

Vanderbilt University Employee Education Assistance Tutorial



Agenda

- **Getting Help / Contacting Bright Horizons**
- **Submitting Your Employee Tuition Application**
- **Submitting Itemized Invoice for Direct Payment**
- **Submitting Grades**



EdAssist[®]
by Bright Horizons

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 Employee Tuition Application

Home page

Bright Horizons
EdAssist Solutions

Workforce Education

VANDERBILT UNIVERSITY

Home History NEW APPLICATION

+ Messages 3 New

View Discounts from Network Schools

Using Your Benefits

VU Employee Tuition Tutorial

Good Morning

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

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

Under **Using Your Benefits**, you will find **VU Employee Tuition Tutorial**

Please make sure to become familiar with requirements, deadlines, and approval process before submitting your application.

Home page

Bright Horizons
EdAssist Solutions

Workforce Education

VANDERBILT UNIVERSITY

Home History **NEW APPLICATION** ?

+ Messages **3 New**

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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.

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VU Employee Tuition Tutorial

Action Needed

APPROVED #7949333

Vanderbilt University
Aug 25, 2021 - Dec 15, 2021

Upload Documents

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

Start 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

VU Employee Tuition Tutorial

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APPLY NOW

Action Needed

APPROVED #7949333

Vanderbilt University
Aug 25, 2021 - Dec 15, 2021

Upload Documents


A new application should be created for each semester or quarter.

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

Contact: Your Information

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


Contact Information

 **Your Address**

Use Home Address


██████████
██████████████████

To change an address please contact your employer.

 **Your Phone Number**

Use Work Phone Use Home Phone Use Other 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**


Program: Student

Home Education Coaching History **NEW APPLICATION** ?

✓ 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 Cancel

In the 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**

Programs: Education Objective

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**

Bright Horizons EdAssist Solutions Workforce Education VANDERBILT UNIVERSITY

Home History NEW APPLICATION ?

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
You

What is your education objective?
Select both fields below to identify education objectives.

Education Program Field of Study


Select
Associate's Degree
Bachelor's Degree
Doctorate Degree
Juris Doctor (J.D.)
Master's Degree
Professional Degree

CONTINUE

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Program: Program Selection

Programs

 **Who is this application for?**

Student


You


 **What is your education objective?**


Select both fields below to identify education objectives.


Education Program


Field of Study


 **What Program would you like to use?**

Staff attending Vanderbilt 

Staff attending another University 

Spouse of Staff attending Vanderbilt (ineligible) 

DEP attending Vanderbilt Uni hired before 9/1/12 (ineligible) 

DEP attending Another UNIV hired before 9/1/12 (ineligible) 

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

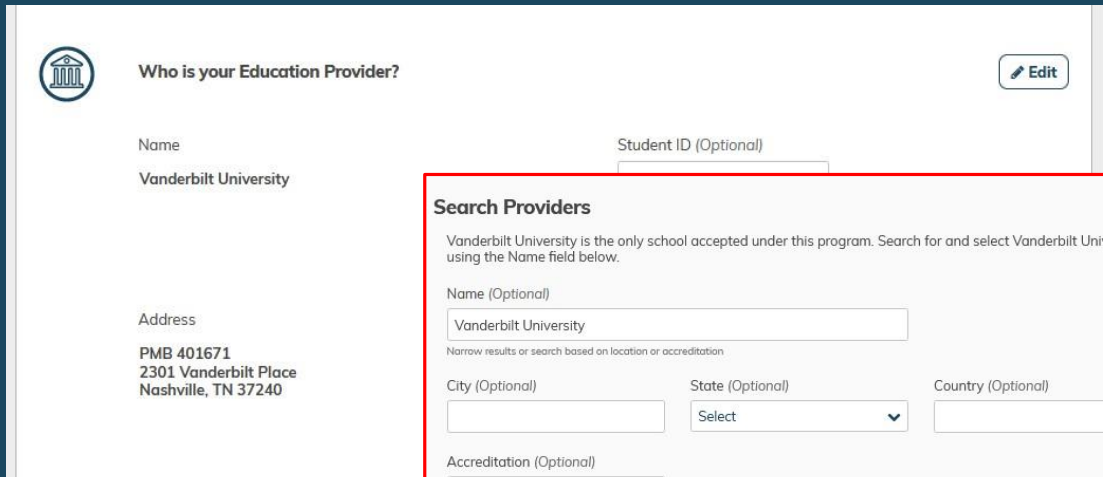
- Faculty attending Vanderbilt
- Faculty attending another University

ROTC

- ROTC attending Vanderbilt

Select your program and click **Continue**

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)
Vanderbilt University

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** 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.**

Program: Education Provider

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

 What Program would you like to use?

