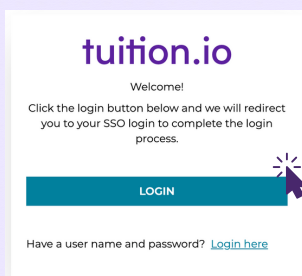


1 Log In

Use your single sign-on credentials to log in to the Tuition reimbursement Portal.

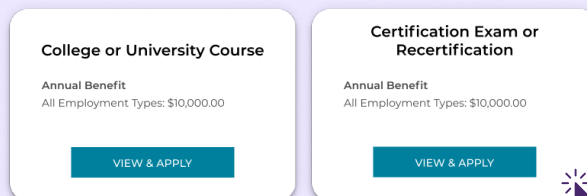


Note

1. You can submit an application 7-30 calendar days before your course start date or certification exam date.
2. If you are attending a university with a flat rate per semester (flex program) you must submit one application per course.
3. Applications submitted for more than one course or exam will be rejected
4. No documentation is required for pre-approval.

2 Start A Course - Pre-Approval

You can complete a maximum of one application per course or certification exam.

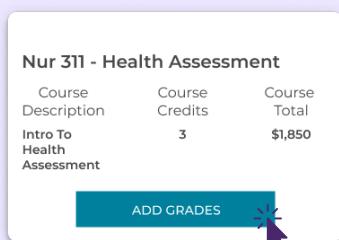


Note

1. Upon completion of your course, you will have 60 calendar days to submit all required follow up documentation.
2. Document details will be specified on the portal.

3 Submit Documentation

Once you have completed your course or certification exam, submit follow up documentation.



4 Submit for reimbursement

The "Submit For Payment" button will be active once all grades and documentation is added. Upon clicking this button, your application will be reviewed for approval.

Courses And Scholarships

! Please add your grades and receipts by clicking on the courses below. Once grades have been added you will be able to submit this application to receive reimbursement by clicking on 'submit for payment' below

SUBMIT FOR PAYMENT



5 Get Reimbursed

Tuition.io will review and process each application. Once approved, reimbursement will be processed in your paycheck within two pay periods following approval by Tuition.io.

If rejected, you will receive an email notification explaining the reason for non-payment.