

2023

Tuition Assistance Employee Guide

Getting Started



For more information, please contact us

Email: support@tuition.io

Hours: Monday-Friday

Phone: (855) 353-9395

8 a.m - 8 p.m EST

7 a.m - 7 p.m CST

5 a.m - 5 p.m PST

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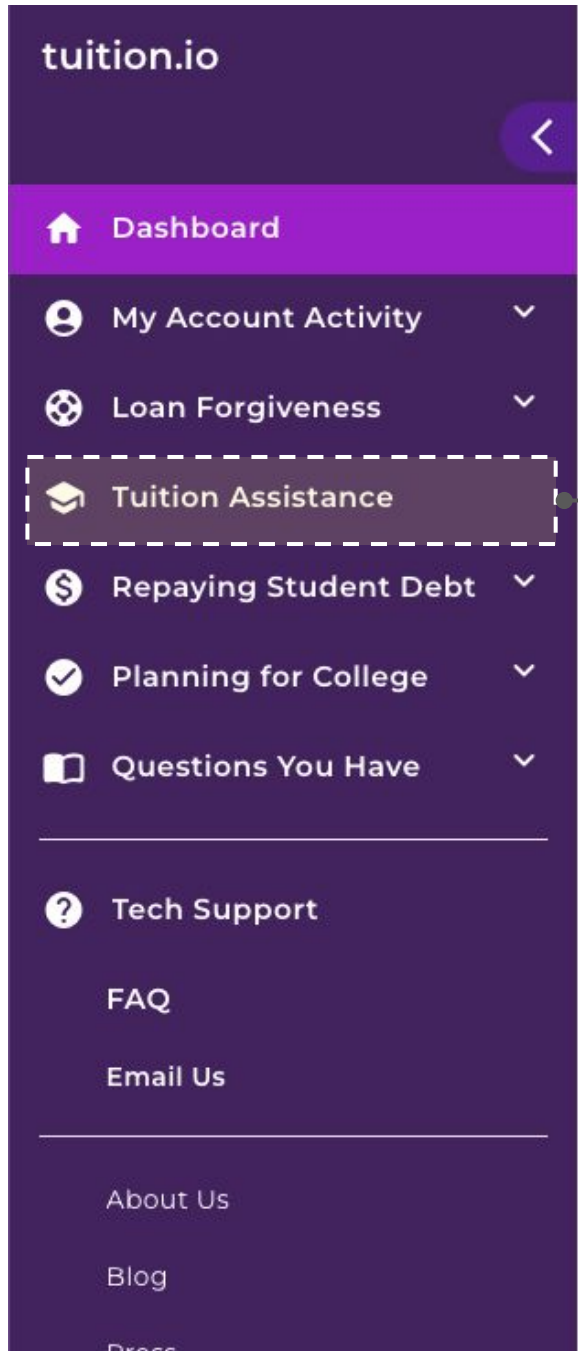
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Congratulations on taking a leap to being a continuous learner

