

Bright Horizons EdAssist Solutions Workforce Education

Vanderbilt University

Dependent Tuition Program Tutorial



Agenda

- Getting Help / Support Contact
- Submitting Your Dependent's Application
- Printing Letter of Credit (LOC)



Getting Help / Contacting Bright Horizons



If you have questions about your application you have a few ways to get help from a Bright Horizons Administrator.

- **Chat:** For immediate assistance, access [Vanderbilt EdAssist Website](#) and go to **Support Services**, then select **Get Live Help**.
 - Chat hours are between 9 am - 4 pm ET
- **Support Ticket:** Access [Vanderbilt EdAssist Website](#) and go to **Support Services**, then select to create a **Support ticket**.
- **Customer Support:** Call Customer Support number 844.266.1532
 - Support hours are between 8 am – 8 pm ET, Monday through Friday

Submitting Your Dependent's Application

Home page

Please make sure to always check **Messages** for recent updates.

Under **Using Your Benefits**, you will find Vanderbilt University Dependent Tuition Assistance Program documents.

Please make sure to become familiar with requirements, deadlines, and approval process before submitting your application.

Bright Horizons. EdAssist Solutions

Workforce Education

VANDERBILT UNIVERSITY

Home History NEW APPLICATION

+ Messages 3 New

View Discounts from Network Schools

Using Your Benefits

Vanderbilt University Dependent Tuition Program Tutorial

Good Morning

Welcome! To learn more about your employer's program and policy, please review documents in the "Using your Benefits" section of the home page. When you are ready to get your education started, click "Apply Now" to get the ball rolling.

APPLY NOW

Action Needed

APPROVED #7949333

Vanderbilt University
Aug 25, 2021 - Dec 15, 2021

Upload Documents

Home page

Applications that require your attention will be listed under **Action Needed**.

The screenshot shows the user interface for the Bright Horizons Workforce Education portal. At the top, the Bright Horizons EdAssist Solutions logo is on the left, and the Vanderbilt University logo is on the right. The main navigation bar includes 'Home', 'History', and a prominent yellow 'NEW APPLICATION' button. On the right side of the navigation bar are help and user profile icons. The left sidebar contains three sections: '+ Messages' with a '3 New' indicator, 'View Discounts from Network Schools' with a school icon, and 'Using Your Benefits' with a document icon and the text 'Vanderbilt University Dependent Tuition Program Tutorial'. The main content area features a 'Good Morning' greeting with a welcome message and an 'APPLY NOW' button. Below this is a red-bordered box labeled 'Action Needed' containing a green bar, the word 'APPROVED', the ID '#7949333', the text 'Vanderbilt University Aug 25, 2021 - Dec 15, 2021', and an 'Upload Documents' button.



Start Your Application

A new application should be created for each semester or quarter.

Each child dependent is limited to 8 semesters or 12 quarters through the program, with a maximum family benefit of 24 semesters or 36 quarters.

To create and submit your dependent application, click [New Application](#).

The screenshot shows the Bright Horizons Workforce Education portal. At the top left is the logo for Bright Horizons EdAssist Solutions. The page title is "Workforce Education". On the right is the Vanderbilt University logo. Below the title bar are navigation links for "Home" and "History", and a prominent yellow button labeled "NEW APPLICATION" which is highlighted with a red rectangular box. To the right of the navigation are icons for help (a question mark) and user profile. The main content area is divided into several sections: a "Messages" section with a "+ Messages" link and a "3 New" indicator; a "View Discounts from Network Schools" section with a school icon; a "Using Your Benefits" section with a document icon and the text "Vanderbilt University Dependent Tuition Program Tutorial"; a "Good Morning" section with a welcome message and an "APPLY NOW" button; and an "Action Needed" section with a green bar, the text "APPROVED", the ID "#7949333", the text "Vanderbilt University Aug 25, 2021 - Dec 15, 2021", and an "Upload Documents" button.



