The Education Fund

Empowering potential.

SEIU-UHW & JOINT EMPLOYER EDUCATION FUND

Tuition Support Application Details and FAQs

This document concerns important information about how the Tuition Support Program works, including the necessary steps to receive payments, what to expect when submitting required documents, and the role your Career Counselor makes toward your success. There is also a thorough FAQ that may contain the answers to your questions.

Step 1: Meet your Counselor

To apply for this program, you must first schedule an appointment with your Education Fund Counselor. To do this, you will need to:

- Log in or register for MyEdFund, our secure member portal.
- Under the "Home" section you will have an option to schedule an appointment.
- Select "Schedule Appointment" and follow the prompts until you have successfully selected a date and time.

For help with the MyEdfund portal please visit the MyEdFund Member Portal website.

Step 2: Apply and Submit Required Documentation

After completing your Meet your Counselor Appointment, the option to apply for Tuition Support will appear under the "Available Programs" within MyEdFund portal.

- Click on "Apply" under Tuition Support to start.
- As part of the application, there are several key pieces of documentation that must accompany your application:
  - Verification of Program Enrollment
  - Proof of first payment
  - 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 end date 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".

Please note: If your school does not appear in the dropdown menu of the application you will be required to list the school and provide Verification of School Accreditation. The verification document must include:
- The name of the accrediting agency
- That your school is accredited

If your school appears in the dropdown menu of the application, you are not required to submit Verification of School Accreditation

You must upload these 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.

*Verification of School Accreditation is only required when your school does not appear in the dropdown menu of the application. If this is the case, you will be required to list the school and provide documentation of School Accreditation. The documentation must include the name of the accrediting agency and that your school is accredited.

**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. To submit paystubs, log in to your MyEdFund. Under "My Profile", you will find the "My Documents" section. Please use this feature to upload your paystubs and to avoid delays in processing your request.

***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. do NOT have a set start and end date at the time of your application (i.e. "must complete 400 hours within 6 months of completing the course") then you CAN NOT include this as your end date. In these cases, the program end date is the date the primary education program ends.

Step 3: Acceptance into Tuition Support

All applicants will receive an Acceptance or Denial email within 10 – 14 business days of submitting their application. If admitted into Tuition Support, your acceptance email will include documents that you need to review:
- Tuition Support Orientation PowerPoint
- Tuition Support Student Handbook
- Tuition Support Reimbursement Form

In addition, you may be required to submit additional documents as requested.

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. Your first reimbursement submission cannot be later than **30 days** after you are officially accepted into Tuition Support. Failure to do so could result in you being ineligible to make any further requests.

2. Do you have reimbursement requests for expenses that you incurred BEFORE you were officially accepted into Tuition Support?
   - Submission cannot be made later than **30 days** after you are officially accepted.

3. Do you have a reimbursement request for expenses incurred AFTER you were officially accepted into Tuition Support?
   - Submit the request in the same calendar year as they were incurred.

4. Final requests for reimbursement cannot be made later than **30 days** after your program completion date.

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 at your employer.
- Your academic/ training program will not lead to a position that exists within healthcare.
- Your academic/training program will not lead to a bargaining unit position.
- You aren't attending classes at the time of application.
- Your program will not end by the date required for your application period (December 31, 2023).
- You have used Tuition Support for another program in the 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, eligible members can get reimbursed for up to $5,250 per program, per year, for a maximum of one year.

Am I eligible to receive reimbursement through Tuition Support for more than one year?
No. Beginning August 1, 2022, Tuition Support will offer no more than $5,250 in a calendar year, per training program, leading to a degree or certificate.
- **Is this a recent change? Yes.** We have experienced unprecedented growth both in the number of learners we support and the number of programs we offer. For more information about other programs and services, talk with a Career Counselor to learn more about what is available.

What happens if I use my full allowance before my program ends?
That's not a problem. However, you are required to maintain contact with your Education Fund Career Counselor and provide proof of completion from your program. This helps us to track the value of the Tuition Support program.

I have some additional questions regarding Tuition Support. Who can I contact?
Please call 888-872-4606 for more information.