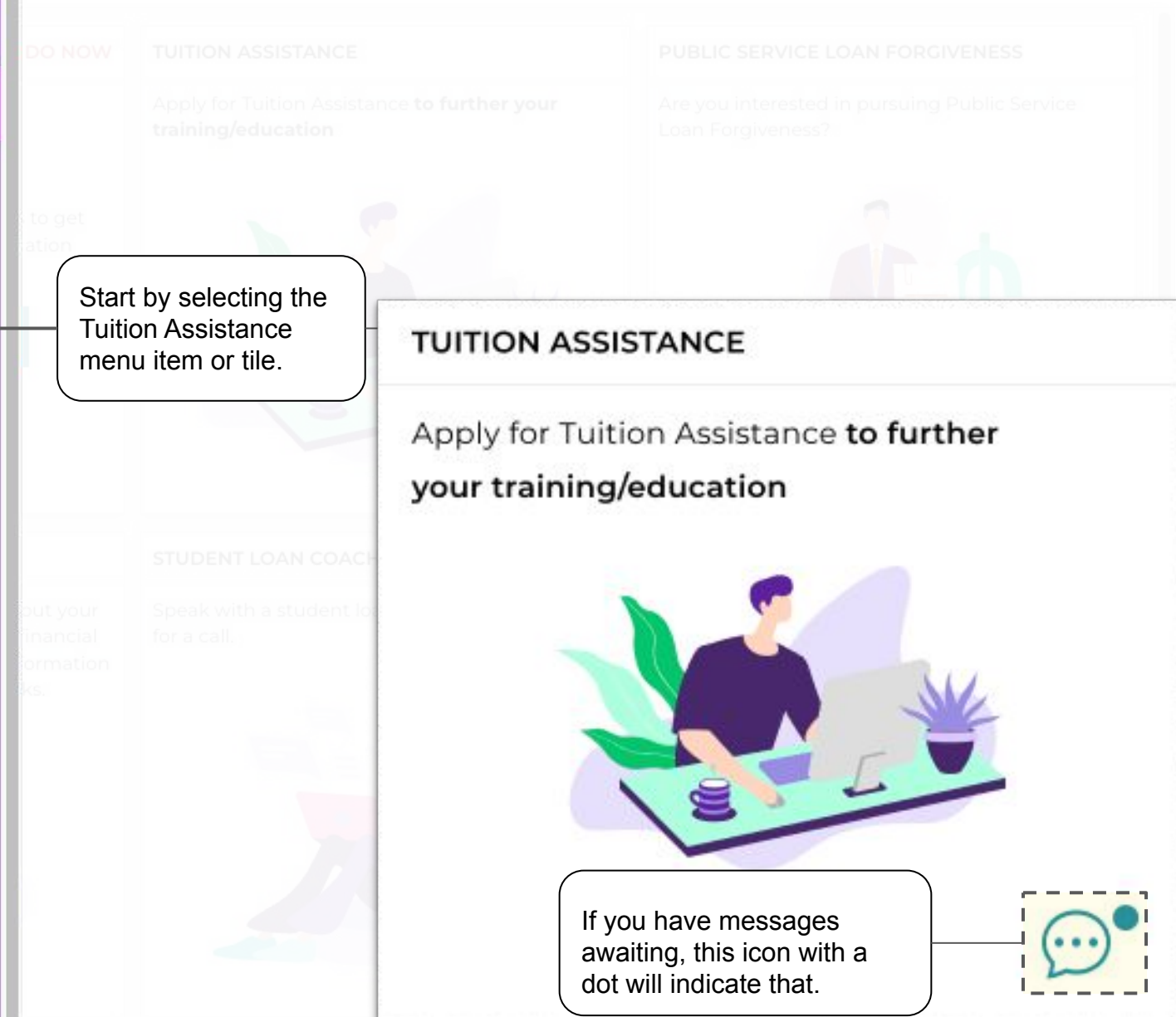
Before diving in there are a couple of things to note

- 1 This guide outlines the overall application process, when logging into your account the process might be slightly different based on your employer.
- 2 Before starting an application, please read the Frequently Asked Questions carefully
- 3 If you have questions at anytime during an application, feel free to reach out to your reviewer by messaging them

1. Navigate to the 'Tuition Assistance' section




Start by selecting the Tuition Assistance menu item or tile.




TUTION ASSISTANCE

Apply for Tuition Assistance **to further your training/education**



If you have messages awaiting, this icon with a dot will indicate that.



2. Tuition Assistance Dashboard

The dashboard features a dark purple sidebar on the left with icons for home, profile, search, and help. The main content area is titled 'Tuition Assistance' and is divided into three sections: 'My Active Programs', 'Programs I Can Apply To', and 'My Past Programs'. The 'My Active Programs' section contains a card for 'B.S Nursing' with an approval date of 8/7/2022 and a 'DETAILS' button. The 'Programs I Can Apply To' section contains three cards: 'Certification' with an annual benefit of \$2,250 for full-time and \$1,125 for part-time; 'Specialized' with an annual benefit of \$90 for full-time and \$0 for part-time; and 'Graduate' with an annual benefit of \$4,000 for full-time and \$2,000 for part-time. The 'My Past Programs' section contains a card for 'Nursing Assistant' with a 'Program Closed On' status. Callouts provide additional context: 'My Active Programs' shows active applications; 'Programs I Can Apply To' shows programs offered by the employer; and 'My Past Programs' shows completed, withdrawn, or abandoned programs.

t.io tuition.io
Testing powered by **tuition.io**

Hello Test **TU**

Tuition Assistance

My Active Programs

If you have started an application under a program, it will show in this section.

B.S Nursing
Approval Submitted On
8/7/2022
DETAILS

Once a program has active applications, a card like this will appear. Click on the card to view details.

