

# The Education Fund

*Empowering potential.*

SEIU-UHW & JOINT EMPLOYER EDUCATION FUND

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## Tuition Support Application Details and FAQs

To apply for the Tuition Support program, applicants are required to:

- Meet with an Education Fund Career Counselor to determine eligibility for the program and get access to the online application
- Submit specific documents when completing the online application

We strongly encourage applicants to have the required documents available when meeting with their career counselor. Your counselor will be able to review the documents with you to ensure that they meet the application requirements. These documents include:

- Verification of Program Enrollment (including program start and end date)
- Proof of first payment
- Proof of school accreditation (if required)
- If you are an on-call/per diem employee you must also provide documentation of your hours worked over the past six months
  - 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

### **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 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. **Application fees are not considered a payment to the school.** 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
- Your name
- Date of payment
- Itemized description of payment

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

## Step 1: Meet Your Career Counselor (MYC) Appointment

In order to apply for the Tuition Support Program, you must schedule an appointment with your Education Fund Career Counselor. During this appointment the counselor will discuss with you your education and career goals, explain the application process and review the Tuition Support program's policies and procedures.

- Log in or register for [MyEdFund](#), our secure member portal.
- On the "Welcome" section of your portal select "Schedule Appointment"
- Follow the prompts until you have successfully selected a date and time
- Appointments are conducted via telephone

During this appointment the counselor will discuss with you your education and career goals, explain the application process and review the Tuition Support program's policies and procedures.

For help with the MyEdFund portal please visit the [MyEdFund Member Portal](#) webpage

## Step 2: Apply and Submit Required Documentation

After completing your Meet your Counselor Appointment to apply for the Tuition Support application, you will need to log into your MyEdFund portal. Follow the steps below:

- The Tuition Support option will appear under the "Available Programs" on the "Welcome" page of your [MyEdFund portal](#).
- Click on "Apply" under Tuition Support to open the application
- You **must** have the required documents ready when you start the application:
  - **Verification of Program Enrollment (including program start and end date)**
  - **Proof of first payment**
  - **Proof of school accreditation (if required)**
  - **If you are an on-call/per diem employee you must also provide documentation of your hours worked over the past six months.**
- When answering the question regarding your end date determining your correct end date is very important. Please note the following:
  - 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

**You must answer all questions and upload all required documents when completing the online application. Please note the following:**

- Incomplete applications (missing the school verification document, payment verification document, school accreditation document, or those not completely filled out) will not be considered
- Documents that are faxed to the Education Fund will not be accepted and your application will not be considered.
- No paper applications are available nor will they be accepted.

## **Verification of School Accreditation**

Tuition Support is only available to members attending an accredited educational institute. While completing the application you will be asked to verify your school's accreditation. The question regarding verification contacts a drop-down menu. **If your school appears in the dropdown menu of the application, you are not required to submit Verification of School 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

The easiest way to find this information is to Google search your school name + the word "accreditation".

**IMPORTANT:** All applicants will receive an Acceptance or Denial email within 10 – 14 business days of submitting their application.

## **Step 3: Acceptance into Tuition Support**

If admitted into Tuition Support the Acceptance email has instructions regarding your participation in the program. The following documents are located in the Tuition Support Live Binder - a link to the Live Binder will be included in the acceptance email:

- Tuition Support Orientation PowerPoint
- Tuition Support Student Handbook
- Reimbursement Documents which include:
  - Request for Reimbursement form and sample completed form
  - Tuition Support Checklist
  - Direct Deposit form

**IMPORTANT: You are responsible for reviewing all the information in both the Student Handbook and the PowerPoint Orientation**

## **Step 4: Submitting for Reimbursement**

Download the following Reimbursement Documents (located in the Live Binder):

- Request for Reimbursement form and sample completed form
- Tuition Support Checklist
- Direct Deposit form

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

1. Your first reimbursement submission must be submitted immediately but no 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. You can submit reimbursement requests for expenses that you incurred BEFORE you were officially accepted into Tuition Support. Requests must be submitted **no later than 30 days** after you are officially accepted.
3. You can submit reimbursement requests for expenses incurred AFTER you were officially accepted into Tuition Support.
4. Submit the request in the same calendar year as they were incurred. Final requests for reimbursement cannot be made later than 30 days after your program completion.

Complete instructions on how to submit your request for reimbursement can be found in your Student Handbook, the Orientation PowerPoint and the Tuition Support Checklist. It is your responsibility to read these documents, follow all directions and meet all deadlines when submitting your request.

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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.
- 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 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 since you submitted your first application, 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, the maximum reimbursed is \$5,250 (depending on program costs) per program (not per year).

## When will I receive my reimbursement?

If you submit all required documents correctly, you will receive a confirmation email. Appropriately eight (8) weeks after receiving the email you will receive your reimbursement.

## What is covered by the Tuition Support Program?

The following are allowable covered expenses:

- Tuition
- Required student fees
- Textbook
- License or certification exam

## What isn't covered by the Tuition Support Program?

- Uniforms and shoes
- Travel expenses and lodging costs
- Stethoscopes
- Watches
- Computers/Laptops
- Supplies including notebooks, pens, pencils, etc.

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

You are still enrolled in the Tuition Support 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. 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.