

# Education Vendor Guild

## Tuition Reimbursement

### General Description

This article provides instructions on how to apply for tuition assistance and tuition reimbursement also providing answers to questions associated with the Trinity Health Education Program.

### Applicability/Eligibility

- This article generally applies to all regular full-time and regular part-time benefits-eligible colleagues, unless specifically excluded by the terms of a collective bargaining agreement or the colleagues have employment contracts or agreements that provide for different tuition reimbursement benefits. Regular full-time and regular part-time employment status is determined in accordance with the ministry's or subsidiary's Employment Classification Policy or Procedure.
- Colleagues are eligible to participate Day one (1) of employment.
- A colleague who receives a reimbursement for a course or program must remain continuously employed by Trinity Health, a ministry or subsidiary in a benefit-eligible status the duration of the colleague's program selection.

### Key Points

#### Reimbursement Benefits

You will generally receive reimbursement for up to 100% of the eligible expenses you pay for courses or program (if the courses in the program are not paid for on a course-by-course basis), up to the maximum reimbursement amount you are eligible to receive for the year (the "annual cap") .

The annual cap is defined by your ministry or subsidiary and is applied based on the amounts reimbursed in a calendar year regardless of when the courses are taken.

#### Program Requirements

- You must remain employed in a benefits-eligible position and in good standing with Trinity Health, a ministry or a subsidiary during the period that starts with the date the course or program begins and ends with the date of reimbursement for the eligible expenses you paid for that course or program.
- You must successfully complete the course or program as follows:
  - Colleague must maintain a cumulative Grade Point Average (GPA) of 2.0 or better to be eligible for undergraduate degree programs
  - Colleague must maintain a cumulative GPA of 3.0 or better to be eligible for graduate degree programs
  - Failure to maintain the required GPA will result in loss of eligibility until the Colleague is able to improve their GPA to the required threshold based on degree type.
  - Some programs have prerequisites; if they do, the Employee must meet those requirements to move forward in those programs. Each learning provider may enforce their own academic standards and requirements. All proof of successful academic performance will be based on the transcript (official or unofficial) from the most recent prior term, where relevant.

### Key Steps

Trinity Health has partnered with Education vendor Guild to provide a comprehensive web-based solution for managing education development and career growth.

You will utilize Guild's portal to:

- Easily access Guild's Support to assist with understanding program eligibility
- Select program types
- Connect with a Guild Growth Coach
- Review historical application history
- Request appeals if an application is denied or rejected
- Escalation of all issue(s) related to the program

### FAQs

#### 1. What expenses are not covered under the Tuition Reimbursement Program?

- Workshops, seminars, conferences, conventions, and continuing education classes and licensing or other similar kinds of short courses;
- Tools or supplies which may be retained by the colleague after completion of a course of instruction;
- Meals, lodging, travel, field trips or transportation;
- Any benefits with respect to, any course or other education involving sports, games, or hobbies;

- Late or non-payment fees or finance charges; and
- Parking, permits, internet connectivity fees and student activities.

**2. Are contingent colleagues eligible for tuition reimbursement benefits?**

No contingent colleagues are not eligible to participate in the Trinity Health Education program. However, Fellowship colleagues are eligible to participate.

**3. How do I know if my school is accredited for tuition reimbursement?**

Accreditation is a status granted to educational institutions found to either meet or exceed academic quality standards established by an accrediting agency through an assessment process.

In accordance with the Trinity Health Education program, all courses must be taken at a regionally or nationally accredited educational institution that is Title IV approved. Schools listed on the Guild platform have been determined by the Department of Education to be accredited and are eligible for your program. You must apply on the Guild platform prior to beginning your term.

**4. What determines the annual cap/ How do I find out my annual cap?**

A colleague's annual cap for a calendar year is based on the colleague's full-time or part-time status as of the date the Application is filed. You can also contact Guild at 1-800-985-4027 and or [Trinity-Health.guildeducation.com](https://Trinity-Health.guildeducation.com) to create a profile within Guild to obtain your employer's annual cap for a calendar year.

**5. How do I create a profile?**

Log into [Trinity-health.guildeducation.com](https://Trinity-health.guildeducation.com) sign up and complete profile, once profile has been established colleagues are to explore program options based on individual eligibility.

