



Required Documents

Verification of Program Start and End Dates	Verification of Payment
Acceptable documentation: **	Acceptable documentation:
<ul style="list-style-type: none"> • Letter from your educational institution OR • Copy of a signed enrollment agreement or contract from your educational institution 	<ul style="list-style-type: none"> • Receipt for tuition and fee payment OR • Receipt for textbook purchase
Document must include the following:	Document must include the following:
1. Your Name	1. Your name
2. School name	2. Name of school or textbook vendor
3. Program/degree you are enrolled in	3. Date of payment
4. Start date (date you started your program)	4. Type of payment (cash/check/card/loan)
5. End date of program (must include externship/clinical dates)	5. Itemized description of payment (tuition, fees, books, etc.)
6. Document Start & End Dates MUST be in MM/DD/YYYY format	<i>Third party receipts (from student loan companies, etc.) are not acceptable</i>
**Degree audits or national clearing house reports will not be accepted	

LINKS TO SAMPLE DOCUMENTS:

Nightingale documents: [Sample Nightingale documents](#)

Unitek documents: [Sample Unitek documents](#)

CSU documents: [Sample CSU documents](#)

Community college: [Sample Community College documents](#)

On Call/Per Diem/Short Hour Employees:

All on-call, per diem or short-hour workers need to verify their eligibility by uploading 12 recent pay stubs from the last 6 months showing you have worked a minimum of 2 shifts each month. See <https://theedfund.org/about/faqs/>

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
- Your application documents were not accepted and you did not submit the correct documents within the seven (7) day timeframe.

I was denied, can I reapply? *Yes, if the following has occurred:*

- You were denied due to your start and end date and you now meet the application period requirements
- You didn't submit documents within the seven (7) day time frame.

Please note you will have to submit a new online application and upload all required documents again pending space in program

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 are not covered:*

- Uniforms, Supplies of any kind
- Travel expenses and lodging costs
- Computers/Laptops

When can I submit my reimbursement request?

- You must submit your first request within 30 days of acceptance.
- Any expenses from the start of your program **MUST** be submitted in your first request.

For more information, please email your assigned Education Fund Career Counselor. You can find out who your counselor is by creating or logging into your MyEdFund portal using this link: <https://theedfund.org/myedfundportal>