System Tutorial
Bright Horizons EdAssist Solutions
Dependent Programs
Upon accessing the website, you land at the **My Learning Center**. You are greeted with the **Message Board**, which contains important information that is shared from both Bright Horizons and your HR team.

From here you can add a new application or use **My Dashboard** to find an existing application. You can also navigate to **Contact Us** if you have questions.
Please review your company’s support documentation under **Using Your Benefit**

**Resources for Adult Learning** provides links to the Educational Advising page, discounted Network Schools list and other helpful topics.

Use the search tool to research schools in the **Explore Education Options**.
By selecting **Contact Us** under **My Activity** on the left side menu, you can reach out to Bright Horizons in two ways:

**Use the Phone Number (844) 266-1532** to speak with the Bright Horizons Contact Center 7am-7pm CT Monday-Friday.

Select **Submit New Ticket** to fill out a **Help Desk Ticket** that will go directly to an Bright Horizons EdAssist Solutions support specialist. This feature is available 24 hours/day.
To add a child dependent to your profile, select **My Dependents** on the left hand side menu to go to the **My Dependents** page.

In the second screen select **+Add Dependent**
On the New Dependent page, select +add to enter information for your dependent.

Note: the Date of Birth must be entered as mm/dd/yyyy. A child dependent must be under the age of 24 years old at the time of the course start date to be eligible.

Once the information is entered, please read and accept the Agreement by entering your name in the signature box and select submit. If you do not accept the agreement, the application will not be submitted.

Your dependent is now added to your profile.
Once your child dependent is added to your profile and is eligible, you may submit an application.

To start a new application select **Add Application** under **My Activity**

**Applications** are what you create to participate in the Tuition Benefit Plan.
The Streamlined 4 Step Process

Application Step 1

The first step of the **Application** is to select a **Program**. Use the **Blue Info Button** for more information about each program. Select the appropriate “Dependent” program.

A new section will appear titled “Dependent Information”. Select your child dependent in the provided drop down menu.
Application Step 1
Enter your child dependent’s school in the **Education Information** section. For subsequent applications the school of choice will be the default but remains editable.

Enter in your child dependent’s **Student ID** issued by their school. If you do not know your dependent’s Student ID, please select a reason from the drop down list.
In **Session Information**, you will enter your child dependent’s program information, such as **Education Program, Student Status**, along with associated tuition costs for that term.

A new application should be created for each term. Each child dependent is limited to 8 semesters or 12 quarters through the program.
Note: The total tuition amount for the semester, is not to exceed the cost of Vanderbilt’s current tuition. For the 2018-2019 academic year, Vanderbilt’s tuition cost is $24,300 per semester.

Enter the total amount of credit/units that your child dependent will complete. Please note that the program allows up a full time load of classes as defined by the dependent’s school. Any overload charges incurred are not covered under the program.

Select if the school work was completed online, in the class room, or a blend of the two.
Application Step 3

Please enter any financial aid, scholarships, grants etc. at the top of this page. * If you are not receiving any grants/scholarships, you must select “None.”

Read and agree with all Agreements provided by your HR team and Bright Horizons in order to proceed.

Agreements include a Participant Agreement and FERPA Agreement.

Agreements along with your electronic signature are needed to continue.
Application Step 4

The Review and Submit page summarizes all the information you have entered including School, Degree Type, Grants and Tuition Amount.

If you need to make any corrections please do so at this time by using the Edit function.

Once you are satisfied with all the information, please submit for review. You will receive a pop-up window with an immediate decision from the system.
The Streamlined 4 Step Process

Application Step 4

If further information is needed, you will be contacted through automated email or through Application Comments. You will receive an email confirming the new status of your application.
When your application is approved, you will receive a Letter of Credit (LOC) via email. The LOC will also be available on your application summary page.

Present the LOC to your child dependent’s school. The school should follow then follow the instructions contained on the LOC to reach out to Bright Horizons for billing.

Bright Horizons will pay your dependent’s school for a percentage of the tuition costs as defined by your policy. You will be responsible for the remaining balance of the tuition, including all expenses.
Tracking Your Application Status

You can review your application or your Letter of Credit at any time by visiting **My Dashboard** and selecting the appropriate application number.

Note that the child dependent program does not require you to submit grades or any other documentation at the end of the child dependent’s course.