**6. How do I submit an application?**

Once your profile has been created, Colleagues can select program type/ click to start Guild's application process. You can also submit an application before your term starts directly through Guild website. You can access it by going to <https://myapps.microsoft.com>. Once you access the Myapps link, you will route to the Guild icon or by visiting [Trinity-health.guildeducation.com](https://Trinity-health.guildeducation.com).

**7. Is there a deadline for submission of my application request?**

Yes. Application requests may be received as early as 30 days before the term start date and must be submitted before term start dates. *It is important to note that a failure to submit your application request within this timeframe will result in a rejection.*

**8. May I submit an application for more than one term at a time?**

No. You must apply prior to the beginning of every term to be eligible for reimbursement. Your application will be approved for all courses taken within that term.

**9. How do I know when my application is approved?**

After your application has been reviewed to ensure that it meets the requirements of the Tuition Reimbursement guidelines, you will be notified via email of the final decision on your submission

**10. How do I apply for tuition reimbursement?**

Go to <https://myapps.microsoft.com>. Once you access the Myapps link, you will route to the Guild icon or log on directly to Guild at [Trinity-health.guildeducation.com](https://Trinity-health.guildeducation.com)

**Note:** You may contact Guild at 1-800-985-4027 for assistance navigating their system.

**11. Does my employment status affect my reimbursement?**

Yes, colleagues must remain employed in a benefits-eligible position and in good standing with Trinity Health, a Ministry or Subsidiary on the date a course or program begins for the Eligible Expenses to be reimbursed.

**12. What documents are required to obtain my reimbursement?**

The following paperwork is required for reimbursement:

- Tuition bill. Itemized receipt showing the difference between tuition and fees includes a school identifier and the student name/ID
- Grade report indicating the course name, grade earned, school identifier and student name/ID. This may be an unofficial transcript.
- Book receipts (if applicable)
- Proof of payment (Deferral agreement OR proof you have paid your institution prior to requesting reimbursement).
- Grants and scholarships (if applicable)

## Eligible and Non-Eligible Expense(s)

- **Expenses Eligible for Reimbursement**

Only Eligible Expenses are reimbursable. "Eligible Expenses" are expenses for the tuition, required course fees, and books, and supplies as specified in the course syllabus, including sales tax and shipping fees, for courses that:

- A. Are part of an Eligible Program; and
- B. The Employee attends outside of his or her regularly scheduled work hours.

\*Below are examples of items that are NOT eligible for reimbursement - This is not an all-inclusive list\*

- **Eligible Expenses do not include payment for, or the provision of:**

- Workshops, seminars, conferences, conventions, and continuing education classes and licensing or other similar kind of short courses; (Prerequisites, Re-certifications, and certificates)
- Tools or supplies which may be retained by the Employee after completion of a course of instruction.
- Meals, lodging, travel, field trips or transportation.
- Any benefits with respect to, any course or other education involving sports, games, or hobbies.
- Late or non-payment fees or finance charges; and
- Parking, permits, internet connectivity fees and student activities.

**13. Is there a deadline for submission of my payment request for tuition reimbursement?**

Yes. All requests and appropriate documentation must be submitted within 90 days after the term end date on your application for your request to be considered for reimbursement.

**14. How do I track the status of my application/reimbursement request?**

You will see the status of your application and reimbursement in Guilds portal and through email notifications.

**Note:** You may contact Guild at 1-800-985-4027 for assistance.

**15. Does Guild offer additional support?**

Yes, after a colleague has enrolled in a program, colleagues enrolled with a Tuition Assistance program will have an option to work one on one with a Guild Growth Coach.

Please contact Guild at 1-800-985-4027 prior to submitting your request for a Growth Coach.

## Guild Resources

### Contacts:

- Guild Contact Center: 1-800-985-4027 (Monday- Friday)
- 6 a.m. - 6 p.m. Pacific Time Zone
- 7 a.m. - 7 p.m. Mountain Time Zone
- 8 a.m. - 8 p.m. Central Time Zone
- 9 a.m. - 9 p.m. Eastern Time Zone
- <https://myapps.microsoft.com> Once you access the Myapps link, you will route to the Guild icon or directly at [Trinity-health.guildeducation.com](https://health.guildeducation.com).