The Education Fund
Empowering potential.

SEIU-UHW & JOINT EMPLOYER EDUCATION FUND

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 required documents when completing the online application.**

Meet Your Career Counselor (MYC) Appointment

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 your education and career goals, explain the application process and review the Tuition Support program's policies and procedures.

To schedule an appointment, you will need to:
- Log in or register for MyEdFund, our secure member portal.
- Once logged in, Select "**schedule appointment**" box underneath your assigned Ed Fund Counselors name and email.
- Select an available date and time that works best for your schedule
- After the Meet Your Career Counselor appointment, you will receive an email from your Counselor with details on how to access the Tuition Support application.
- We encourage you to apply as soon as possible after your counseling appointment

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

We strongly encourage applicants to have the required documents (as listed below) 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 and ensure a smooth application process.

Required Documentation

1. **Verification of Program Enrollment**
2. **Verification of Payment**
3. **Verification of School Accreditation (if required)**

1. **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 completion date of your program

   The verification of enrollment document must include:
   - Your name
   - School name
   - Program you are completing

- Start date – the date you started your program
- End date (including externships, internships, and clinical dates)
- Document must include start/end dates in MM/DD/YYYY format

2. 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 made directly to your school (enrollment fee, tuition payment, etc.) or for official textbooks for your program.

The payment 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.

3. Verification of School Accreditation

Tuition Support is only available to members attending an **accredited** educational institution.

- While completing the application you will be asked to verify your school's accreditation.
- The question regarding verification contains a drop-down menu.
  - If your school appears in the dropdown menu of the application, select your school and move on to the next question.
  - If your school is on the list you are not required to submit a 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

On Call/Per Diem/Short Hour Employees:
- If you are an on-call/per diem employee you must also provide documentation of your hours worked over the past six months. We require that you have worked a minimum of 2 shifts a month in the recent 6-month period at the time of applying. Paystubs must be uploaded during the application. See https://theedfund.org/about/faqs/

Apply and Submit Required Documentation

- **Online application will be located in the MyEdFund portal. Your Counselor will release it to you after your MYC counseling session is complete.** You will receive an email after your MYC with instructions regarding how to apply.
- You must upload all required documents when completing the online application.

- Incomplete applications (missing the school verification document, school accreditation document – if required, or those not completely filled out) will not be considered

Application Status

All applicants will receive an Accepted or Denial email within 10-14 business days of submitting their application.

Acceptance into Tuition Support

If accepted into the Tuition Support Program, the Officially Accepted 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: (download these forms from Live binder)
    - Request for Reimbursement form and sample completed form
    - Tuition Support Checklist
    - Direct Deposit form

Also included in your Acceptance email is a link to the "How to Submit a Reimbursement" Video. Please review this video before submitting a request for reimbursement.

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

Submitting for Reimbursement

Download the required forms located in the Live Binder:

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

The Education Fund requires you to submit for reimbursement immediately after acceptance into the program***. READ THIS IMPORTANT INFORMATION 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 will result in being withdrawn from the program and require you to reapply.**
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. If you don't request the full $5,250 with your first submission you should submit requests every time you make a payment until you reach the cap.
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.

The Live Binder provides all the necessary information that you will need to successfully submit a reimbursement request and program policies and procedures. It is your responsibility to read these documents, follow all directions, and meet all deadlines when submitting your request.

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 **OR** will not lead to a position that exists within healthcare
- You are not currently attending classes at the time of application.
- Your program will not end by the date required for your application period.
- Space is limited and by the time you applied all spaces had been filled

I was denied, can I reapply? *Yes, if the following has occurred*:
- You were denied due to your start and end date.
- Spaces in the program were no longer available at the time you submitted your application.
- If you were denied due to a reason that has changed since you submitted your first application.

Please note you will have to submit a new online application and upload all required documents again.

Is there a limit on how much I can be paid through Tuition Support?
- The maximum amount reimbursed is $5,250 per program (not per year).

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? *The following aren't covered:*
- Uniforms and shoes
- Travel expenses and lodging costs
- Stethoscopes, watches
- Computers/Laptops
- Supplies including notebooks, pens, pencils, etc.

When will I receive my reimbursement?
- If all required documents have been submitted correctly, you will receive a confirmation email. Approximately eight (8) weeks after receiving the confirmation email you will receive your reimbursement.

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.