This section shows programs offered by your employer. Click on a card to view more details and apply when ready.

Programs I Can Apply To

Certification
VIEW & APPLY
Annual Benefit
Full-time employees: \$2,250
Part-time employees: \$1,125

Specialized
VIEW & APPLY
Annual Benefit
Full-time employees: \$90
Part-time employees: \$0

Graduate
VIEW & APPLY
Annual Benefit
Full-time employees: \$4,000
Part-time employees: \$2,000

My Past Programs

This section shows programs that you have completed, withdrawn from, or abandoned.

Nursing Assistant
Program Closed On

3. Program application: program details

t.io **ACME CORPORATION** education assistance benefits powered by **tuition.io** Hello Bugs **BB**

Tuition Assistance

Dashboard > Program Details

Continuing Education

Annual Benefit	
Full-time	Part-time
\$5,000.00	\$3,500.00

START APPLICATION

Clicking on 'dashboard' will take you to the page where you can view your active programs, programs you can apply to and past programs.

View the annual benefit amount that corresponds to your employment status.

Select 'Start Application' to begin an application under this program. Once an application has been started in a program, the "Start Application" button will disappear but the overview details are visible at any point in time.

What is the Process?

- 1 Get Program Approval
- 2 Get Courses Approval
- 3 Complete Courses
- 4 Submit Grades
- 5 Final Reimbursement

Frequently Asked Questions

- > How long does it usually take to get approved?
- > Is software considered a course expense?
- > When can I expect to be paid?

Before starting your application be sure to read the frequently asked questions in detail.

This is an overview of the application process.

4. Program application: employee information

The screenshot shows a web interface for 'Tuition Assistance' at 'ACME CORPORATION'. The page title is 'Employee Information' and it includes a note: 'Please review the information below and make changes as appropriate.' The form contains several fields, some of which are highlighted with dashed boxes and callouts:

- Application ID ***: 1172669308381167767
- Name ***: Bugs Bunny
- Employee ID ***: 1000
- Employee Status ***: FULL_TIME
- Email ***: bugs@acme.com

Below the form are three buttons: 'CANCEL', 'NEXT', and 'Save For Later'. The 'Save For Later' button is highlighted with a dashed box. A callout explains: 'The information displayed in these fields are provided by your employer and are not editable. If these fields need to be updated, please reach out to your employer.' Another callout points to the 'Email' field: 'Modify your email address if needed.' A third callout points to the 'CANCEL' button: 'Clicking cancel will close this application without saving progress.' A fourth callout points to the 'NEXT' button: 'Clicking next will take you to the next part of this application process.' A fifth callout points to the 'Save For Later' button: 'You can always click here to save progress of an application and return.'

5. Program application: program information

The screenshot shows the 'Tuition Assistance' application form. The page header includes the 't.io' logo, 'ACME CORPORATION' logo, and the text 'education assistance benefits powered by tuition.io'. A user greeting 'Hello Bugs' with a 'BB' profile icon is in the top right. The main heading is 'Tuition Assistance'.

Program Information

Select an institution from the dropdown list below.

Institution Name *
[Dropdown menu with options: Broome-Delaware-Tioga BOCES Binghamton Education Center, Santa Barbara Business College - Bakersfield, Evergreen Beauty and Barber College - Bellevue, BJ's Beauty and Barber College, Bos-Man's Barber College, B-Unique Barber Academy]

Enter a program begin and end date

Estimated Program Begin Date *
mm/dd/yyyy

Estimated Program Completion Date *
mm/dd/yyyy

Please enter your estimated begin and end dates for the program.

Enter the program name (the name of this field might vary)

Program Specialization *
[Text input field]

Please note that when you see a red asterisk like this, this indicates that it is a required field.

Estimated Program Begin Date *
mm/dd/yyyy

June 2023

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Clear Today

Save For Later

CANCEL NEXT

If you notice you are not able to click 'next', this means that there are required fields you will need to fill to move to the next step.

6. Program application: application review

t.io

ACME CORPORATION

education assistance benefits powered by tuition.io

Hello Bugs **BB**

Tuition Assistance

Application Review

Please review your application to confirm the details are accurate before submitting.

Employee Information

Application ID	1172669308381167767
Name	Bugs Bunny
Employee ID	1000
Employee Status	FULL_TIME
Email	bugs@acme.com

Clicking into this card will allow you to update information before submitting the application.

