

Guild’s tuition reimbursement process

Follow our step-by-step guide to getting your reimbursement.



Transition information

Find out how to make the move from EdAssist to Guild.



How to get reimbursed for...

Courses that started before February 24, 2023, and ended by March 3, 2023

- Reimbursement documentation for courses that started before February 24, 2023, was due to EdAssist by March 3, 2023. If you missed that deadline, you'll still be able to submit your reimbursement request to Guild **after March 15, 2023**. Just remember, you only have 90 days from the end of your term to submit for reimbursement.

Courses that started after February 24, 2023 or ended after March 3, 2023

- You can submit all reimbursement applications and requests to Guild beginning **March 15, 2023**. For more information on Guild's reimbursement process, read *Steps to get reimbursed below*.

Steps to get reimbursed

Follow these steps for all new reimbursement requests beginning March 15, 2023.

1

Check your eligibility

Use Guild's online reimbursement tool at bsw.guildeducation.com to start your reimbursement application.

Be sure to provide:

- The name of your school
- Your major or program
- Term dates as indicated on your school's calendar
- A recent unofficial transcript with your cumulative GPA (cGPA), if applicable



Submit applications from 30 days before the term start date up to 90 days after the term end date. Be ready to submit your cGPA if you have one. For more information about cGPA, read *What's different?* below.

2

Submit your expenses

Once your application is approved and your add/drop date has passed, you can log in to Guild's online reimbursement tool and submit your expense information.

You don't have to wait until you get your final grades before you submit your expenses – we check your cumulative GPA in step 1 of the process to make sure you're meeting BSWH's requirements.

Submit all documents to Guild from two weeks after the term start date up to 90 days after the term end or certificate exam date. These include:

- Unofficial transcript for degree programs, or proof of enrollment for certificates/certifications
- Itemized bill with proof of payment
- Course syllabus and receipts for books and supplies expenses



You'll get an email from Guild when it's time to submit your expenses. This will be about two weeks after your term start date.



Use your school's student portal to find the documents you need to complete your request.

What's different?

These are some ways Guild's reimbursement process is a little different from the one you already follow.



Academic performance

We check your cumulative GPA (cGPA) at the beginning of your term rather than checking each course grade at the end of your term. You do not need to submit proof of course completion or final grades.



You have to maintain a minimum cGPA of 2.0 for undergraduate programs or 3.0 for graduate programs.



Submission timing

- You must confirm eligibility for your benefit before requesting reimbursement. You can submit an application from 30 days before your term begins up to 90 days after it ends.
- You will now be able to submit a tuition reimbursement request from two weeks after the term starts (after your add/drop period) up to 90 days after it ends. You will no longer need to wait for courses to be completed and your final grades to be posted in order to request reimbursement.



Manager approval

You no longer need to get manager approval to submit an application. Guild will make sure you're meeting all requirements when reviewing your application.

What's the same?

These are some ways Guild's reimbursement process is the same as the one you already follow.



Eligibility

You're eligible to use your education benefit as long as you maintain the following requirements:

- Be employed by BSWH – you're eligible on day one
- Be a full-time or part-time benefits-eligible employee, or nurse technician working a standard eight or more hours per week
- Be an active employee



Programs covered

Your program will be eligible for reimbursement as long as you're enrolled in an eligible field of study.

For more information, log into your Guild portal at bsw.guildeducation.com and connect with Guild support.



Annual funding amount

All eligible team members can get reimbursed for mandatory tuition, books, and fees, up to \$5,250 per year for select programs. There is no longer differentiation between clinical or non-clinical degree paths.



Termination

You must remain employed for the duration of your term. If your employment with BSWH ends and the term has already begun, you'll be responsible for tuition and other expenses for that term and any further enrollments. If you terminate employment within 6 months of completing a class, 100% of covered tuition and expenses must be repaid.



Expenses covered include:

- Tuition
- Required books and supplies, including taxes and shipping
- Required software
- Registration fees
- Online/distance learning fees
- Laboratory fees
- Course fees
- Student access fees
- Testing fees
- Technology fees
- Matriculation fees
- Graduation fees
- Application fees



Expenses not covered include:

- Supplies not directly required by the course, such as pens, pencils, paper, and notebooks
- Equipment, such as backpack, briefcase, book bag, computer, phone, and tablet
- Uniforms, including lab coats or personal clothing items
- Student Association fees
- Parking fees
- Transportation fees
- Late fees, finance fees
- State and local fees
- Student health insurance fees
- Club fees



For more information about Guild's reimbursement process, contact us at reimbursement@guildeducation.com.