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

To create and submit your spouse 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 spouse in the **Student** drop-down if available, then click **Continue**.
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**
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
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.
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.
Once you have selected Vanderbilt University as the 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 spouse will attend.

Note: Spouse benefit allows one 3 credit hour course per semester or 3 courses per academic year.
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 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.
Agreements: Confirm and Sign Application

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
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
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.
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

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**Sample Detailed Receipt**

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Date</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refund to Student</td>
<td>6460</td>
<td>16-OCT-2019</td>
<td>0.00</td>
</tr>
<tr>
<td>Blu Parking Non-Residents Fall</td>
<td>0216</td>
<td>16-OCT-2019</td>
<td>-33.00</td>
</tr>
<tr>
<td>Tuition Payment</td>
<td>0511</td>
<td>15-SEP-2019</td>
<td>-1,560.00</td>
</tr>
<tr>
<td>Travel &amp; Misc Fall</td>
<td>1116</td>
<td>14-AUG-2019</td>
<td>497.10</td>
</tr>
<tr>
<td>Blu Parking Non-Residents Fall</td>
<td>0214</td>
<td>14-AUG-2019</td>
<td>0.00</td>
</tr>
<tr>
<td>Institutional Fee Winter Fall</td>
<td>7970</td>
<td>14-AUG-2019</td>
<td>-132.50</td>
</tr>
<tr>
<td>Institutional Fee - Fall</td>
<td>5108</td>
<td>16-AUG-2019</td>
<td>268.00</td>
</tr>
<tr>
<td>Sports &amp; Rec Facilities Fee Fall</td>
<td>5618</td>
<td>16-AUG-2019</td>
<td>75.00</td>
</tr>
<tr>
<td>Transportation Fee Fall</td>
<td>5492</td>
<td>16-AUG-2019</td>
<td>0.00</td>
</tr>
<tr>
<td>Telecommunications Fee Fall</td>
<td>5056</td>
<td>16-AUG-2019</td>
<td>0.00</td>
</tr>
<tr>
<td>Childcare Center Fee Fall</td>
<td>5868</td>
<td>16-AUG-2019</td>
<td>0.00</td>
</tr>
</tbody>
</table>
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**
Uploading Proof of Payment

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.