Estimated Program Begin Date	6/9/2023
Estimated Program Completion Date	6/18/2023

If there are terms and conditions that need to be accepted, **you are required** to read and accept the terms and conditions to continue.

Once done check the box to proceed to the next step. The submit button will now be active.

Please accept the terms before submitting your program application

SUBMIT

[Save For Later](#)

Please read and accept the terms and conditions below

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Sit amet mattis vulputate enim nulla. Sit amet tellus cras adipiscing enim eu turpis egestas. Quisque non tellus orci ac auctor augue mauris augue neque. Platea dictumst vestibulum rhoncus est pellentesque elit ullamcorper dignissim. Congue eu consequat ac felis donec et odio pellentesque. Dolor morbi non arcu risus quis varius quam quisque. Consequat semper viverra nam libero. Velit sed ullamcorper morbi tincidunt ornare massa eget egestas. Vitae sapien pellentesque habitant morbi tristique senectus et. Urna neque viverra justo nec ultrices dui sapien eget mi. Aliquet bibendum enim facilis gravida. Faucibus purus in massa tempor nec feugiat nisl pretium fusce.

Feugiat nisl pretium fusce id velit ut tortor pretium. Id cursus metus aliquam eleifend mi in. Et magnis dis parturient montes. Urna nunc id cursus metus aliquam. In pellentesque massa placerat dui ultricies lacus sed turpis tincidunt. Suspendisse interdum consectetur libero id faucibus nisl tincidunt eget. Non curabitur gravida arcu ac tortor dignissim. Congue quisque egestas diam in arcu cursus.

ACCEPT

7. Program application: application submitted

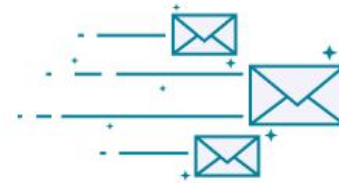
t.io

ACME

education assistance benefits powered by [tuition.io](#)

  Hello Alex 

> Tuition Assistance



Application Submitted!

What happens now? You can expect the following:

- Your program name is Undergraduate
- Your degree is B.S Nursing
- Your program begin date is 6/9/2023
- Your program end date is 6/18/2023
- Your application will be reviewed by your employer
- You can review your application at any time from your dashboard
- Your application may have multiple reviewers
- We will notify you once your employer has reviewed your application

Once your application is submitted, you will get a confirmation similar to this with details.

DONE

8. Program application: program details

t.io **ACME**
education assistance benefits powered by [tuition.io](#)

Tuition Assistance
Dashboard > B.S Nursing

Program Benefits
Your maximum annual benefit is **\$4,000**
Your estimated annual usage is **\$0**
Your received annual benefit is **\$0**

Program Information

Program Name	Undergraduate
Degree	B.S Nursing
School / Institution	University Of Iowa
Program Begin Date	8/30/2022
Program End Date	12/30/2026
Status	Pending Approval

[Click here](#) for program overview

Applications

Program Application
Status: **Pending Approval**

Submitted On	8/7/2022
Created On	8/5/2022

DETAILS

Callout 1: You can navigate to this page by clicking on a program under "my active programs" section on the dashboard.

Callout 2: This section is a breakdown of your Tuition Assistance benefit which will show you how much you have used and how much is remaining.

Callout 3: The program information section shows you the information submitted in the application.

Callout 4: Selecting 'click here' will take you to the program overview page where you can review details of the program which includes annual benefit amounts, the application process and FAQ's.

Callout 5: If you have unread messages, this icon will have a dot. Click on 'details' to navigate to the application details page where you can message your reviewer at any time and view details.

9. Courses application: program Details



ACME

education assistance benefits powered by [tuition.io](#)

Hello Alex

Tuition Assistance

[Dashboard](#) > [B.S Nursing](#)

Program Benefits

Your maximum annual benefit is **\$4,000**
Your estimated annual usage is **\$0**
Your received annual benefit is **\$0**

Program Information

Program Name	Undergraduate
Degree	B.S Nursing
School / Institution	University Of Iowa
Program Begin Date	8/30/2022
Program End Date	12/30/2026
Status	Approved

[Click here](#) for program overview

Applications

[+ APPLY FOR COURSES](#)

Program Application

Status: **Approved**

Approved On	8/12/2022
Created On	8/5/2022

[DETAILS](#)

Once your program application has been approved, you can now start your courses application by clicking on 'apply for courses'.

