

Bright Horizons EdAssist Solutions Workforce Education

Vanderbilt University
Spouse Tuition Program Tutorial



Agenda

- Getting Help / Contacting Bright Horizons
- Submitting Your Spouse's 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 Spouse's Tuition Application

Home page

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

Under **Using Your Benefits**, you will find Vanderbilt University Spouse Tuition Program Tutorial.

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 Spouse Tuition Program Tutorial

Good Afternoon

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**.

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 Spouse Tuition Program Tutorial**

Good Afternoon

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



Start Your Application

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

The screenshot shows the user interface for the Bright Horizons Workforce Education application portal. At the top left is the Bright Horizons EdAssist Solutions logo. The main header area includes the text "Workforce Education" and the Vanderbilt University logo. Below the header is a navigation bar with "Home", "History", and a highlighted "NEW APPLICATION" button. On the right side of the navigation bar are help and user profile icons. 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 link to "Vanderbilt University Spouse Tuition Program Tutorial"; a "Good Afternoon" greeting 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 dates "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

[Redacted Address]

To change an address please contact your employer.

 **Your Phone Number**

Use Work Phone Use Home Phone Use Other Phone

[Redacted Work Phone] [Redacted Home 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 Spouse

✓ 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 spouse in the **Student** drop-down if available, then click **Continue**.



Programs: Add New Spouse

The screenshot shows the 'New Application' form with a 'Family Member' modal open. The modal contains the following fields and elements:

- Who is this application for?** (with a red box around the 'ADD DEPENDENT OR SPOUSE' button)
- Student** dropdown menu (with 'Select' as the current selection)
- CONTINUE** button
- Relationship Type** dropdown menu (with 'Spouse' selected)
- First Name** text input (with 'Spouse First Name' as placeholder)
- Last Name** text input (with 'Spouse Last Name' as placeholder)
- Date of Birth** date input (with '01/01/1976' as the value)
- I attest that the above dependent added is eligible to be claimed as a dependent on my Federal tax return or is my spouse by legal marriage.**
- I agree**
- SAVE** and **Cancel** buttons

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

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

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

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

Click **Save** to add your spouse.



Programs: Selecting Your Spouse

Your added spouse will appear under the **Student** drop-down. Select your spouse name 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

Select

[CONTINUE](#) You

Spouse

Dependent

Dependent

Dependent

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Programs: Education Objective

The screenshot shows a multi-step application process. The 'Programs' step is the current active step, indicated by a red box around the number '2' in the progress bar. Below the progress bar, the 'New Application' form is displayed. The first section, 'Who is this application for?', has a dropdown menu set to 'Spouse'. The second section, 'What is your education objective?', is highlighted with a red box. Below this question, there is a dropdown menu for 'Education Program' which is open, showing the following options: 'Select', 'Bachelor's Degree', 'Doctorate Degree', 'Juris Doctor (J.D.)', 'Master's Degree', and 'Professional Degree'. A yellow 'CONTINUE' button is visible on the left side of the form.

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

Select the degree type from the following options available:

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

Click **Continue**



Programs: Program Selection

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

Spouse



What is your education objective?

Select both fields below to identify education objectives.

Education Program

Master's Degree



What Program would you like to use?

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

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

Faculty

- Spouse of Faculty attending Vanderbilt

Staff

- Spouse of Staff attending Vanderbilt

Once you have selected your spouse 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** for your spouse.

Search for Vanderbilt University as the provider. The search will return Vanderbilt University with different addresses. **Please make sure to select the first school name you see.**



Program: Education Provider

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
- 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 Vanderbilt University as the education provider, review your application before continuing to the next step.

When ready click **Continue**.



Expenses: Session Information

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

New Application

Expenses



Session Information

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

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

Note: Spouse benefit allows one 3 credit hour course per semester or 3 courses per academic year.

Academic Calendar

Term

Credits

Session Start Date

Session End Date



What are the total expenses for this session?

Total Expenses Amount

CONTINUE

Cancel

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

Note: Spouse benefit allows one 3 credit hour course per semester or 3 courses per academic year.



Expenses: Total Expenses

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

New Application

Expenses

Session Information

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

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

Note: Spouse benefit allows one 3 credit hour course per semester or 3 courses per academic year.

Academic Calendar: Term: Credits:

Session Start Date: Session End Date:

What are the total expenses for this session?

Total Expenses Amount:

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

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](#)



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) Amount

State Grant \$ 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 your spouse 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) Amount
State Grant \$ 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, 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 permission to release your educational records. However, in order to receive tuition assistance through the EdAssist program, 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

Progress: 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 of 1974 (FERPA) and its amendments regarding confidentiality with respect to their educational records. FERPA, you have the right to review and request correction through EdAssist, it is necessary to assist in receiving your records. Agree" below, you agree as follows:

- Educational institutions, school agencies and individuals may release my educational records (which I have provided to EdAssist).
- EdAssist may release my educational records (which I have provided to my employer).
- This consent shall remain in effect until I submit a written request to revoke this consent.

If you do not agree with the above terms, please understand that 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 you are submitting for your spouse.

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** Provider Code: **221999**

Address: **PMB 401671
2301 Vanderbilt Place
Nashville, TN 37240**

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

Agreements

Grants, Scholarships & Disc
State Grant **\$5,000.00**

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](#)

SUBMIT APPLICATION [Delete](#)

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**.