Contact: Your Information

1 Contact Information 2 Programs 3 Expenses 4 Agreements 5 Review & Submit

Contact Information

 **Your Address**

Use Home Address

██████████
██████████████████

To change an address please contact your employer.

 **Your Phone Number**

Use Work Phone Use Home Phone Use Other Phone

██████████ ██████████

 **Your Email Address**

Use Work Email Use Home Email Use Other Email

tamssupport@edassist.com tamssupport@edassist.com

CONTINUE Cancel

The first step in the application process is to confirm your **Contact Information**.

Please select the email address where you wish to receive notifications for this application.

Please contact tuitionbenefit@vanderbilt.edu if changes are needed to your contact information.

Click **Continue**



Programs: Adding Dependent

Progress indicators: 1 Contact Information, 2 Programs, 3 Expenses, 4 Agreements, 5 Review & Submit

New Application

Programs

Who is this application for?

ADD DEPENDENT OR SPOUSE

Student

Select

You

Spouse

Dependent

Dependent

CONTINUE

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In second step of the application, **Programs**, you will select information regarding the purpose of the application.

Begin by selecting your dependent in the **Student** drop-down if available, then click **Continue**.



Programs: Add New Dependent

The screenshot shows the 'New Application' interface. At the top, there are navigation links: Home, Education Coaching, History, and a yellow 'NEW APPLICATION' button. Below these are five progress steps: 1. Contact Information, 2. Programs (highlighted with a red box), 3. Expenses, 4. Agreements, and 5. Review & Submit. The main content area is titled 'New Application' and contains a 'Programs' section with a clipboard icon and the question 'Who is this application for?'. Below this is a 'Student' dropdown menu. A yellow 'ADD DEPENDENT OR SPOUSE' button is highlighted with a red box. A modal window titled 'Family Member' is open, containing a 'Relationship Type' dropdown set to 'Dependent', and input fields for 'First Name' (Dependent First Name), 'Last Name' (Dependent Last Name), and 'Date of Birth' (01/01/2000). At the bottom of the modal, there is a checkbox for 'I agree' which is checked, and 'SAVE' and 'Cancel' buttons.

If you do not see your dependent listed under Student, you can add them to the application by clicking [Add Dependent OR Spouse](#)

When prompted, select **Dependent** for the *Relationship Type*.

Enter your dependent's *First Name*, *Last Name*, and *Date of Birth*.

A dependent child must be under the age of 24 years old at the time of the course start date to be eligible.

Select **I agree** after you have read the dependent certification of eligibility clause.

Click **Save** to add your dependent.



Programs: Selecting Your New Dependent

Your added dependent will appear under the **Student** drop-down. Select your dependent to add them to the application.

Click [Continue](#)

Progress: 1 Contact Information 2 Programs 3 Expenses 4 Agreements 5 Review & Submit

New Application

Programs

 **Who is this application for?** [ADD DEPENDENT OR SPOUSE](#)

Student

▼

-
-
-
-
-

[CONTINUE](#)

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Programs: Education Objective

✓ Contact Information **2 Programs** 3 Expenses 4 Agreements 5 Review & Submit

New Application

Programs

 Who is this application for? ADD DEPENDENT OR SPOUSE

Student
Dependent

 What is your education objective?
Select both fields below to identify education objectives.

Education Program
Select

- Associate's Degree
- Bachelor's Degree
- Other

CONTINUE

Next, you will be prompted to determine your dependent's **education objective**.

Select the degree type from the following options available:

- *Associate's Degree*
- *Bachelor's Degree*
- *Other*

NOTE: Participants will be instructed to submit applications for the **Comprehensive Transition Programs (CTP)** to the "Other" degree type. If this degree type is selected, the application will require manual review to verify application is for CTP (i.e., provider is identified as <https://studentaid.gov/understand-aid/eligibility/requirements/intellectual-disabilities> OR confirmed with employee)

Click **Continue**



Programs: Program Selection

1 Contact Information **2 Programs** 3 Expenses 4 Agreements 5 Review & Submit

 Who is this application for? ADD DEPENDENT OR SPOUSE

Student
Dependent

 What is your education objective?
Select both fields below to identify education objectives.

