

Your new tuition assistance benefit

Overview and FAQs

Program overview

Your new education benefit isn't just a chance to go back to school—it's an opportunity to make progress toward your professional growth and development.

We have partnered with Guild to provide team members with access to select fully funded and partially funded programs at high-quality learning partners. Starting on day one, eligible employees can enroll in programs like:

- College degrees and certificates in high-growth areas like nursing, healthcare, data analytics, foundational learning and more.
- College preparatory programs
- English language learning

Visit [BSW.GuildEducation.com](https://www.bswguildeducation.com) to get started and apply today!

Who is eligible?

Active full-time and part-time benefits-eligible employees. Nurse technicians working eight or more hours per week are eligible.

Find more information on eligibility at [BSW.GuildEducation.com](https://www.bswguildeducation.com).

Can my spouse, partner or dependents take advantage of this benefit?

The new tuition assistance benefit is only available to eligible employees.

How will job changes affect my eligibility?

Eligibility is checked at the beginning of each education term. If an employee is eligible at that checkpoint, then that term is covered. If the employee isn't eligible at the start of the next term, then that upcoming term won't be covered.

Does my manager have to approve anything before I can enroll in the education benefit?

No. You only need to meet the outlined eligibility requirements above to participate. Guild can be a resource for you—whether you are wondering how to balance work and school or are curious about what education can mean for your career.

What programs are included and what's covered?

- **Fully funded programs:** Baylor Scott & White will cover 100% of tuition for select college prep, English language learning, certificate, boot camp and degree programs.¹ Eligible employees will have access to programs from high-quality learning partners in areas like RN to BSN, healthcare administration, technology, business, foundational learning and more.
- **Partially funded programs:** Employees will also have access to additional partially funded programs in areas like nursing, healthcare, allied health and healthcare administration. To reduce the burden of upfront, costly tuition payments, direct payments will be provided to the learning partner of up to \$5,250 annually for select undergraduate degrees, certificates and master's degrees.¹
- **Additional fees:** Baylor Scott & White will also ensure that smaller out-of-pocket expenses, such as required textbooks and course fees for programs within the Guild catalog, will be reimbursed up to \$5,250 per calendar year. Reimbursement will be provided via payroll and will appear within two to three pay cycles.

How do I start using my benefit?

- Visit BSW.GuildEducation.com.
- Create a profile.
- Browse the catalog to view all programs.
- Take the program quiz to see what programs best fit your needs.
- Select a program, then click “Apply Now” on the upper right corner of the program page.

If you have questions about your benefits or need help choosing a program, select “Contact Guild support.”

How do I enroll in a program?

Applications must be completed at BSW.GuildEducation.com. Guild support can assist with the application and enrollment process.

¹ Funding covers tuition and mandatory fees after the required application of federal and state grants and scholarships.

How do these programs support working adults?

Working adults face unique circumstances that come with balancing school, life and work.

- Many of these programs offer multiple start dates per year, and all programs take place online to accommodate the need for flexible schedules.
- As the program progresses, we'll continue to evaluate the options offered in Guild's catalog based on employee participation, feedback and the needs of the evolving workforce.

What is Guild support?

Guild's support team can help with setting career goals, selecting a program and guidance along the way. A Guild specialist is just a call or chat away, and it's completely free to get support from them.

How do I find the right program for me?

Guild's program recommendation quiz can help you discover potential programs that fit your interests and qualifications based on your answers to a few quick questions.

Still not sure which program to choose?

Eligible employees have access to Guild support, which will work with you to weigh your options and select a program based on your interests and goals.

Will other learning partners and programs be added to the catalog?

We are continuously examining our offerings—and will let you know when new programs are added to the Guild catalog.

Visit [BSW.GuildEducation.com](https://www.bswguildeducation.com) for the most up-to-date program list.

How can I balance work and school?

The programs selected were specifically chosen because of their flexibility. Guild specialists can work with you to select a program that fits your schedule.

Is there a limit to the number of courses I can take per term?

Term limits vary based on each learning partner and program. Learners should work with their learning partner and Guild support to understand the course limit per term.

Is there a limit to how many programs I can take over the period of my employment?

Eligible employees are permitted to participate in only one program at a time, however, they can enroll in a double major or major and minor. Employees may enroll in and complete multiple programs sequentially, subject to eligibility requirements and funding, as well as relevant learning partner requirements.

