

Bright Horizons Bright Horizons Solutions Workforce Education

Vanderbilt University

Employee Education Assistance Tutorial

Agenda

- Getting Help / Contacting Bright Horizons
- Submitting Your Employee Tuition Application
- Submitting Grades and Proof of Payment for Reimbursement



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 Employee Tuition Application

Home page

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 Education Assistance 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


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

Under **Using Your Benefits**, you will find Vanderbilt University's Education Assistance Tutorial


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



Home page


Bright Horizons
EdAssist Solutions

Workforce Education

VANDERBILT
UNIVERSITY®

HomeHistoryNEW APPLICATION?

+ Messages3 New


View Discounts from Network Schools

Using Your Benefits
Vanderbilt University Education Assistance 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

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



Start Your Application

The screenshot shows the Bright Horizons Workforce Education portal. At the top, the logo for Bright Horizons EdAssist Solutions is on the left, and the Vanderbilt University logo is on the right. Below the logo, there is a navigation bar with 'Home' and 'History' tabs. A yellow button labeled 'NEW APPLICATION' is highlighted with a red rectangular box. To the right of the button are two circular icons: a question mark and a user profile. The main content area is divided into two columns. The left column contains a '+ Messages' section with a '3 New' badge, a 'View Discounts from Network Schools' section with a building icon, and a 'Using Your Benefits' section with a document icon and the text 'Vanderbilt University Education Assistance Tutorial'. The right column contains a 'Good Morning' section with a welcome message and an 'APPLY NOW' button. Below this is an 'Action Needed' section with a green vertical bar, the word 'APPROVED', the ID '#7949333', the text 'Vanderbilt University Aug 25, 2021 - Dec 15, 2021', and an 'Upload Documents' button.

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

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



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**



Program: Student

[Home](#) [Education Coaching](#) [History](#) [NEW APPLICATION](#) [?](#) [User](#)

✓

[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

▼

[CONTINUE](#)

[Cancel](#)

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

Begin by selecting your name in the **Student** drop-down.

Click **Continue**



Programs: Education Objective

Bright Horizons
EdAssist Solutions

Workforce Education

VANDERBILT UNIVERSITY

Home History **NEW APPLICATION**

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
You

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

Education Program **Field of Study**

Select

- Associate's Degree
- Bachelor's Degree
- Doctorate Degree
- Juris Doctor (J.D.)
- Master's Degree
- Professional Degree
- Other

CONTINUE

© 2020 Bright Horizons Family Solutions LLC All Rights Reserved [Terms & Conditions](#) [Privacy Policy](#)

Next, select your **education objective** for this application.

Under the **Education Program**, select your degree type.

For **Field of Study**, enter your program of study for your degree.


Note that for you as an employee, any classes offered for academic credit as part of an associate, baccalaureate, or post-graduate degree are eligible for the benefit.

Click **Continue**




Program: Program Selection

Programs

**Who is this application for?**

Student

You

**What is your education objective?**


Select both fields below to identify education objectives.

Education Program

Bachelor's Degree

Field of Study

Business

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

☐ Staff attending Vanderbilt

☐ Staff attending another University

☐ Spouse of Staff attending Vanderbilt (ineligible)

☐ DEP attending Vanderbilt Uni hired before 9/1/12 (ineligible)

☐ DEP attending Another UNIV hired before 9/1/12 (ineligible)

CONTINUE

Cancel

Based on your eligibility and the education objective selected, you will choose a program available to you under **What Program would you like to use?**

