

Vanderbilt University Spouse Education Assistance Tutorial

Agenda

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



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

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 Spouse 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

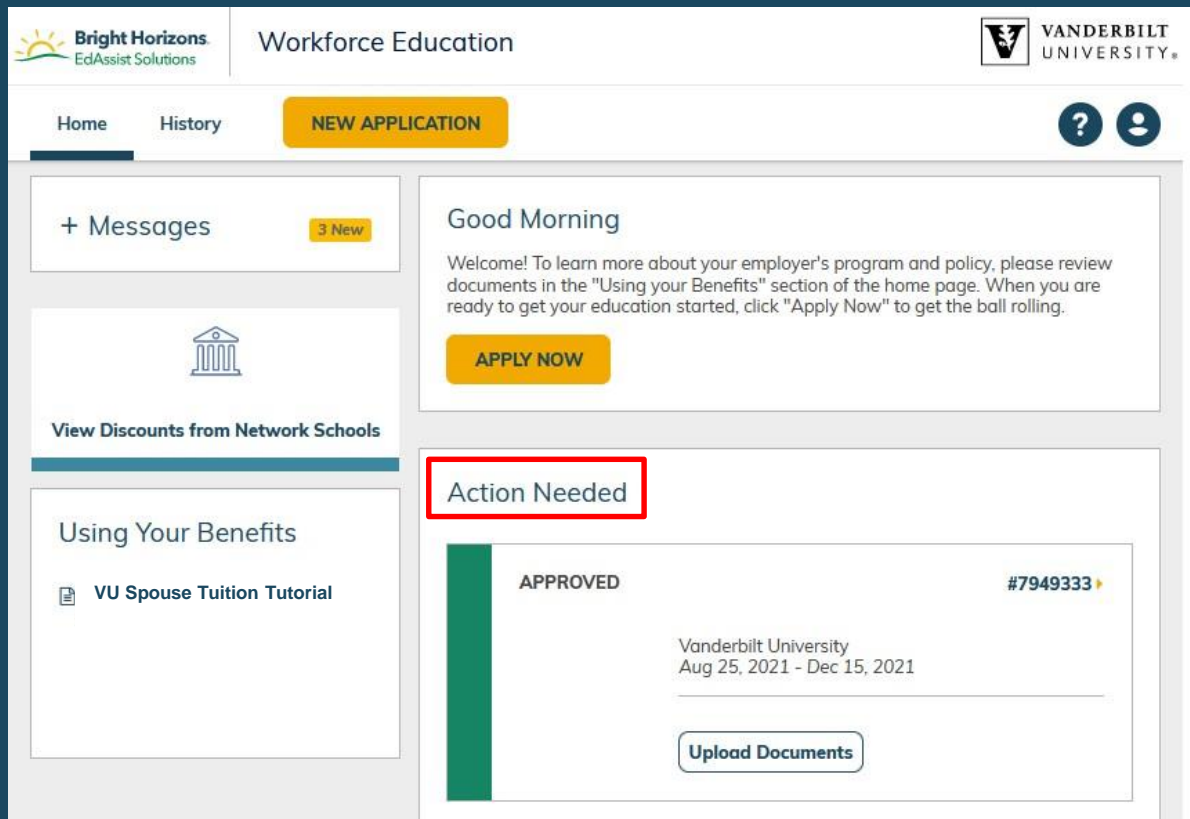
Upload Documents

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

Under **Using Your Benefits**, you will find **VU Spouse 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**


View Discounts from Network Schools

Using Your Benefits

 VU Spouse 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

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

Start Your Application

The screenshot shows the 'Workforce Education' portal. At the top left is the 'Bright Horizons EdAssist Solutions' logo. To its right is the text 'Workforce Education'. Further right is the 'VANDERBILT UNIVERSITY' logo. Below the header, there are navigation links for 'Home' and 'History', and a prominent yellow button labeled 'NEW APPLICATION' which is highlighted with a red rectangle. To the right of these links are a help icon (question mark) and a user profile icon. The main content area is divided into several sections: a 'Messages' section with '+ Messages' and a '3 New' badge; a 'View Discounts from Network Schools' section with a building icon; a 'Using Your Benefits' section with a 'VU Spouse Tuition Tutorial' link; a 'Good Morning' section with a welcome message and an 'APPLY NOW' button; and an 'Action Needed' section with a green bar, the text 'APPROVED', the ID '#7949333', the date range 'Vanderbilt University Aug 25, 2021 - Dec 15, 2021', and an 'Upload Documents' button.