10. Courses application: dates & scholarships

The screenshot shows a web application interface for Tuition Assistance. At the top left is the 't.io' logo. To its right is the 'ACME CORPORATION' logo. Further right is the text 'education assistance benefits powered by tuition.io'. In the top right corner, it says 'Hello Bugs' next to a circular profile icon with the initials 'BB'. Below the header, the page title is 'Tuition Assistance'. A breadcrumb trail reads 'Dashboard > Educational Assistance Program > June 2023'. The main heading is 'Course Information' with the instruction 'Please enter begin and end date for your courses.' There are two date input fields: 'Courses begin date *' and 'Courses end date *', both containing the placeholder 'mm/dd/yyyy' and a calendar icon. Below these is the instruction 'Please enter any scholarships you might have received during the time of this application' and a button labeled 'ADD A SCHOLARSHIP' with a plus sign icon. At the bottom are 'CANCEL' and 'NEXT' buttons, and a 'Save For Later' link. Two callout boxes provide instructions: one points to the date fields, stating they are required to proceed; the other points to the 'ADD A SCHOLARSHIP' button, stating to click it if any scholarships were received.

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ACME CORPORATION

education assistance benefits powered by tuition.io

Hello Bugs **BB**

Tuition Assistance

Dashboard > Educational Assistance Program > June 2023

Course Information

Please enter begin and end date for your courses.

Courses begin date *

Courses end date *

Please enter any scholarships you might have received during the time of this application

ADD A SCHOLARSHIP (+)

CANCEL

NEXT

[Save For Later](#)

Start your application by entering your courses begin and end dates. These fields are required to proceed to the next step of this application.

If you have received any scholarships for this program, please enter it by clicking on this button.

11. Courses application: course information

Tuition Assistance

Course Information

Please add courses that you will be taking during this duration.

Course Name *

Course Number *

Course Description *

Course Credit *

Course Tuition

Course Books

Course Labs

Course Software

Please upload these documents as required by your program administrator:

- Detailed Course Schedule

 CHOOSE FILE

*Files should be in PDF format only
*You can upload multiple attachments

Next, enter your course information. Fill in required fields to proceed to the next step.

Course Total	\$0
Requested Annual Benefit	\$1,750
Maximum Annual Benefit	\$4,000

BACK

NEXT

[Save For Later](#)

If you have any attachments please enter them here. Details of required attachments are specified by your employer.

12. Courses application: application review

t.io **ACME**
education assistance benefits powered by **tuition.io**

Tuition Assistance
Application Review
Please ensure your application is accurate before submitting

MY COURSES

Courses Begin Date * 8/30/2022
Courses End Date * 12/30/2022

Nur 310 - Professional Practice
Course Description: Intro To Professional Practice
Course Credits: 4
Estimated Cost: \$1,750

Nur 311 - Health Assessment
Course Description: Intro To Health Assessment
Course Credits: 3
Estimated Cost: \$1,850

ADD COURSE

Requested Annual Benefit: \$3,600
Maximum Annual Benefit: \$4,000
Remaining Benefit: \$400

SUBMIT
[Save For Later](#)

Callouts:

- Feel free to change your courses begin and end dates if needed.
- Courses can be removed at any time.
- Course details can also be modified at any time before submitting this application.
- When read to submit your application click 'submit'.
- If you would like to add more courses click on this card.
- Your annual benefit and remaining benefit amounts will get updated as you add courses.

13. Courses application: application review



t.io

ACME

education assistance benefits powered by [tuition.io](#)

Hello Alex

Tuition Assistance

Application Review

Please ensure your application is accurate before submitting

MY COURSES

Courses Begin Date *

Courses End Date *

Nur 310 - Professional Practice

Course Description	Course Credits	Estimated Cost
Intro To Professional Practice	4	\$1,750



Scholarships Added

Scholarship Name	Scholarship Amount
Pell Grant	\$1,200
Iowan Scholarship	\$1,200

EDIT SCHOLARSHIPS

If you added any scholarships, this card will show. Click on edit scholarships to modify.