Staff

- Staff attending Vanderbilt
- Staff attending another University

Faculty

- Faculty attending Vanderbilt
- Faculty attending another University

ROTC

- ROTC attending Vanderbilt

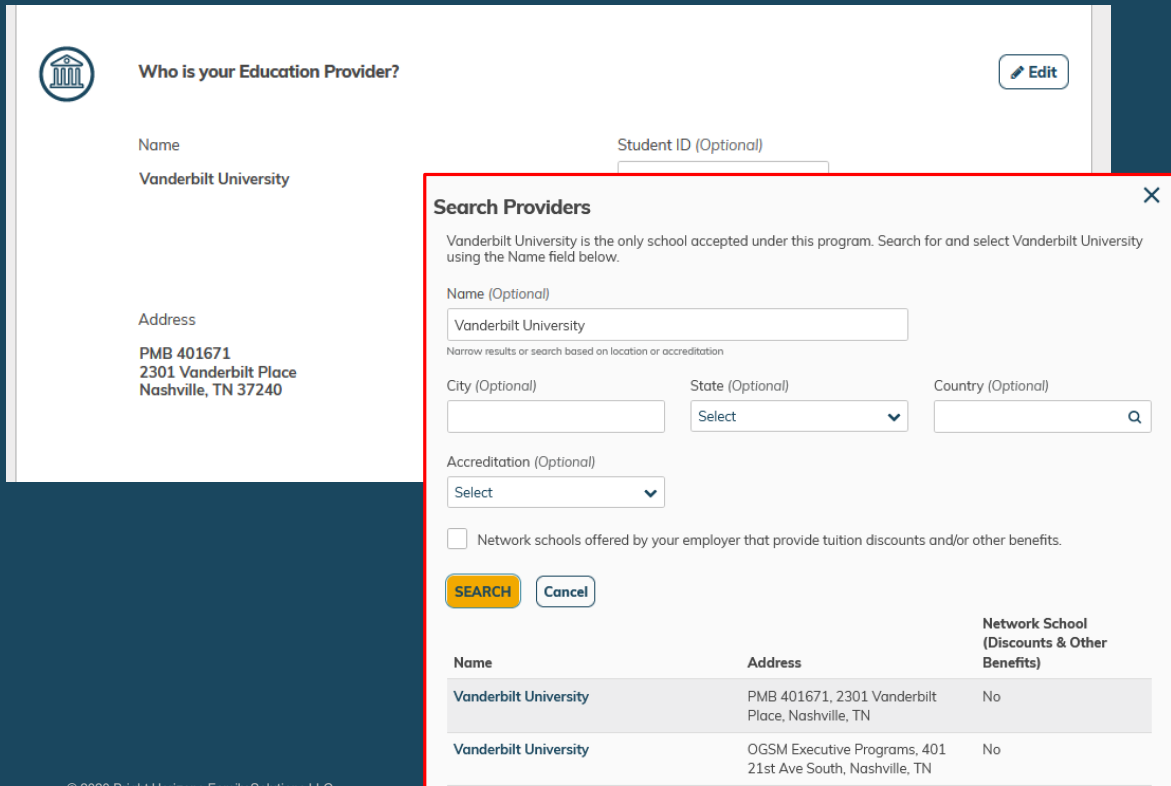
Select your program and click
Continue



Program: Education Provider

You will be prompted to search and select the **Education Provider** you 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.**



The form is titled "Who is your Education Provider?". It includes fields for Name, Address, and Student ID (Optional). A red-bordered "Search Providers" modal is open, showing search results for Vanderbilt University. The modal includes a search bar, filters for City, State, and Country, and a table of results. The first result is "Vanderbilt University" at "PMB 401671, 2301 Vanderbilt Place, Nashville, TN".

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

Program: Education Provider

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



What Program would you like to use?

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



Who is your Education Provider?

 Edit

Name

Vanderbilt University

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 as well as your tuition related expenses

Enter your attendance dates for this application under **Session Information**.

Also, please indicated if you are graduating with this session

New Application

Expenses

Session Information

Session Start Date: 08/23/2021

Session End Date: 12/14/2021

Are you graduating or completing your education program with this session?

☐ Yes ☒ No

Expected Completion Date (Optional): 12/15/2023

ADD A COURSE & RELATED EXPENSE

CONTINUE Cancel

Expenses: Courses

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

New Application

Expenses



Session Information

Session Start Date

08/23/2021

Session End Date

12/14/2021

Are you graduating or completing your education program with this course?



Yes



No

Expected Completion Date (Optional)

12/15/2023



Course & Expense Information

ADD A COURSE & RELATED EXPENSE

CONTINUE

Cancel

Add a Course & Related Expense
The amount you list is used to estimate the benefit amount and does not reflect the final payment amount from the tuition benefit plan.

Note: Enter only up to 3 credit hours and the corresponding tuition estimate. If there is a required lab that is part of the course and has extra credit, then enter 4 credit hours.

