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
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
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.
Applications that require your attention will be listed under **Action Needed**.
A new application should be created for each semester or quarter.

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 name in the Student drop-down.

Click Continue
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

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**
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.
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 indicate if you are graduating with this session.
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.
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.
Read each agreement carefully and select I agree.
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
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.
Grade reports/transcripts should contain the following:

- School letterhead /information
- Student name
- Course name
- Grade received
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.
In the Supporting Documentation section, select to either drag the document to that location 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
Confirming Your Grades

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

Add a comment if needed and click Submit Documents.
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.
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
To submit your tuition for reimbursement, go to **Action Needed** section of the **Home** page and find your application.

Click **Upload Documents**
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
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.