- Staff attending Vanderbilt 
- Staff attending another University 
- Spouse of Staff attending Vanderbilt (ineligible) 
- 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? 

Name Student ID (Optional)

Vanderbilt University

Address

PMB 401671
2301 Vanderbilt Place
Nashville, TN 37240

CONTINUE Cancel

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

✓ Contact Information ✓ Programs **3 Expenses** 4 Agreements 5 Review & Submit

New Application

Expenses

 **Session Information**


Session Start Date:

Session End Date:

Are you graduating or completing your education program with this session?

Yes No

Expected Completion Date (Optional):

 **Course & Expense Information**

[ADD A COURSE & RELATED EXPENSE](#)

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

Expenses: Courses

✓ Contact Information ✓ Programs **3 Expenses** 4 Agreements 5 Review & Submit

New Application

Expenses

Session Information

Session Start Date:

Session End Date:

Are you graduating or completing your education program with this course?
 Yes No

Expected Completion Date (Optional):

Course & Expense Information

ADD A COURSE & RELATED EXPENSE

CONTINUE Cancel

Add a Course & Related Expense

The amount you list is used to estimate the benefit amount and does not reflect the final payment amount from the tuition benefit plan.

Note: Enter only up to 3 credit hours and the corresponding tuition estimate. If there is a required lab that is part of the course and has extra credit, then enter 4 credit hours.

Course Name:

Course Number:

Amount:

Credit Hours:

Instruction Type:

Important Tax Information

In compliance with IRS regulations, employer provided educational assistance is exempt from taxation up to a maximum of \$5,250 per calendar year, unless said expenses satisfy the requirements for a "working condition fringe benefit." Taxes will be assessed if, at the time of payment processing, your total amount of tuition assistance paid in the calendar year exceeds the allowable non-taxable amount.

Does this education maintain or improve skills needed in your present work?
 Yes No

Is this education required to meet the minimum education requirements of your current trade or business?
 Yes No

Is this education part of a program of study that will qualify you for a career in a new trade or business?
 Yes No

ADD COURSE Cancel

To add your course details, click **Add A Course & Related Expense**.

- A pop-up will prompt you to enter your **course(s)** details, tuition cost, 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 finished, click **Add Course**.

Expenses: Course Summary

Your course will appear under the **Course & Expense Information** section.

Click **Continue**.

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

New Application

Expenses

Session Information

Session Start Date: 08/23/2021 Session End Date: 12/14/2021

Are you graduating or completing your education program with this session?

Yes No

Expected Completion Date (Optional): 12/15/2023

Course & Expense Information

COURSE	Amount	Related Expenses	Tax Exempt	Credit Hours
Intro to Finance (FINC101)	\$1,500.00	\$0.00	YES	3

[Edit](#) [Remove](#) **Total: \$1,500.00**

Maximum number of courses reached

[ADD A COURSE & RELATED EXPENSE](#)


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

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 you 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 my grades and 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 through EdAssist, you must agree to release and share your educational records with your employer. By checking "I Agree" you are agreeing as follows:

- Educational institutions, schools, agencies or individuals holding my educational records may release such records to EdAssist.
- EdAssist may release 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

✓ Contact Information ✓ Programs ✓ 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 and 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 tuition assistance 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 (FERPA) is a federal law that protects the confidentiality with respect to the education records of students. If you are a student, you have the right through EdAssist, it is necessary for EdAssist to have access to your educational records. Agree below, you agree as follows:

- Educational institutions, schools, and employers may release my educational records to EdAssist.
- EdAssist may release my educational records to my employer.
- This consent shall remain in effect until I revoke it.

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

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.

Sign your application exactly as it appears in bold.

Click **Continue**

Sample Detailed Itemized Invoice


Itemized Invoice should contain at a minimum the following information for approval:

- School name, Logo or URL
- Student Full Name
- Course names and term information (Example: Term: Spring 2022)

Tuition amounts:

- List of itemized detail of tuition and fees for the term

Please note: Not all invoices or term bills will include course information. In this case, a term schedule that includes all your term courses will need to be submitted.



Tuition and Fee Invoice

Student Account Services
P.O. Box 160115, Orlando, FL 32816-0115
Tel. No: (407) 823-3433, Fax No: (407) 823-6476
Email: stuacct@ucf.edu

Printed: 7/21/2016 12:59 PM Student ID: 0123456 Knights, Ima Term: Fall 2016
You are registered and financially responsible for the courses listed below. Full payment of all registered courses must be paid by the payment deadline.