Course Name

Example: Intro to Mathematics

Course Number

Example: MATH101

Amount

\$ Example: 100.00

Credit Hours

Hours

Instruction Type

Select

Important Tax Information

In compliance with IRS regulations, employer provided educational assistance is exempt from taxation up to a maximum of \$5,250 per calendar year, unless said expenses satisfy the requirements for a "working condition fringe benefit." Taxes will be assessed if, at the time of payment processing, your total amount of tuition assistance paid in the calendar year exceeds the allowable non-taxable amount.

Does this education maintain or improve skills needed in your present work?



Yes



No

Is this education required to meet the minimum education requirements of your current trade or business?



Yes



No

Is this education part of a program of study that will qualify you for a career in a new trade or business?



Yes



No

ADD COURSE

Cancel

To add your course details, click **Add A Course & Related Expense**.

A pop-up will prompt you to enter your **course(s)** details, course fees, and select answer a few related tax questions.

Please note that the benefit contributes only toward the cost of tuition. Registration fees, books, and other expenses are not eligible for the benefit.

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

When finish, click **Add Course**.



Expenses: Course Summary

Your course will appear under the **Course & Expense Information** section.

Click **Continue**.

Contact Information

Programs


3 Expenses

4 Agreements

5 Review & Submit

New Application

Expenses



Session Information


Session Start Date: 08/23/2021

Session End Date: 12/14/2021

Are you graduating or completing your education program with this session?

☐ Yes ☒ No

Expected Completion Date (Optional): 12/15/2023



Course & Expense Information

COURSE	Intro to Finance (FINC101)	Amount	Related Expenses	Tax Exempt	Credit Hours
		\$1,500.00	\$0.00	YES	3

Edit

Remove

Total: \$1,500.00

Maximum number of courses reached

ADD A COURSE & RELATED EXPENSE

CONTINUE

Cancel

Agreements: Confirm and Sign Application

✔ Contact Information


✔ Programs

✔ Expenses

4 Agreements

5 Review & Submit

New Application



Agreements

Did you receive any grants, scholarships, or discounts?


☒ Yes ☐ No

Scholarship/Grant Type (Optional)

State Grant ▼

Amount

\$ 5000.00



Agreements

Participation Agreement

I have read and understand the terms and conditions set forth in the Vanderbilt University 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 further understand that grades or other evidence of satisfactory completion, as well as an itemized invoice for all expenses must be provided.

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 have the right to deny authorization to release your educational records. However, in order to receive tuition assistance

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

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



Agreements: Confirm and Sign Application

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

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

Scholarship/Grant Type (Optional)
State Grant

Amount
\$ 5000.00

Agreements

Participation Agreement

I have read and understand the terms and conditions set forth in the Vanderbilt University 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 further understand that my participation in this program does not constitute evidence of satisfactory completion, as well as an itemized invoice for all expenses must be provided.

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 have the right to deny permission for the release of your educational records. However, in order to receive tuition assistance through EdAssist, you must agree to release your educational records to your employer. By checking "I Agree", you agree as follows:

- Educational institutions, schools, agencies or individuals holding my educational records may release such records to EdAssist.
- EdAssist may use my educational records (whether received from educational institutions, schools, agencies or individuals) to my employer.
- This consent shall remain in effect until I submit 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 cancelled.

☐ I agree



Agreements: Confirm and Sign Application

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

Scholarship/Grant Type (Optional)
State Grant

Amount
\$ 5000.00

Agreements

Participation Agreement

I have read and understand the terms and conditions set forth in the Vanderbilt University 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 further understand that grant is not other evidence of satisfactory completion, as well as an itemized invoice for all expenses must be provided.

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 you the right to control how your educational information is shared. Through EdAssist, it is necessary for us to share your information with certain parties. By clicking "Agree" below, you agree as follows:

- Educational institutions, so that we can provide you with EdAssist.
- EdAssist may release my information to my employer.
- This consent shall remain in effect until I revoke it.

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 cancelled.

☐ 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

At the bottom of the page, you will have the opportunity to electronically sign the application.

Sign your application exactly as it appears in bold.

Click **Continue**



Review: Submit Application

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

Education Provider

Name: Vanderbilt University
Address: PMB 401671, 2301 Vanderbilt Place, Nashville, TN 37240
Provider Code: 221999

Expenses [Edit](#)

Session Dates: Aug 23, 2021 - Dec 14, 2021
Completion Date: Dec 15, 2023

COURSE	Intro to Finance (FINC101)	Credits	Tax Exempt	Grade	Verified
		3	Yes	NA	N/A


[View More](#) Requested \$1,500.00

TOTALS Requested \$1,500.00

Agreements

Grants, Scholarships & Discounts
State Grant \$5,000.00

SUBMIT APPLICATION [Delete](#)

 Tuition application # 7970537 was submitted.