Education Program
Bachelor's Degree

 **What Program would you like to use?**

- Staff attending Vanderbilt (ineligible)
- Staff attending another University (ineligible)
- Spouse of Staff attending Vanderbilt (ineligible)
- DEP attending Vanderbilt Uni hired before 9/1/12
- DEP attending Another UNIV hired before 9/1/12

CONTINUE Cancel

Based on your eligibility, you will choose a dependent program available to you under **What Program would you like to use?**

Hired before 9/1/2012

- DEP attending Another UNIV hired before 9/1/12
- DEP attending Vanderbilt Uni hired before 9/1/12

Hired after 9/1/2012

- DEP attending Another UNIV-hired after 9/1/12
- DEP attending Vanderbilt Uni hired after 9/1/12

Once you have selected the program for this application, click **Continue**



Program: Education Provider



Who is your Education Provider?

[Edit](#)

Name
Vanderbilt University

Student ID (Optional)

Address
PMB 401671
2301 Vanderbilt Place
Nashville, TN 37240

Search Providers

Vanderbilt University is the only school accepted under this program. Search for and select Vanderbilt University using the Name field below.

Name (Optional)

Narrow results or search based on location or accreditation

City (Optional)
State (Optional)
Country (Optional)

Accreditation (Optional)

Network schools offered by your employer that provide tuition discounts and/or other benefits.

[SEARCH](#) [Cancel](#)

Name	Address	Network School (Discounts & Other Benefits)
Vanderbilt University	PMB 401671, 2301 Vanderbilt Place, Nashville, TN	No
Vanderbilt University	OGSM Executive Programs, 401 21st Ave South, Nashville, TN	No

You will be prompted to search and select the **Education Provider** your dependent will attend.

The search may return the same school name with different addresses. **Please make sure to select the first school that matches your school name.**

Your school will remit the tuition invoice via email to Bright Horizons. Employee Services will update the school address in your application according to the invoice provided by the school.



Program: Education Provider

Progress: 1 Contact Information 2 **Programs** 3 Expenses 4 Agreements 5 Review & Submit

What Program would you like to use?

- Staff attending Vanderbilt (ineligible)
- Staff attending another University (ineligible)
- Spouse of Staff attending Vanderbilt (ineligible)
- DEP attending Vanderbilt Uni hired before 9/1/12
- DEP attending Another UNIV hired before 9/1/12

Who is your Education Provider? [Edit](#)

Name

Student ID (Optional)

Address
PMB 401671
2301 Vanderbilt Place
Nashville, TN 37240

CONTINUE Cancel

Once you have selected your education provider, review your application before continuing to the next step.

When ready click **Continue**.



Expenses: Session Information

Under **Expenses**, you will enter the session information for the education provider your dependent will attend.

Academic Calendar: Select from **Fall**, **Spring**, **Summer**, **Winter** only

Term: Select only **Quarters (4)** or **Semesters (2)** only

Session Start Date and **Session End Date:** Enter your dependent's attendance dates for this application.

1 Contact Information 2 Programs **3 Expenses** 4 Agreements 5 Review & Submit

New Application

Expenses

Session Information

Please **do not select ENTIRE YEAR** for Academic Calendar. Please select **Fall**, **Spring**, **Summer**, or **Winter** only.

In the **Term** field, select either **Semesters(2)** or **Quarters(4)**.

Please note that a summer session at your dependent's school counts as a semester or quarter regardless of the number of hours taken.

Academic Calendar: Term: Credits:

Session Start Date: Session End Date:

What are the total expenses for this session?

In the **Total Expenses Amount** field, enter the **full tuition amount** for the term up to Vanderbilt's standard tuition for the same term.