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


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

EdAssist
by Bright Horizons

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 spouse in the **Student** drop-down.

Click [Continue](#)

Programs: Add New Spouse

The screenshot displays the EdAssist application interface. At the top, there is a navigation bar with 'Home', 'Education Coaching', and 'History' links, and a prominent yellow 'NEW APPLICATION' button. Below this is a progress indicator with five steps: 'Contact Information', '2 Programs', '3 Expenses', '4 Agreements', and '5 Review & Submit'. The '2 Programs' step is highlighted with a red box. The main content area is titled 'New Application' and shows a 'Programs' section with a 'Who is this application for?' dropdown menu. A yellow 'ADD DEPENDENT OR SPOUSE' button is highlighted with a red box. Below the dropdown, a 'Family Member' modal window is open, also highlighted with a red box. This modal contains a 'Relationship Type' dropdown set to 'Spouse', and input fields for 'First Name' (Spouse First Name), 'Last Name' (Spouse Last Name), and 'Date of Birth' (01/01/1976). At the bottom of the modal, there is a checkbox for 'I agree' and 'SAVE' and 'Cancel' buttons.

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](#)

The screenshot shows the 'New Application' page with a progress bar at the top. The 'Programs' step is highlighted with a red box. Below the progress bar, the 'Programs' section contains a 'Who is this application for?' dropdown menu, also highlighted with a red box. The dropdown menu is open, showing options: 'You', 'Spouse', 'Dependent', 'Dependent', and 'Dependent'. The 'Spouse' option is highlighted with a red box. To the right of the dropdown is an 'ADD DEPENDENT OR SPOUSE' button. To the left of the dropdown is a 'CONTINUE' button. At the bottom of the page, there is a footer with 'olutions LLC All Rights Reserved', 'Terms & Conditions', and 'Privacy Policy'.

Programs: Education Objective

2 Programs

New Application

Programs

Who is this application for? [ADD DEPENDENT OR SPOUSE](#)

Student

Spouse

What is your education objective?

Select both fields below to identify education objectives.

Education Program

Select

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

[CONTINUE](#)

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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](#)

Programs: Program Selection

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

Spouse



What is your education objective?

Select both fields below to identify education objectives.

Education Program

Master's Degree



What Program would you like to use?

- Staff attending Vanderbilt (ineligible)
- Staff attending another University (ineligible)
- Spouse of Staff attending Vanderbilt
- DEP attending Vanderbilt Uni hired before 9/1/12 (ineligible)
- DEP attending Another UNIV hired before 9/1/12 (ineligible)

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](#)

EdAssist
by Bright Horizons

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)
Select

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** for your spouse.



The search may return the same school name with different addresses. **Please make sure to select the first entry for Vanderbilt University.**

Program: Education Provider

 What Employer Program would you like to use?

Please Make a Selection*

- Faculty attending Vanderbilt (ineligible) 
- Faculty attending another University (ineligible) 
- Spouse of Faculty attending Vanderbilt 
- 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?  Edit

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

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

New Application

Expenses



Session Information

In the **Term Schedule** field, select either **Semesters(2)** or **Quarters(4)**.

In the **Tuition Amount** field, enter the full tuition amount for the term up to Vanderbilt's standard tuition for the same term.

Note: Spouse benefit allows one 3 credit hour course per semester or 3 courses per academic year.

Academic Calendar

Term

Credits

Session Start Date

Session End Date



What are the total expenses for this session?

Total Expenses Amount

CONTINUE

Cancel

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, with a limit of 3 courses per academic year.


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Expenses: Total Expenses

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

New Application

Expenses

 **Session Information**


In the **Term Schedule** field, select either **Semesters(2)** or **Quarters(4)**.

In the **Tuition Amount** field, enter the full tuition amount for the term up to Vanderbilt's standard tuition for the same term.

Note: Spouse benefit allows one 3 credit hour course per semester or 3 courses per academic year.

Academic Calendar: Term: Credits:

Session Start Date: Session End Date:

 **What are the total expenses for this session?**

Total Expenses Amount

Under **Total Expenses Amount**, enter the total tuition amount for the course.

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 Employee Education Assistance Policy and FAQs for full details.

Click [Continue](#)

Expenses: Course Summary

Your spouse's 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 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**.