Your application has been Forwarded to Supervisor For Review

This application has been reviewed for eligibility by Bright Horizons and has been forwarded to the designated company approver for final review.

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

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 has been **Forward to Supervisor For Review**. Bright Horizons will notify you via email upon approval.

Upon satisfactory completion of the course, you may submit your grades and proof of payment for reimbursement.



Submitting Grades and Proof of Payment for Reimbursement

Submitting Your Grades



Please remember to submit grades no later than **30 days** after the course end date in order to receive reimbursement.

Sample Transcript for Grades

Student Detail Schedule:

Dec 19, 2013 08:24 pm

Fall Semester 2013

Student access to Desire2Learn is available at: <http://d2l.kennesaw.edu/>
Students will have access to their course(s) a few days before the start of each term using their KSU NetID to login.

Registration Status

RE - Registered

RW - Web Registered

WL - Waitlisted

Waitlist Priority

- position on the waitlist offered

Offered - seat is available for registration; registration must occur within allotted time period

Status	Waitlist Priority	CRN	Course Detail Information	Hours	Grade	Meeting	Date (MM/DD)	Days	Time	Location	Room
RW		81552	COM 4425 (01) Gender, Race and Media Campus: Main Campus Part of Term: Full Term Instructor: Marsh, David Lawrence	3	A	Lecture	06/16 - 12/11	M	06:20 PM - 09:15 PM	Social Sciences Bldg	2026

Fall Semester 2013 Tuition and Fees		
Charges	Credits	Balance
\$1,254.00	\$1,254.00	\$.00

RELEASE: 8.3.0.3

Grade reports/transcripts should contain the following:

- School letterhead / information
- Student name
- Course name
- Grade received



Submitting Grades

The screenshot shows the Bright Horizons Workforce Education portal. At the top, there's a header with the Bright Horizons EdAssist Solutions logo on the left, the text 'Workforce Education' in the center, and the Vanderbilt University logo on the right. Below the header, there's a navigation bar with 'Home' and 'History' tabs, a 'NEW APPLICATION' button, and user icons (help and profile). The main content area is divided into several sections. On the left, there's a 'Messages' section with a '+ Messages' button and a '3 New' indicator. Below that is a 'View Discounts from Network Schools' section with a building icon. Further down is a 'Using Your Benefits' section with a document icon and the text 'Vanderbilt University Education Assistance Tutorial'. On the right, there's a 'Good Morning' section with a welcome message and an 'APPLY NOW' button. Below that is an 'Action Needed' section. This section contains a green vertical bar on the left, the word 'APPROVED' in the center, and the application number '#7949333' on the right. Below the application number, it says 'Vanderbilt University Aug 25, 2021 - Dec 15, 2021'. At the bottom of this section, there's a red-bordered button labeled 'Upload Documents'.

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 Education Assistance 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

To submit your grades:

- Go to **Action Needed** section of the **Home** page.
- Click **Upload Documents** to upload your grade report/transcript.

NOTE: You can also upload documents by going through **History** and clicking on the application number.



Uploading Your Grades


In the **Supporting Documentation** section, select to either **drag** the document to that location or **Select File**.

Tuition Application #7949333


Actions

APPROVED


Employee



Supporting Documentation

What document types are supported? 

Please upload completion documentation. Only one Document Type can be selected at a time. Acceptable document formats are .pdf, .jpg, .jpeg, and .png. File size limit is 3 MB.



Drag Document here to upload or Select File

Uploading Your Grades

You will be prompted to select the **Document Type** from either corrections, grades, or Proof of Payment.

Select **Grades**

Tuition Application #7949333 Actions

APPROVED Employee

Supporting Documents

Please upload corrections, grades, or proof of payment documents. Supported document formats are .pdf, .jpg, .jpeg, and .png.

The file **grades.png** is ready to upload. The file will not upload until Submit Document button is clicked.

