

# The Education Fund

*Empowering potential.*

SEIU-UHW & JOINT EMPLOYER EDUCATION FUND

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## Tuition Support Application Details and FAQs

In addition to the eligibility information described on the [Tuition Support page](#), please review the following details about required documentation, meeting your career counselor, submitting for reimbursement, and an FAQ with further information.

### Step 1: Apply and Submit Required Documentation

As part of the online [Tuition Support application](#), there are several key pieces of documentation that must accompany your application: Verification of Program Enrollment, proof of first payment, and proof of school accreditation. If you are an on-call/per diem employee you must also provide documentation of your hours worked over the past six months\*.

#### **Verification of Program Enrollment**

Verification of your program start and completion dates must match what you put on the application. **You must submit one of the following:**

- A letter from your educational institution **OR**
- A copy of the signed enrollment agreement or contract from your educational institution **OR**
- A degree audit showing the start date and the completion date of your program.

The verification document must include:

- Your name
- School name
- Program you are completing
- Start date – the date you started your program
- End date\*\*

#### **Verification of First Payment**

In order to apply for Tuition Reimbursement you must submit a receipt showing you have already made at least one payment to your program. This payment can be directly to your school (enrollment fee, tuition payment, etc.) or for official textbooks for your program.

The verification document must include:

- The name of the school or textbook company
- Date
- Itemized description of payment

Third party billing receipts (such as from student loan servicing companies, etc.) do not count.

#### **Verification of School Accreditation**

Tuition Support is only available to members attending an accredited educational institute. The easiest way to find this information is to Google search your school name + the word “accreditation”.

The verification document must include:

- The name of the accrediting agency
- That your school is accredited

**You must upload these three documents when completing the online application.** Documents that are faxed to the Education Fund will not be accepted and your application will not be considered. Incomplete applications (missing the school verification document, payment verification document, school accreditation document, or those not completely filled out) will also not be considered. No paper applications are available nor will they be accepted.

\*On-Call / Per diem employees must have worked a minimum of two shifts per month for the previous six months, and submit supporting pay stubs. Those who have worked fewer than the required minimum are only eligible if their program is less than 40 hours.

\*\*Determining your correct end date is very important. ALL reimbursements must be made no later than 30 days after your program ends. Some programs require a clinical rotation, externship, etc. that takes place AFTER your education program ends. You may include this in your end date if it has a set start and end date at the time of your application. If your clinical, externship, etc. does NOT have a set start and end date at the time of your application (ie “must complete 400 hours within 6 months of completing course”) then you CANNOT include this as your end date. In these cases, the program end date is the date the primary education program ends.

## Step 2: Application Status

All applicants will receive a Provisionally Accepted email or Denied email within 10 business days of submitting their application.

Provisionally accepted applicants are required to:

- Review the Tuition Support Orientation PowerPoint
- Review the Tuition Support Handbook
- Submit additional documents as requested.

## Step 3: Meet Your Career Counselor

Once you have completed Step 2, you must meet (via telephone) with your assigned Education Fund Career Counselor. After this meeting, you will receive an “Officially Accepted” email. At this point you are officially accepted into Tuition Support. Your Career Counselor will provide you with an official reimbursement form and you can begin submitting for reimbursement. Please note that failure to schedule your “Meet Your Counselor” session will result in your application being disqualified.

## Step 4: Submitting for Reimbursement

The Education Fund encourages you to submit for reimbursement as early as possible. **There are also three very important submission deadlines that you must adhere to. READ THIS CAREFULLY.**

1. You must make your first reimbursement submission no later than 30 days after you are officially accepted into Tuition Support. Failure to do so will result in your being ineligible to make any further requests.
2. You must request reimbursement for any expenses incurred BEFORE you were officially accepted into Tuition Support no later than 30 days after you are officially accepted. Failure to do so will make these expenses ineligible for reimbursement.
3. You must request reimbursement for any expenses incurred AFTER you were officially accepted into Tuition Support in the same calendar year as they were incurred. Failure to do so will make these expenses ineligible for reimbursement.

4. You must submit ALL final requests for reimbursement no later than 30 days after your program completion date. Failure to do so will make these expenses ineligible.
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## Tuition Support FAQs

### **Can my application be denied?**

Yes. Here are some (but not all) of the reasons you may be denied:

- You are not an eligible employee (see the eligibility criteria information on the [Tuition Support webpage](#)).
- Your program is not accredited by the appropriate state or national accrediting agency or organization.
- Your program is self-paced (no set start and end date).
- Your academic/training program will not lead to a position that is currently employed at your employer.
- You aren't currently attending classes at the time of application.
- Your program will not end by the date required for your application period.
- You have used Tuition Support for another program in past 15 months.

### **I was denied, can I reapply?**

If you were denied due to a reason that has changed you are welcome to apply again. Please note you will have to submit a new online application.

### **Is there a limit on how much I can be paid through Tuition Support?**

Yes, there a \$5250 maximum allowance for eligible expenses.

### **What happens if I use my full allowance before my program ends?**

You are still enrolled in the program and must complete the program according to Tuition Support policy. This includes maintaining contact with your Education Fund Career Counselor and providing proof of completion from your program.

### **I have some additional questions regarding Tuition Support. Who can I contact?**

Please call 888-872-4606 for more information.