



Frequently Asked Questions (FAQ) Regarding the Transition of JHU Tuition Grant Benefit

All other aspects of the program remain the same. Please see the current [FAQ](#) for additional information.

1. Why is JHU making this change?

Based on feedback received from Faculty and Staff regarding the current process, JHU reviewed the education benefits administration landscape to determine if a better solution was available. Upon evaluation, EdAssist, our current tuition administrator for employees was selected as the provider for the dependent grant program as well.

2. My child is taking a course over the summer or I haven't applied for the spring 2024 semester yet. Where should I apply?

Apply as soon as possible through the current process [here](#). After May 24, the current application will no longer be available and you will need to wait to apply through EdAssist in July. Due to the transition of records from the current system to EdAssist, no grant payments will be made after June 5.

3. When can I apply for the Fall 2024 semester?

Starting in July 2024, you will apply through the EdAssist portal via SSO provided on the JHU Benefits website. Additional communication will be provided when the website is live with a link to apply.

4. What information will I need in order to apply through EdAssist?

The following information about the dependent's education will be required on the application: the degree, education provider/school, Student ID, the term type, the session start and end dates, the total amount of tuition and fees, the total amount of other grants/scholarships.

- Applications may be submitted up to 60 days prior to the terms start date but no more than 60 days after the term start date. If you apply after the semester start date, the payment once approved will be made to you via payroll not to your dependent's school.
- Only one application may be submitted for each dependent per academic term.
- Only one application for each dependent may be in an open/not paid status at a time.

All current dependents in the program will be pre-loaded into EdAssist so proof of dependent citizenship will not be required. New dependents to the program may be required to provide additional documentation. See "Dependent Eligibility" rules [here](#) for more information.

5. What to do if both parents are employed by JHU?

Each parent is eligible if both are full-time members of the faculty, staff, or Bargaining Unit and have completed two consecutive years of employment with the University. Parents who are both JHU employees will need to apply *individually* through the EdAssist portal for each eligible dependent to receive the benefit at 100% each semester.

6. Will I have to apply each semester for each dependent in the program?

Yes, an application must be completed for each semester for each dependent in order to receive the benefit for each semester.

7. When will payment be made to my dependent's school?

Upon application approval, you will be issued a letter of credit by EdAssist to be submitted to the dependent's school as a payment voucher. The school will submit proof of full-time enrollment, an itemized invoice of tuition and fees, and applied grants and scholarships to EdAssist. Once received, EdAssist will review documentation and process payment for 50% of the eligible tuition and fees up to the maximum annual benefit amount. The eligible payment amount will be sent by EdAssist directly to the dependent's school. The employee and/or dependent are responsible for making payment to the school for any tuition and fees not paid under the plan. You can check the status of your application at any time on the EdAssist portal.

Please note: If you apply after the semester start date, the payment, once approved will be made to you via payroll not to your dependent's school. You will need to make payment in full to your dependent's school.

8. If my dependent is attending the same school as last semester and there are no changes, what action must be taken?

You will need to submit a new application for each dependent utilizing the benefit through EdAssist starting in July.

9. My dependent is switching schools for the fall semester, how do I make that update?

Since applications need to be submitted each term, you will apply with the new schools' information with EdAssist once their website is live in July.

10. My dependent took a semester or two off but will be attending college in the fall. What do I need to do?

Since applications need to be submitted each term, you will apply with EdAssist once their website is live in July.

11. What colleges and universities are covered?

The school must be an accredited, degree-granting college or University. EdAssist will validate the colleges' accreditation.

12. How will I apply for a waiver of the two-year employment requirement?

Waiver requests will be handled by EdAssist via an appeals process. Apply through EdAssist even if you aren't eligible. You will receive a denial and will need to appeal the denial with the proof of prior eligibility from your previous employer. See a sample of the waiver letter you will need to submit [here](#).

The two-year employment requirement will be waived for full-time employees who come directly to Johns Hopkins University within 30 days from an employer where they were previously eligible for a similar dependent education benefit and can provide proof of eligibility from the prior employer. Waivers submitted for new faculty will be reviewed on a semester basis.

13. What portion does JHU pay for my dependent's education?

The program pays for 50% of each dependent child's full-time, undergraduate tuition and eligible fees*, up to a maximum of one-half of Johns Hopkins University's freshman undergraduate tuition. For the 2024-2025 academic year, the university's freshman undergraduate tuition is \$64,730. Payment is limited to four years of full-time, undergraduate study per dependent child at any accredited, degree-granting institution. The plan provides for one undergraduate degree per eligible dependent.

14. Is there a grade requirement?

No.

15. What costs are covered?

Fifty percent of tuition and eligible fees, up to one-half of Johns Hopkins University's freshman undergraduate tuition, are covered for each eligible employee. 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 they are pursuing.
- 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 not eligible.

16. Are study-abroad programs covered?

Study abroad programs are covered for degree-required courses and direct payment will be made to the school.

17. Are international schools covered?

Yes, but EdAssist is unable to make payments directly to international schools. Instead, you will receive the tuition grant payment directly via your paycheck once your application and all necessary information has been provided. [continued on next page]

When applying, you should choose the **Immediate Reimbursement Program for International Schools** option. Upon application approval, but within 60 days of the term end date, you may request immediate reimbursement by uploading proof of full-time enrollment, an itemized invoice of tuition and fees, and any applied grants or scholarships to the tuition application. All documents must be in English, and all invoices must be in US Dollars. EdAssist will review documentation and process reimbursement for 50% of the eligible tuition and fees up to the maximum annual benefit amount. Immediate reimbursement will be made via JHU payroll and is not taxable. The employee and/or dependent are responsible for making payment to the school for any tuition and fees.

18. If my child's registration drops to fewer than 12 credits or they withdraw before the end of the term, what happens?

The child is no longer eligible to participate in the plan (unless he/she is in their final semester prior to graduating and needs fewer than 12 credits), and the grant payment (if made) must be refunded to Johns Hopkins University. Participation in the program is suspended until the monies are repaid or a repayment agreement is signed.

19. My dependent has an Office of Institutional Equity (OIE) exception. Do I need to resubmit that documentation?

No, additional documentation on your OIE exception will not be needed. That information will transition to EdAssist.

20. When can the college expect to receive payment?

As soon as administratively possible once an application is submitted and approved by EdAssist and the school provides all the required information as outlined in the question above. This applies only to US domestic schools. For international schools, please see #17.

21. I have an invoice from my child's school. Can a payment be made based on that?

No, payment will not be made based on an invoice provided by the employee. If the school will not accept a letter of credit or the semester has already started, you will receive reimbursement via payroll.

22. Does Johns Hopkins University guarantee parents it will meet the colleges/universities payment due dates?

EdAssist will process payments as soon as applications are approved and the school provides all the necessary information which should be within the school's deadlines. The employee and/or dependent are responsible for making payment to the school for any tuition and fees not paid under the plan.

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23. What should I do if I do not see a credit for Johns Hopkins University's payment on my child's account and the college's payment due date has passed?

If you've already provided the letter of credit to the school, check the EdAssist dashboard to review the status of your application. EdAssist dedicated support for JHU employees can be via email and direct chat through the EdAssist Contact Center available on the portal.

Please contact the Benefits Service Center at 410-516-2000 or by e-mail at benefits@jhu.edu if you have any questions regarding the transition.