Total Expenses Amount:

CONTINUE **Cancel**



Expenses: Total Expenses

Under **Total Expenses Amount**, enter the total tuition amount for the semester or quarter (not to exceed the cost of Vanderbilt's current tuition).

Refer to Vanderbilt University website for tuition amount.

Note that the benefit contributes only to tuition. Mandatory fees, registration fees, books, room and board, and any other expenses are not eligible.

Please refer to the Vanderbilt University's Dependent Tuition Assistance Policy and Dependent Tutorial Program FAQs for full details.

Click [Continue](#)

1 Contact Information 2 Programs **3 Expenses** 4 Agreements 5 Review & Submit

New Application

Expenses

 **Session Information**

Please do **not** select **ENTIRE YEAR** for Academic Calendar. Please select **Fall**, **Spring**, **Summer**, or **Winter** only.

In the **Term** field, select either **Semesters(2)** or **Quarters(4)**.

Please note that a summer session at your dependent's school counts as a semester or quarter regardless of the number of hours taken.

Academic Calendar: Term: Credits:

Session Start Date: Session End Date:

 **What are the total expenses for this session?**

In the **Total Expenses Amount** field, enter the **full tuition amount** for the term up to Vanderbilt's standard tuition for the same term.

Total Expenses Amount:

[CONTINUE](#) [Cancel](#)



Agreements: Confirm and Sign Application

In the **Agreements** section, you will have the opportunity to enter financial assistance received, agreements, and sign the application.

Start by indicating if your dependent will receive any financial assistance. Enter the type of Scholarship/Grant followed by the Amount.

Progress bar: Contact Information (checked), Programs (checked), Expenses (checked), **4 Agreements** (highlighted), Review & Submit

New Application

Agreements

 Did you receive any grants, scholarships, or discounts?

Yes No

Scholarship/Grant Type (Optional) Amount

State Grant \$ Example: 100.00

Agreements



Participation Agreement

I have read and understand the terms and conditions set forth in the Vanderbilt University Dependent Tuition Assistance Policy. As a condition of participating in this program, I agree to abide by these terms and conditions. I understand that my participation in this program is not a condition of my employment or continuation thereof.

I affirm that any documentation I have submitted in connection with this program is complete and accurate. I acknowledge that if I knowingly submit false, deceptive or misleading information in order to receive benefits under the program, this may result in adverse tax consequences and discontinuance in my tuition assistance.

I agree

FERPA Agreement

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA) ensures students of the right to privacy and confidentiality with respect to their educational records and limits access to the information contained in those records. Under FERPA, you (or your dependent receiving dependent tuition assistance) have the right to deny authorization to release your educational records. However, in order to receive tuition assistance through EdAssist, it is necessary for EdAssist to receive and share your or your dependent's educational records with your employer. By checking "I Agree" below, you agree as follows:



Agreements: Confirm and Sign Application

Read each agreement carefully and select **I agree**.

✓ Contact Information ✓ Programs ✓ Expenses **4 Agreements** Review & Submit

Scholarship/Grant Type (Optional) Amount
State Grant \$ Example: 100.00

Agreements

Participation Agreement

I have read and understand the terms and conditions set forth in the Vanderbilt University Department of Tuition Assistance Policy. As a condition of participating in this program, I agree to abide by these terms and conditions. I understand that my participation in this program is not a condition of my employment or continuation thereof.

I affirm that any documentation I have submitted in connection with this program is complete and accurate. I acknowledge that if I knowingly submit false, deceptive or misleading information in order to receive benefits under this program, this may result in adverse tax consequences and discontinuance in my tuition assistance.

