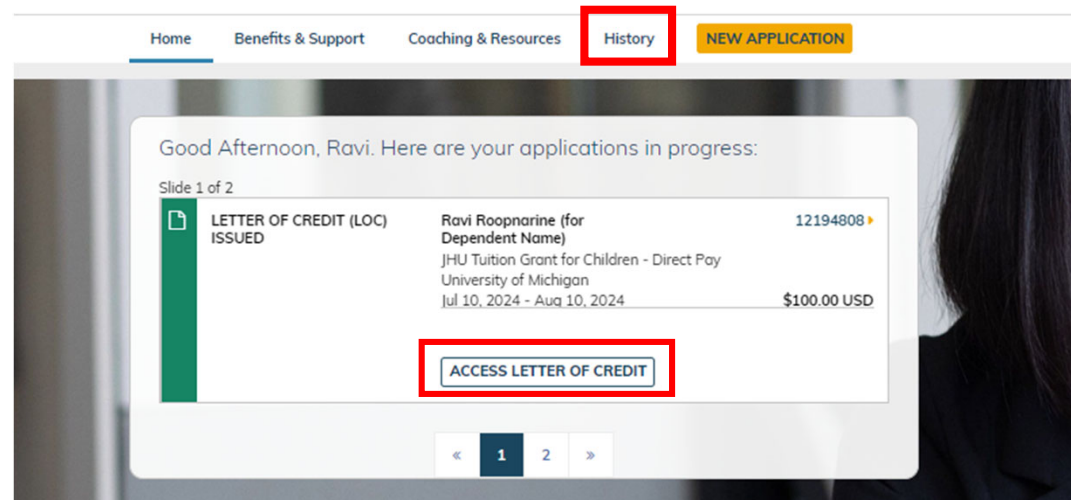
Your application has been Forwarded to Supervisor For Review

This application has been reviewed for eligibility by Bright Horizons and has been forwarded to the designated company approver for final review.


[Return to Home Page](#) [Log Out](#)

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



The screenshot displays a web application interface with a navigation bar at the top. The navigation bar includes links for 'Home', 'Benefits & Support', 'Coaching & Resources', 'History', and a yellow 'NEW APPLICATION' button. The 'History' link is highlighted with a red box. Below the navigation bar, a message reads 'Good Afternoon, Ravi. Here are your applications in progress:'. Below this message, a slide indicator shows 'Slide 1 of 2'. The main content area displays a table with the following information:

	LETTER OF CREDIT (LOC) ISSUED	Ravi Roopnarine (for Dependent Name)	12194808
		JHU Tuition Grant for Children - Direct Pay	
		University of Michigan	
		Jul 10, 2024 - Aug 10, 2024	\$100.00 USD

Below the table, a button labeled 'ACCESS LETTER OF CREDIT' is highlighted with a red box. At the bottom of the slide, there are navigation arrows and the numbers '1' and '2'.

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

[Home](#) | [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

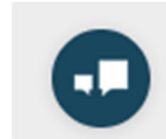
Contact Us

JHU Benefits Service Center

- Phone 410-516-2000
 - Mon – Fri 8:30 am to 5:00 pm EST
- Email 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





Thank You

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