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 grades, 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 authorize EdAssist to receive and share your educational records with your employer. By checking "I Agree" you agree as follows:

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

Progress indicators: 1 Contact Information, 2 Programs, 3 Expenses, 4 Agreements, 5 Review & Submit

Scholarship/Grant Type (Optional): State Grant | Amount: \$ 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 grants are not retroactive and that no 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 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 of 1974 (FERPA) and its amendments regarding confidentiality with respect to their educational records. FERPA, you have the right to review and request corrections through EdAssist, it is necessary for EdAssist to receive and maintain your records. By clicking "Agree" below, you agree as follows:

- Educational institutions, school agencies and individuals who provide information to EdAssist.
- EdAssist may release my educational records (when necessary) to my employer.
- This consent shall remain in effect until I submit a request to withdraw my consent.

If you do not agree with the above terms, please understand that 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 you are submitting for your spouse.

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 - 07:00 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 |
| 8332 | ACC 3501 | Face2Face | | 0002 | FIN ACC FOR GVT & NONPROFIT | T | 06:00 PM - 07:00 PM | BA1 0119 | 3.0 |
| Total Hours | | | | | | | | | 12.00 |

Notes exist for this class. Please refer to my.ucf.edu for more information.

Fee Assessment

| Tuition & Fees | Session(s) | Payment | Deadline | Item Amount | Total |
|-----------------------------|------------|----------|----------|-------------|------------|
| Tuition | Fall 2016 | 09/01/16 | 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 |

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. At the top, there are navigation links: Home, Education Coaching, History, and a highlighted 'New Application' button. Below this, there are two main sections: 'Agreements' and 'Supporting Documentation'. The 'Agreements' section shows 'None \$0.00' and an 'Edit' button. The 'Supporting Documentation' section has a 'Submit Application' button and a 'Delete' button. A modal window is open over the 'Supporting Documentation' section, showing a green notification: 'The file Invoice.pdf is ready to upload. The file will not upload until Submit Document button is clicked.' Below the notification is a 'Document Type' dropdown menu with 'Invoice' selected. The 'Submit Document' button is highlighted.

Home Education Coaching History **New Application**

Agreements Edit
Grants, Scholarships & Discounts
None \$0.00

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.

Document Type *

- Select
- Corrections
- Grades
- Invoice**


Submit Document Cancel

This application currently has no supporting documentation.


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 your spouse's application is to review the 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.

EdAssist
by Bright Horizons

Review: Submit Application

✔ 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

 Tuition application # **7834267** was submitted.

Your application has been approved

This application has met initial eligibility requirements. Upon receiving a signed Letter of Credit (LOC) at course registration, the school will bill Bright Horizons directly for approved coursework and expenses. To complete the process, please access and print the Letter of Credit (LOC) below, then complete the LOC and send it to your education provider.

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

Agreements

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

SUBMIT APPLICATION Delete

When ready, click **Submit Application** at the bottom of the page.

You will receive a confirmation message that you have submitted the application and you will be given an application number.

Your application will have a status of **Approved**.

Submitting Grades

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

Failure to provide appropriate documentation of your spouse's 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. Use 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 Class Campus Part of Term Term and Lawn | 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 |
| \$1,354.90 | \$1,354.90 | \$.00 |

RELEASE: 8.3.0.3

EdAssist
by Bright Horizons

Submitting Grades

The screenshot shows the EdAssist Workforce Education portal. At the top left is the logo for Bright Horizons EdAssist Solutions. In the center is the text 'Workforce Education'. At the top right is the Vanderbilt University logo. Below the header are navigation tabs for 'Home' and 'History', and a prominent yellow 'NEW APPLICATION' button. On the right side of the header are help and user icons. The main content area is divided into several sections: a 'Messages' section with a '+ Messages' link and a '3 New' badge; a 'Good Morning' section with a welcome message and an 'APPLY NOW' button; a 'View Discounts from Network Schools' section with a building icon; a 'Using Your Benefits' section with a document icon and the text 'Vanderbilt University Education Assistance Tutorial'; and an 'Action Needed' section. The 'Action Needed' section features a green vertical bar on the left, the word 'APPROVED' in bold, the ID '#7949333' with a right-pointing arrow, the text 'Vanderbilt University Aug 25, 2021 - Dec 15, 2021', and a red-bordered button labeled 'Upload Documents'.

- Go to **Action Needed** section of the **Home** page.
- Click **Upload Documents** to upload your spouse's 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? ed?
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. ts are .pdf,

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 *


Select

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



For each course, select the **Grade** that matches your spouse's 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 spouse's 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)