Class Schedule

Class	Course	Instr. Mode	Session	Section	Description	Days	Time	Bldg/Rm	Hrs
8320	REE 3043	Face2Face		0001	FUNDAMENTALS OF REAL ESTATE	R	06:00 PM - 08:00 PM	HPA1 0112	3.0
8320	TAX 4001	Face2Face		0004	TAXATION OF BUSINESS ENTITIES	R	08:00 AM - 02:45 PM	BA1 0146	3.0
8322	FIN 3403	RuSITmVS		09D1	BUSINESS FINANCE	W	08:00 AM - 11:45 AM	BA1 0107	3.0
Notes exist for this class. Please refer to my.ucf.edu for more information.									
8332	ACC 3501	Face2Face		0002	FIN ACC FOR GVT & NONPROFIT	T	06:00 PM - 08:00 PM	BA1 0119	3.0
Total Hours									12.00

Fee Assessment

Tuition & Fees	Session(s)	Payment	Deadline	Item Amount	Total
Tuition	Fall 2016	09/01/16	08/01/16	\$2,631.36	
Total Fee Assessment					\$2,631.36

Payments, Waivers, Third Party & Financial Credit

Postcode	Item Amount	Total
Credit	\$0.00	
Total Payments		\$0.00

Estimated FL Pre-Paid	\$0.00
Estimated Bright Futures	\$0.00
Refund Total	\$0.00
Amount Due Prior to Estimated Aid	\$2,631.36
Amount Due if paid by Credit Card >>>	\$2,683.99
Estimated Financial Aid Deferment	\$0.00

IMPORTANT INFORMATION: THIS FEE INVOICE IS SUBJECT TO CHANGE WITHOUT NOTICE

Attention Financial Aid Applicants: Financial aid awards are based on average full-time attendance (half-time for Summer Term) and posted to your account as estimated financial aid for tuition deferment purposes. Estimated financial aid is not immediately updated when your enrollment status changes.

Payment Procedures: Acceptable forms of payment are: Check, Money Order, Credit Card and eCheck.

- Credit card and e-check payments may be made online by going to <https://my.ucf.edu>. Click on **Student Self Service>Student Accounts>View Your Account (or Fee Invoice)>Due Charges/EPay**.
- You may also mail your check to: University of Central Florida, Student Account Services, ATTN: Payment Processing, PO Box 160115, Orlando FL 32816-0115
- A late payment fee of \$100.00 applies to students who do not pay their fees or do not pay their fees by the payment deadline.

For more information on fee payment procedures, go to our website at www.studentaccounts.ucf.edu.

Although great care was used in calculating your fees, payments, estimated financial aid, deferrals, waivers and other data contained on the invoice, occasionally errors do occur. The university reserves the right to verify and make corrections to any information on this invoice without notice.

EdAssist
by Bright Horizons

Submitting Your Itemized Invoice

The screenshot shows a web application interface with a dark blue header. The navigation bar includes 'Home', 'Education Coaching', 'History', and a yellow 'New Application' button. Below the navigation, there is a section for 'Agreements' with a document icon, the text 'Grants, Scholarships & Discounts', and 'None \$0.00'. An 'Edit' button is visible to the right. The main content area is titled 'Additional Information' and contains a 'Supporting Documentation' section. This section has a document icon, a title 'Supporting Documentation', and a link 'What document types are supported?'. Below this is a paragraph: '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.' A red dashed box highlights the text: 'Drag and drop a file here, or click to select one from your computer.' Below this box, it says 'This application currently has no supporting documentation.' At the bottom of the form, there are two buttons: 'Submit Application' (yellow) and 'Delete' (white).

To submit your itemized invoice:

Click to **Drag and drop a file** or **click to Select One from your computer** to upload your itemized invoice.

Uploading Itemized Invoice

You will be prompted to select the **Document Type** from either Corrections, Grades, or Invoice


Select **Invoice**

The screenshot shows the EdAssist application interface. The top navigation bar includes 'Home', 'Education Coaching', 'History', and a highlighted 'New Application' button. The main content area is divided into two sections: 'Agreements' and 'Supporting Documentation'. The 'Agreements' section shows 'None \$0.00' and an 'Edit' button. The 'Supporting Documentation' section is currently active, displaying a modal window for uploading a document. The modal window has a green header with the text: 'The file Invoice.pdf is ready to upload. The file will not upload until Submit Document button is clicked.' Below this, there is a 'Document Type' dropdown menu with the following options: 'Select', 'Corrections', 'Grades', and 'Invoice'. The 'Invoice' option is highlighted with a red box. Below the dropdown menu are two buttons: 'Submit Document' (highlighted in yellow) and 'Cancel'. The background of the application is dimmed, showing the 'Additional Information' section with a 'Submit Application' button.