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

Grade reports/transcripts should contain the following:

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

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	08/16 - 12/11	M	06:20 PM - 09:15 PM	Social Sciences Bldg	2026

Fall Semester 2013 Tuition and Fees

Charges	Credits	Balance
\$1,354.50	\$1,354.50	\$.00

RELEASE: 8.3.0.3



Submitting Grades

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.

The screenshot shows the Bright Horizons Workforce Education portal. The top navigation bar includes the Bright Horizons logo, 'Workforce Education', and the Vanderbilt University logo. Below the navigation bar, there are tabs for 'Home' and 'History', and a 'NEW APPLICATION' button. The main content area is divided into several sections: a 'Messages' section with 3 new messages, 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 Spouse Tuition Program Tutorial'. The 'Action Needed' section is highlighted with a green vertical bar and contains the text 'APPROVED' and '#7949333'. Below this text, there is a date range 'Vanderbilt University Aug 25, 2021 - Dec 15, 2021' and a red-bordered button labeled 'Upload Documents'.



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.

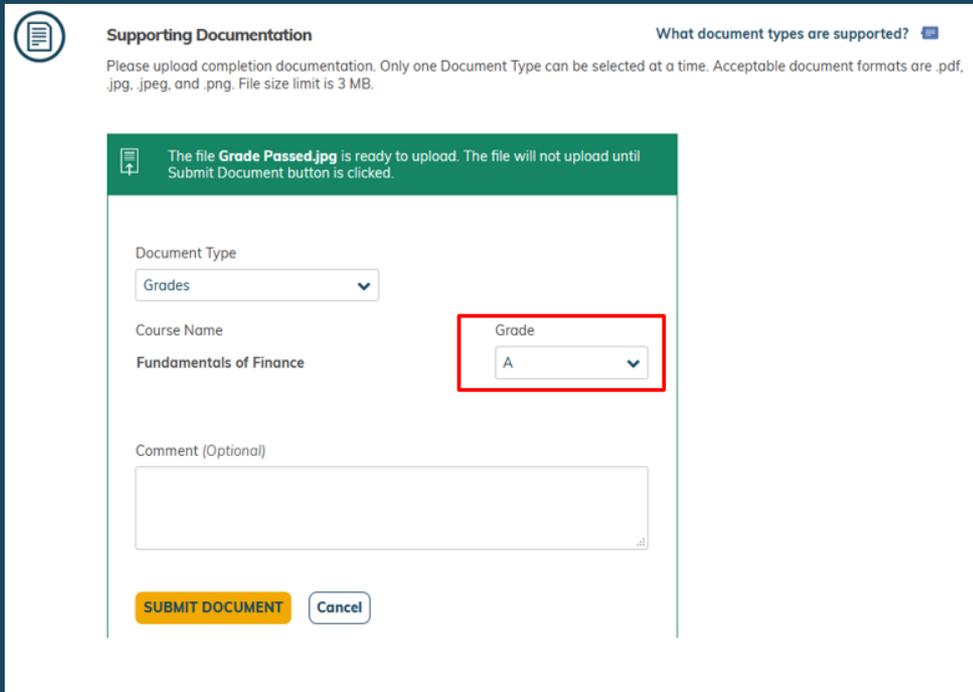
Document Type

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

SUBMIT DOCUMENT Cancel



Confirming Your Grades



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** [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

GRADES	grades.png	Uploaded	Status	Date Reviewed	
From		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 ME# 0603
Kennesaw, Georgia 30144
770-424-6410
Fax 770-424-3073

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(s)
Refund to Student	6100	18-OCT-2013	89.00
Stu Parking Non-Selection-Fall	5515	18-OCT-2013	-93.00
Web Check Payment	9201	30-AUG-2013	-1,384.00
IS-Tuition UG Fall	1118	14-AUG-2013	497.40
Stu Parking Non-Selection-Fall	5518	14-AUG-2013	69.00
Institutional Fee Waiver-Fall	7579	14-AUG-2013	-132.50
Institutional Fee - Fall	5108	14-AUG-2013	265.00
Sports & Rec Parks Fee-Fall	2518	14-AUG-2013	75.00
Transportation Fee-Fall	2409	14-AUG-2013	60.00
Technology Fee-Fall	2308	14-AUG-2013	60.00
Wellness Center Fee - Fall	2248	14-AUG-2013	5.00

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

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

Click [Upload Documents](#)

The screenshot shows the Bright Horizons Workforce Education portal. At the top, there are logos for Bright Horizons EdAssist Solutions and Vanderbilt University. The navigation bar includes 'Home', 'History', and a prominent yellow 'NEW APPLICATION' button. On the right, there are help and user profile icons. The main content area is divided into several sections: a 'Messages' section with 3 new items, a 'View Discounts from Network Schools' section with a school icon, and a 'Using Your Benefits' section with a document icon and the title 'Vanderbilt University Spouse Tuition Program Tutorial'. The 'Action Needed' section is highlighted, showing an 'APPROVED' status for application #7949333, valid from Aug 25, 2021 to Dec 15, 2021. A red box highlights the 'Upload Documents' button in this section.



Uploading Proof of Payment

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**

This application currently has no supporting documentation.

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



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 0 documents.

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.