I agree

FERPA Agreement

The Family Educational Rights and Privacy Act (FERPA) gives students of the right to privacy and confidentiality with respect to their educational records and limits access to the information contained in those records. Under FERPA, you (or your dependent receiving tuition assistance) have the right to deny authorization to release your educational records. However, in order to receive tuition assistance through EdAssist, it is necessary for EdAssist to receive and share your or your dependent's educational records with your employer. By checking "I Agree" below, you agree as follows:

- Educational institutions, state or local agencies, and individuals holding my or, if my dependent is receiving tuition assistance, my dependent's educational records, and release such records to EdAssist.
- EdAssist may release my or my dependent's educational records to my employer, including my dependent's educational records (whether from educational institutions, schools, agencies or individuals) to my employer.
- My dependent shall remain responsible for submitting a written request to cancel the authorization.

If you do not agree with the above terms, please understand that we will be unable to process your tuition assistance application, and your application will be denied.

I agree

By providing my electronic signature, I acknowledge that the preceding information is accurate and complete to the best of my knowledge. I meet all of the requirements of the Vanderbilt University Tuition Assistance Policy and acknowledge and agree that Vanderbilt University reserves the right, in their sole discretion, to modify, amend, change, or terminate this plan at any time and for any reason without advance notice.

Name must be typed exactly as shown and is case sensitive.

Your Name:



Agreements: Confirm and Sign Application

✓ Contact Information ✓ Programs ✓ Expenses **4 Agreements** 5 Review & Submit

Scholarship/Grant Type (Optional) Amount
State Grant \$ Example: 100.00

Agreements

Participation Agreement
I have read and understand the terms and conditions set forth in the Vanderbilt University Dependent Tuition Assistance Policy. As a condition of participating in this program, I agree to abide by these terms and conditions. I understand that participation in this program is not a condition of my employment or continuation thereof.
I affirm that any documentation I have submitted in connection with this program is complete and accurate. I acknowledge that if I knowingly submit false, deceptive or misleading information in order to receive benefits from the program, this may result in adverse tax consequences and discontinuance in my tuition assistance.

I agree

FERPA Agreement
The Family Educational Rights and Privacy Act (FERPA) grants you (or your dependent) the right to inspect and review your educational records. He/she/they may also request to amend your educational records. He/she/they may also request to share your or your dependent's educational records with others.
• Educational records of dependent student
• EdAssist may be received from dependent student
• This consent shall be in writing and signed by the dependent student.
If you do not agree with the above, please do not submit your application.
 I agree

Your Name:
Enter your name exactly as it appears above.

To accept agreement(s), you must type your name exactly as it appears above.

CONTINUE **Cancel**

By providing my electronic signature, I acknowledge that the preceding information is accurate and complete to the best of my knowledge. I meet all of the requirements of the Vanderbilt University Tuition Assistance Policy and acknowledge and agree that Vanderbilt University reserves the right, in their sole discretion, to modify, amend, change, or terminate this plan at any time and for any reason without advance notice.
Name must be typed exactly as shown and is case sensitive.
Your Name:

At the bottom of the page, you will have the opportunity to electronically sign the application you are submitting for your dependent.

Sign your application exactly as it appears in bold.

Click **Continue**



Review: Submit Application

The final step in the application is to review your application before submission.

When ready, click **Submit Application** at the bottom of the page.

You will receive a confirmation message that you have submitted your application and you will be given an application number.

Your application will have a status of **Approved**.

A **Letter of Credit (LOC)** will be emailed to you to provide to your dependent's education provider (school).

Navigation: [Contact Information](#) [Programs](#) [Expenses](#) [Agreements](#) **5 Review & Submit**

Name: **Vanderbilt University** Provider Code: **221999**

Address:
PMB 401671
2301 Vanderbilt Place
Nashville, TN 37240

 **Expenses** Edit

Session Start Date: **Aug 23, 2021** Session End Date: **Dec 15, 2021** Academic Calendar: **Fall**

Term: **Semesters(2)** Credits: **3**

TOTALS	
Requested	\$5,000.00
Approved	

 Tuition application # **7834267** was submitted.

Your application has been approved

This application has met initial eligibility requirements. Upon receiving a signed Letter of Credit (LOC) at course registration, the school will bill Bright Horizons directly for approved coursework and expenses. To complete the process, please access and print the Letter of Credit (LOC) below, then complete the LOC and send it to your education provider.