Submitting Your Invoice


Home Education Coaching History **New Application**

Additional Information

 **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 and drop a file here, or click to select one from your computer.

INVOICE	invoice.pdf			
From	Uploaded	Status	Date Reviewed	
	5/16/22	Pending	N/A	

Submit Application Delete

Once you have uploaded your invoice, it will reflect as uploaded in the **Supporting Documents** section.

Next you will need to submit your application.

Review: Submit Application

Workforce Education


Home History **New Application**

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

Review and Submit Your Application


* = Required


IMPORTANT: In order to receive your tuition payment, please upload an itemized invoice or other school official document that includes tuition and fees for the term, term schedule and any financial aid received. If the invoice does not include a term schedule, we will require a separate school official document that includes all courses in the term with credit hours shown for each course. Your payment will be processed on the next available payroll cycle as soon as your application is approved, and acceptable documentation uploaded. Thank you.

 **Contact Information** [Edit](#)

Address
465 21st Avenue South
Medical Research Building 3
Nashville-Davidson, TN 37235

Email
tamssupport@edassist.com

 **Programs** [Edit](#)

Employee Program
Faculty attending Vanderbilt 

Education Program
Bachelor's Degree

The final step in the application is to review your application before submission.

Once your application is approved and acceptable documentation uploaded, you will receive a direct payment on your next available payroll cycle. Therefore, it is advised to submit your application and itemized invoice as soon as possible to expedite your payment.



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 Requested **\$1,500.00**

Agreements

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

SUBMIT APPLICATION [Delete](#)

Tuition application # **7970537** was submitted.

Your application has been Forwarded to Supervisor For Review

This application has been reviewed for eligibility by Bright Horizons and has been forwarded to the designated company approver for final review.

[Return to Home Page](#) [Log Out](#)

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 **Forwarded to Supervisor For Review**. Bright Horizons will notify you via email upon approval.

Upon satisfactory completion of the course, you must submit your grades.



Submitting Your Grades

Upon satisfactory completion of the course, you must submit your grades no later than **30 days** after the course end date.

Failure to provide appropriate documentation of your passing grade, **may result in disqualification** for future benefits under this benefit and/or the obligation to return any benefit paid, which may include payroll deduction to recoup the benefit.

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 the offered period

Status	Waitlist Priority	CRN	Course Detail Information	Hours	Grade	Meeting	Date (MM/DD)	Days	Time	Location	Room
RW		81552	COM 4425 (Gender, Race, and Media) Campus: Main Part of Term: F Term: Freshman and Lower	3	A	Lecture	08/16 - 12/11	M	08:20 PM - 09:15 PM	Social Sciences Bldg	2026

Fall Semester 2013 Tuition and Fees		
Charges	Credits	Balance
\$1,254.90	\$1,254.90	\$.00

RELEASE: 8.3.0.3

EdAssist
by Bright Horizons

Submitting Grades

Bright Horizons EdAssist Solutions Workforce Education VANDERBILT UNIVERSITY

Home History NEW APPLICATION ?

+ Messages 3 New

Good Morning

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

View Discounts from Network Schools

Using Your Benefits

VU Employee Tuition Tutorial

Action Needed

APPROVED #7949333

Vanderbilt University
Aug 25, 2021 - Dec 15, 2021

Upload Documents

Submitting 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](#)

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 Invoice.

Select **Grades**

Tuition Application #7949333 Actions

APPROVED Employee

Home Education Coaching History **New Application**

* = Required

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 **grades.PNG** is ready to upload. The file will not upload until Submit Document button is clicked.

Document Type *

Grades

Corrections

Grades

Invoice

Optional


Grade *

Submit Document


Confirming Your Grades

Home Education Coaching History **New Application**

* = Required

 **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 **grades.PNG** is ready to upload. The file will not upload until Submit Document button is clicked.

Document Type *
Grades

Course Name
math

Grade *
A+

Comment (Optional)
Optional

Submit Document Cancel



Select the **Grade** that matches your grade report/transcript you uploaded.

Add a comment if needed and click **Submit Documents**.


Document Status

Home Education Coaching History **New Application**

* = Required

 **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 and drop a file here, or click to select one from your computer.

GRADES	grades.PNG			
	From	Uploaded	Status	Date Reviewed
		5/16/22	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.

Thank You!

Access [Vanderbilt University EdAssist Website](#)

Get Live Help via chat between 9 am - 4 pm ET

Submit a Support Ticket

Customer Support 844-266-1532 between 8 am – 8 pm ET (M-F)