Requested Annual Benefit	\$
Maximum Annual Benefit	\$
Remaining Benefit	\$

SUBMIT

[Save For Later](#)

Edit Scholarships

Scholarship Name *	Scholarship Amount *
<input type="text" value="Scholarship A"/>	<input type="text" value="\$500.00"/>

ADD A SCHOLARSHIP

CANCEL SAVE

t.io

ACME

education assistance benefits powered by [tuition.io](#)



Hello Alex ▾



Tuition Assistance



Application Submitted!

What happens now? You can expect the following:

- Your application name is August 2022
- Courses in your application are
 - Nur 310 - Intro To Professional Practice
 - Nur 311 - Intro To Health Assessment
- Scholarships in your application are:
 - Pell Grant - \$1,200
 - Iowan Scholarship - 1,200
- You can review your application at any time from your dashboard
- Your application may have multiple reviewers
- Your application will be reviewed by your employer
- If your application is approved you will receive reimbursement

Courses added will show here.

Scholarships added will show here.

Once your application is submitted, you will get a confirmation similar to this with details of your application.

DONE

15. Courses application: application approved

The screenshot displays the 'Tuition Assistance' page for a user named Alex. The page is divided into several sections:

- Program Benefits:** A box showing financial details: 'Your maximum annual benefit is \$4,000', 'Your estimated annual usage is \$3,600', and 'Your received annual benefit is \$0'.
- Program Information:** A table listing details: Program Name (Undergraduate), Degree (B.S Nursing), School / Institution (University Of Iowa), Program Begin Date (8/30/2022), Program End Date (12/30/2026), and Status (Approved). A link 'Click here for program overview' is provided.
- Applications:** A section with a '+ APPLY FOR COURSES' button. Below it are two application cards. The first card, 'August 2022', has a status of 'Pre-Approved' and is highlighted with a dashed border. It shows 'Pre-Approved On 8/25/2022' and 'Created On 8/17/2022'. A 'DETAILS' button is at the bottom, and a note says 'Your next step is to submit grades and receipts'. The second card, 'Program Application', has a status of 'Approved' and shows 'Approved On 8/12/2022' and 'Created On 8/5/2022'. It also has a 'DETAILS' button.
- Navigation:** A vertical sidebar on the left contains icons for home, profile, search, education, currency, clock, dollar sign, checkmark, book, and help. The top right shows a user profile 'AD Hello Alex' with a dropdown arrow.
- Annotations:** Two callout boxes on the right provide instructions: 'You can also start another course application at any time' (pointing to the '+ APPLY FOR COURSES' button) and 'Once your courses application has been approved, you can click on this card to navigate to the application details page where you can add course grades' (pointing to the 'DETAILS' button of the 'Program Application' card).
- Footer:** At the bottom, there are links for 'Mark Program Complete' and 'Withdraw Program'.

16. Courses application: adding grades



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ACME

education assistance benefits powered by [tuition.io](#)

Hello Alex

Tuition Assistance

Course Information

Please add grades and attachments for this course

Course Name	Course Tuition
Professional Practice	\$1,000
Course Number	Course Books
NUR 310	\$250
Course Description	Course Labs
Intro To Professional Practice	\$400
Course Credit	Course Software
4	\$100

Enter the grade you received for your course here.

Course Grade *

Please upload these documents as required by your program administrator:

- Grades received for the semester that you are seeking reimbursement for
- Detailed invoices that show tuition amounts

CHOOSE FILE

*Files should be in PDF format only
*You can upload multiple attachments

Course Total	\$1,750
Requested Annual Benefit	\$3,600
Maximum Annual Benefit	\$4,000

SAVE

17. Courses application: submitting grades

t.io **ACME**
education assistance benefits powered by **tuition.io**

Tuition Assistance
Dashboard > B.S Nursing > August 2022

AD Hello Alex

Click here to view messages

When you see this icon with a link, select "click here" to view and send messages from your approver

Program Information

Program Name	Undergraduate
Degree	B.S Nursing
School / Institution	University Of Iowa
Program Begin Date	8/30/2022
Program End Date	12/30/2026
Status	Approved

[Click here](#) for program overview

Application Information

Pre-Approved On	8/25/2022
Created On	8/17/2022
Courses Begin Date	8/30/2022
Courses End Date	12/30/2022
Status	Pre-Approved
Approved Total (Including any scholarships)	\$3,600

SUBMIT FOR PAYMENT

Program Benefits

Your maximum annual benefit is	\$4,000
Your estimated annual usage is	\$3,600
Your received annual benefit is	\$0

Courses And Scholarships
Please add your grades and receipts by clicking on the courses below to submit for payment.