[Return to Home Page](#) [Log Out](#)

Agreements
Grants, Scholarships & Disc
None \$0.00

SUBMIT APPLICATION Delete



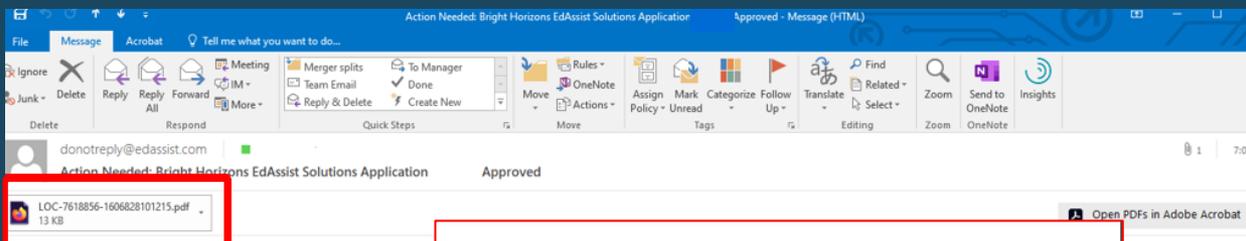
Printing Letter of Credit (LOC)

Confirmation Email with LOC

Once your application has been **approved**, you will also receive an email with your dependent's **Letter of Credit (LOC)** attached.

Print the LOC, sign and date it beside 'Vanderbilt Employee Signature', and then present it to your child's financial aid or student accounts office. If your dependent is attending Vanderbilt University, please send your signed and dated LOC to the Office of Student Financial Aid and Scholarships at finaid@vanderbilt.edu

The education provider will use the LOC to email an invoice directly to Bright Horizons requesting payment for your dependent's expenses. Bright Horizons will pay the school directly.



Message: Action Needed: Bright Horizons EdAssist Solutions Application Approved - Message (HTML)

donotreply@edassist.com Approved

LOC-7618856-1606828101215.pdf 13 KB

Hello

Congratulations, your application has been approved! Your letter of credit is attached to this email. Please sign and present your letter of credit to your educational provider who will then forward it to your program policy.

If you have incurred any additional eligible expenses upon course completion, please contact your educational provider for more information.

Application:
Program:
Session:

If you have questions regarding your application, please use the 'Comments' feature in the email.

Regards,
Bright Horizons EdAssist Solutions
Website:

This is an automatically generated email. Please do not reply to this address.

 **VANDERBILT UNIVERSITY** 

Educational Providers: Please complete the bottom portion of this form and email it to edprowider@edassist.com. The student invoice must also be included. For invoice inquiries call 1-888-734-2235.

This Letter of Credit Form certifies that the Vanderbilt University Tuition Benefit Plan will honor payment of tuition in accordance with the program policy. This is a one-time use document valid only for the following course(s):

Vanderbilt Employee Name:	Educational Provider: Vanderbilt University
Student Name:	Student ID: Unknown
Application Number:	Enrollment Period: 06/10/2021 - 08/26/2021
Issued: 06/09/2021	Expiration Date: 90 days after course end date
Approved Course(s): (Summer) Semester2	

Vanderbilt University Employee Participant Instructions/Agreement: Provide this signed Letter of Credit Form to your dependent's College/University at the time of registration. The School will bill Vanderbilt University via the program administrator, EdAssist, for eligible tuition expenses. **For inquiries please call 1-844-266-1532.** I understand that this Letter of Credit Form can only be used as specified in accordance with the program policy. I am responsible for any amounts not covered under the program policy and for the total amount of any approved tuition in which I fail to meet the company's program eligibility. I authorize my dependent's educational provider/school to release to the program administrator, EdAssist, records concerning my dependent's education as it pertains to my participation in the Vanderbilt University Tuition Benefit Plan.