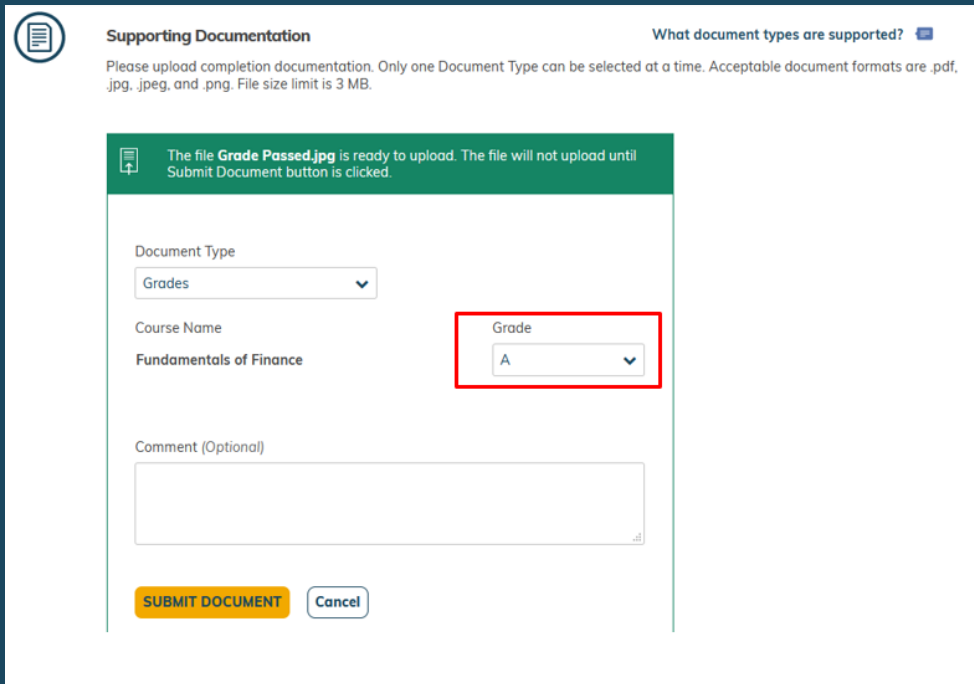
Document Type

- Select
- Corrections
- Grades**
- Proof of Payment

SUBMIT DOCUMENT Cancel



Confirming Your Grades



The screenshot shows a web form titled "Supporting Documentation". At the top left is a document icon. To the right of the title is a link "What document types are supported?" with a question mark icon. Below the title is a paragraph: "Please upload completion documentation. Only one Document Type can be selected at a time. Acceptable document formats are .pdf, .jpg, .jpeg, and .png. File size limit is 3 MB." Below this is a green banner with a document icon and text: "The file **Grade Passed.jpg** is ready to upload. The file will not upload until Submit Document button is clicked." The form contains three main sections: "Document Type" with a dropdown menu showing "Grades"; "Course Name" with the text "Fundamentals of Finance" and a "Grade" dropdown menu showing "A" (this dropdown is highlighted with a red rectangle); and "Comment (Optional)" with a large text input area. At the bottom are two buttons: "SUBMIT DOCUMENT" in orange and "Cancel" in white with a blue border.

Supporting Documentation [What document types are supported?](#)

Please upload completion documentation. Only one Document Type can be selected at a time. Acceptable document formats are .pdf, .jpg, .jpeg, and .png. File size limit is 3 MB.

The file **Grade Passed.jpg** is ready to upload. The file will not upload until Submit Document button is clicked.

Document Type
Grades

Course Name
Fundamentals of Finance

Grade
A

Comment (Optional)


SUBMIT DOCUMENT Cancel

For each course, select the **Grade** that matches your grade report/transcript you uploaded.

Add a comment if needed and click **Submit Documents**.




Document Status




Supporting Documentation

Please upload completion documentation. Only one Document Type can be selected at a time. Acceptable document formats are .pdf, .jpg, .jpeg, and .png. File size limit is 3 MB.

[What document types are supported?](#)

 Drag Document here to upload or [Select File](#)

GRADES	grades.png			
From	Uploaded	Status	Date Reviewed	
	7/21/21	Pending	N/A	

After submitting your grades, your **application status history** will reflect the status of your uploaded documents.

If additional information is needed, you will be notified by Bright Horizons via email.




Submitting Your Proof of Payment



Please remember to submit proof of payment no later than **30 days** after the course end date in order to receive reimbursement.

