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)
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
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.
Applications that require your attention will be listed under **Action Needed**.
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 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**
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**.
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.
Your added dependent will appear under the **Student** dropdown. Select your dependent to add them to the application.

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

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

When ready click **Continue**.
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.
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**
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.
Read each agreement carefully and select I agree.
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.
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).
Printing Letter of Credit (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](mailto: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.
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.
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.