Are there minimum course load requirements?

No, there are no minimum course load requirements.

Is there a grade requirement?

To remain eligible for education benefits, employees must maintain a cumulative grade point average (cGPA) of 2.0 or higher for undergraduate degree programs and a cGPA of 3.0 or higher for master's programs.

- Your cGPA will be checked at the start of each term in accordance with Guild's standard academic progress requirements.
- All learners with a cGPA of less than 2.0 for undergraduate programs or cGPA of less than 3.0 for master's programs will be responsible for payment until the cGPA exceeds the relevant threshold.

Will education be online or in person?

Programs will be offered online so employees have the flexibility to choose programs that fit their schedules and specific needs.

Are programs available in multiple languages?

Currently, all programs are only available in English, but Guild offers English as a Second Language programs and bilingual specialists who can help answer questions in both Spanish and Haitian Creole for employees who would prefer to speak in either of these languages. After completing their Guild profile, members can use the "Contact Guild support" button and request to speak with a bilingual specialist.

Is tuition assistance through Baylor Scott & White taxable?

Baylor Scott & White provides you up to \$5,250 per calendar year in tuition assistance tax free for federal and most state* income tax purposes.

If I leave Baylor Scott & White do I have to pay anything back?

Participating employees must agree to stay employed at Baylor Scott & White in a full-time or part-time position for a minimum of six months from term start or program start. If an employee terminates employment within the six months, 100% of covered tuition and expenses received must be repaid to Baylor Scott & White by the employee. If employment ends due to workforce reduction, outsourcing, divestiture, sale of business, retirement, long-term disability or death, employees are not required to repay tuition or expenses.

If I don't complete my program, do I have to pay anything back?

While we strongly encourage you to complete any program you enroll in, you won't be required to pay anything back if you drop out. If you're in need of assistance at any point during your program, you can reach out to Guild support for assistance along the way. They can help you get motivated, implement time management skills and stay on track during challenging times.

Can I transfer programs at a later date?

Guild is committed to helping you find the learning experience that is best suited for your needs. If you'd like to transfer, reach out to Guild support, and they can help guide you through the process.

Will Baylor Scott & White cover the cost of a program I'm currently enrolled in?

Baylor Scott & White will only pay for select fully funded programs within the Guild catalog. If you're currently enrolled in one of these programs, they will only pay for future courses once you're eligible and have applied through [BSW.GuildEducation.com](https://www.bswguildeducation.com). Payments won't be applied retroactively for courses completed prior to the launch of your education benefits. Learners can reach out to Guild support to receive help applying for the current term through your education benefits.

How are my courses paid for?

For learners enrolled in programs within the Guild catalog, Guild will facilitate sending tuition and fee payments directly to your learning provider on your behalf. Any qualifying expenses, such as mandatory out-of-pocket fees or required books, are 100% reimbursable up to the applicable program limit.

How do I submit a reimbursement request for books and fees?

Learners must submit receipts and a course syllabus for reimbursement through Guild at [Reimbursement.GuildEducation.com](https://www.bswguildeducation.com). Failure to submit the required paperwork and receipts within the term may result in delay or denial of reimbursement. Approved reimbursement will be received within two to three pay cycles on their paycheck.

I'm enrolled in a fully funded program but am seeing an outstanding balance in my Guild account. Do I have to pay it?

For learners enrolled in a fully funded program, you don't have to pay any outstanding balance you see in your member portal. This balance will remain outstanding until Baylor Scott & White completes the payment, but there's no obligation on your part to pay it, and the balance won't impact your current classes or ability to enroll in future classes.

CONTACT US

Phone: If you'd like to speak to Guild support over the phone, you can [call 1-800-985-4027 toll free](tel:1-800-985-4027), and you will be routed to a specialist.

Chat: Go to [BSW.GuildEducation.com](https://www.BSW.GuildEducation.com) and click "Chat" on the lower right-hand corner for immediate assistance between 7 a.m. and 7 p.m. MST.

Contact Guild Support: Go to [BSW.GuildEducation.com](https://www.BSW.GuildEducation.com) and click "Contact Guild support."

Your question will get routed to a Guild specialist, who will reach back out to you soon.