Sample Detailed Receipt

Account Activity Page 1 of 3



Bursar's Office
1000 Chastain Road NE # 0603
Kennesaw, Georgia 30144
770-423-6410
Fax 770-423-3573

Account Activity

View transactions by term: Fall 2013: 0.00

Estimated Financial Aid

Currently you do not have pending financial aid for the selected term.

Fall 2013 Account Activity

To sort, click on the desired column header.

Description	Code	Date	Amount(\$)
Refund to Student	6100	18-OCT-2013	83.00
Stu Parking Non-Selection-Fall	5515	18-OCT-2013	-83.00
Web Check Payment	9201	30-AUG-2013	-1,364.00
IS-Tuition UG Fall	1118	14-AUG-2013	497.40
Stu Parking Non-Selection-Fall	5518	14-AUG-2013	63.00
Institutional Fee Waiver-Fall	7579	14-AUG-2013	-132.50
Institutional Fee - Fall	5106	14-AUG-2013	265.00
Sports & Rec Parks Fee-Fall	2518	14-AUG-2013	75.00
Transportation Fee-Fall	2403	14-AUG-2013	60.00
Technology Fee-Fall	2303	14-AUG-2013	60.00
Wellness Center Fee - Fall	2248	14-AUG-2013	5.20

Receipts should contain at a minimum the following information for approval:


- School letterhead / information
- Student name
- Course names or term (information that shows when/what the charges are)

Tuition amounts:


- Itemized list of specific fees charged
- Shows associated charges have been paid for in full
- If paid using financial aid, must list the type of financial aid received



Submit Your Proof of Payment


**Bright Horizons.**
EdAssist Solutions

Workforce Education

VANDERBILT
UNIVERSITY®

HomeHistoryNEW APPLICATION?

+ Messages3 New


View Discounts from Network Schools

Using Your Benefits
Vanderbilt University Education Assistance 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

To submit your tuition for reimbursement, go to [Action Needed](#) section of the [Home](#) page and find your application.

Click [Upload Documents](#)



Uploading Proof of Payment


In the **Supporting Documentation** section, select to either **drag** the document to that location or **Select File**.

Tuition Application #7949333


Actions

APPROVED


Emolovee



Supporting Documentation

What document types are supported? 

Please upload completion documentation. Only one Document Type can be selected at a time. Acceptable document formats are .pdf, .jpg, .jpeg, and .png. File size limit is 3 MB.



Drag Document here to upload or Select File

This application currently has no supporting documentation.

Uploading Your Proof of Payment


You will be prompted to select the **Document Type** from either corrections, grades, or Textbook Receipts.

Select **Proof of Payment**


Click **Submit Document**

Tuition Application #7949333 Actions

APPROVED Employee

 **Supporting Documentation** What document types are supported? ⓘ

Please upload completion documentation. Only one Document Type can be selected at a time. Acceptable document formats are .pdf, .jpg, .jpeg, and .png. File size limit is 3 MB.

 **Drag Document**

This application currently has no supporting documentation.

The file **payment.jpg** is ready to upload. The file will not upload until Submit Document button is clicked.

Document Type
Proof of Payment ▼

Comment (Optional)
Optional

SUBMIT DOCUMENT Cancel



Document Status

Tuition Application #7949333

Actions

APPROVED

Employee

Supporting Documentation

What document types are supported?

Please upload completion documentation. Only one Document Type can be selected at a time. Acceptable document formats are .pdf, .jpg, .jpeg, and .png. File size limit is 3 MB.

Drag Document here to upload or Select File

PROOF OF PAYMENT	Tuition.png			
From	Uploaded	Status	Date Reviewed	
	7/21/21	Pending	N/A	

Status History

	APPROVED	Status Change	Jul 15, 2021 01:43 PM CDT
	SUBMITTED — PENDING REVIEW	Status Change	Jul 15, 2021 01:43 PM CDT

After submitting your receipt, your **application status history** will reflect the status of your uploaded documents.

You will be sent an email notification that your application is being reviewed after you submit your documents.

Bright Horizons will process your reimbursement application within 5 days of receipt of your documents. Tuition reimbursements are processed and paid through Vanderbilt University's payroll system.

Employees should expect to receive their reimbursement on their next available paycheck after receiving the Bright Horizons e-mail notification that payment is being processed.





Bright Horizons.[®]