Vanderbilt Employee Signature: _____ Date: _____

Educational Provider Instructions:
Please accept this Letter of Credit Form under the following terms.



Printing (LOC)

The screenshot shows the Bright Horizons Workforce Education portal. The top navigation bar includes 'Home', 'History', and a 'NEW APPLICATION' button. The main content area is divided into several sections:

- Messages:** A section with '+ Messages' and a '3 New' indicator.
- View Discounts from Network Schools:** A section with a building icon and a link to view discounts.
- Using Your Benefits:** A section with a link to 'Vanderbilt University Dependent Tuition Program FAQs'.
- Good Evening Jane:** A personalized greeting with a welcome message and an 'APPLY NOW' button.
- Action Needed:** A section with filters for 'Participant Name (Optional)', 'Program Name (Optional)', and 'Benefit Period (Optional)', all set to 'All'. Below the filters, a yellow bar highlights a 'LETTER OF CREDIT (LOC) ISSUED' for '#7876928'. The text below the bar reads 'Vanderbilt University Jun 16, 2021 - Aug 31, 2021'. A red box highlights the 'Access Letter of Credit' button.

You can also print the **Letter of Credit (LOC)** at any time by accessing your dependent's application once it has been approved

Click **Access Letter of Credit** from **Action Needed** on the Home page.



Accessing Letter of Credit

Home History **NEW APPLICATION** ?

Tuition Application #7970263 Actions

LETTER OF CREDIT (LOC) ISSUED Employee

Access Letter of Credit

Cancel Application

Supporting Documentation

Please upload completion documents in .jpg, .jpeg, and .png. File size limit is 3 MB.

Drag Document here to upload

This application currently has no supporting documents.

What document types are supported?

VANDERBILT UNIVERSITY

Bright Horizons

Educational Providers: Please complete the bottom portion of this form and email it to edprovider@edassist.com. The student invoice must also be included. For invoice inquiries call 1-888-734-2235.

This Letter of Credit Form certifies that the Vanderbilt University Tuition Benefit Plan will honor payment of tuition in accordance with the program policy. This is a one-time use document valid only for the following course(s):

Vanderbilt Employee Name:	Educational Provider: Vanderbilt University
Student Name:	Student ID: Unknown
Application Number:	Enrollment Period: 06/10/2021 - 08/26/2021
Issued: 06/09/2021	Expiration Date: 90 days after course end date
Approved Course(s): (Summer) Semesters(2)	

Vanderbilt University Employee Participant Instructions/Agreement: Provide this signed Letter of Credit Form to your dependent's College/University at the time of registration. The School will bill Vanderbilt University via the program administrator, EdAssist, for eligible tuition expenses. **For inquiries please call 1-844-266-1532.** I understand that this Letter of Credit Form can only be used as specified in accordance with the program policy. I am responsible for any amounts not covered under the program policy and for the total amount of any approved tuition in which I fail to meet the company's program eligibility. I authorize my dependent's educational provider/school to release to the program administrator, EdAssist, records concerning my dependent's education as it pertains to my participation in the Vanderbilt University Tuition Benefit Plan.

Vanderbilt Employee Signature: _____ Date: _____

Educational Provider Instructions:
Please accept this Letter of Credit Form under the following terms.

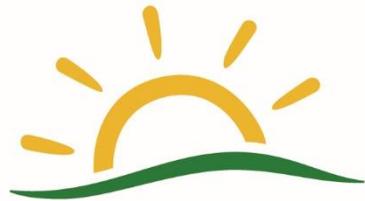
If printing the LOC from your application, go to **Actions** and select **Access Letter of Credit**.

A PDF version of the LOC will pop on your screen with your dependent's information.

Print the LOC, sign and date it at the bottom, then have your dependent deliver or submit to their education provider (school).

The education provider will use the LOC to email an invoice directly to Bright Horizons requesting payment for your dependent's expenses. Bright Horizons will pay the school directly.





Bright Horizons.