Nur 310 - Professional Practice

Course Description	Course Credits	Course Grade	Course Total
Intro To Professional Practice	4	A	\$1,750

EDIT GRADES

Nur 311 - Health Assessment

Course Description	Course Credits	Course Total
Intro To Health Assessment	3	\$1,850

ADD GRADES

Once grades and attachments have been added, a green check mark will indicate it.

Application History

When	Name&Role	State	Notes
8/25/2022 5:45 PM	Jon Doe-Admin	Approved	This is a note entered and it goes all the way to 16 PX from the edge

View More

18. Messaging your reviewer



A C M E
education assistance benefits powered by **tuition.io**

Tuition Assistance
Dashboard > B.S Nursing > August 2022 > Messages

Messages

Send a message to the application reviewer

+ MESSAGE

Date ↓

[Empty text input field]



Clicking on this icon will allow you to create a new message.

When you see the message icon with a link, click on it to navigate to this page where you can view and send messages to your reviewer.

Click on this icon when you are ready to send a message to the employee.

You can view the name of the reviewer as well as the date and time of when the message was sent.

Hi Alan,
You will need to navigate to your existing courses under the application details page to upload receipts and be able to get reimbursed for your books and supplies. Please let me know if you have any additional questions.
Best Regards,
Jane

11/02/2022
6:15 PM
Reviewer : Jane S

Hi Jane,
I am so close to finishing my program, I have learnt so much! There have been a few books that I purchased and hope to get reimbursed for, grateful if you could guide me how to go about that?
Best Regards,
Alan

11/01/2022
8:30 PM
Alan G

Your August 2022 application is approved, you can start your courses and submit grades and receipts when you are ready.

08/25/2022
4:00 PM
Reviewer : Jane S



19. Closing a program

The screenshot displays the 'Tuition Assistance' page for a user named Alex. The page is titled 'ACME' and shows program benefits, information, and a list of applications. A modal dialog is open, asking for confirmation to mark the program complete. Callout boxes provide additional context: one points to an 'APPLY FOR COURSES' button, another to a message icon, and a third to the 'Mark Program Complete' and 'Withdraw Program' links.

t.io **ACME**
education assistance benefits powered by **tuition.io**

Tuition Assistance
Dashboard > B.S Nursing

Program Benefits
Your maximum annual benefit is **\$4,000**
Your estimated annual usage is **\$3,600**
Your received annual benefit is **\$0**

Program Information
Program Name: Undergraduate
Degree: B.S Nursing
School / Institution: University Of Iowa
Program Begin Date: 8/30/2022

Applications
+ APPLY FOR COURSES

August 2022
Status: **Pre-Approved**

Pre-Approved On: 8/25/2022
Created On: 8/17/2022
DETAILS
Your next step is to submit grades and receipts

Approved On: 8/12/2022
Created On: 8/5/2022
DETAILS

[Mark Program Complete](#) [Withdraw Program](#)

Are you sure you would like to mark this program complete?
Once you confirm your request to mark the program complete, it will be sent to the program approver for review.

CANCEL **CONFIRM**

You can also start a course application at any time by clicking on this button.

This icon indicates that there are unread messages. Click on this to navigate to the messages page.

You can 'mark a program complete' or 'withdraw from a program'. Clicking on these links will open a modal where you can confirm this action. Once confirmed, your reviewer will need to approve for the action for it to be complete.

20. Application history

This column will show you when the application history event occurred.

Actions could be Approved, Rejected etc.

When an event occurs in the application history, there could be a reason associated with it.

When	Name&Role	Action	Notes
8/12/2022 3:45 PM	Jon Doe-Admin	Approved	This is a note entered and it goes all the way to 16 PX from the edge
8/12/2022 8:00 AM	Jane Doe-Manager	Approved	This is a note entered and it goes all the way to 16 PX from the edge
8/7/2022 6:00 PM	Alan G	Submitted For Approval	This is a note entered and it goes all the way to 16 PX from the edge
8/7/2022 2:00 PM	Alan G	Created	This is a note entered and it goes all the way to 16 PX from the edge

This column will tell you the name of the person who performed the last action in the application.

View Less ^

Click here to view all events in the application history.