



## Transition FAQs

### Why are we moving education benefit providers and platforms?

Guild is a best-in-class education partner that meets the needs of Trinity Health's colleagues, providing more education funding options and programs. The new program is designed to help remove financial barriers to select education offerings, provide additional support with coaching to guide colleagues through their educational goals, and offer opportunities to grow your career.

### Will my current program remain supported/eligible for tuition reimbursement?

Yes, if you are already using Edcor for Tuition Reimbursement (meaning you have an active, approved application), Guild will continue to cover and support your program at your current cap.

### When is the last date I can submit for reimbursement through the current education vendor, Edcor?

- You can submit tuition reimbursement requests through the current education vendor Edcor until **EOD March 24, 2025**.
- If you submit your application or reimbursement request on or after March 25, 2025, it will be denied or not processed and **must be re-submitted to the new education partner - Guild** - on or after April 8, 2025.
  - If you had an approved application prior to the blackout period but did not submit your reimbursement request before March 24, 2025, you will need to **re-submit your application AND request** through Guild. Your program will still be covered, but you must take the additional step to submit both to be reimbursed through the new vendor.
- There will be a blackout window for processing Tuition Reimbursement claims from March 24, 2025 - April 8, 2025.

### How/when do I create an account with the new education vendor Guild?

All colleagues will be able to create an account on April 8, 2025, at which point you will have access to our new provider's platform. Like with most employer offerings, you will access the education vendor's platform via single sign-on (SSO). Once logged in, the platform will guide you through the remaining steps to fully set up your account.

If you are a current Tuition Reimbursement user through Edcor, please note that even if you have an existing, approved application with Edcor, you will need to reapply through the Guild platform for any future terms.

### What about Trinity's policy is changing?

The most relevant policy changes are as follows:

- **Day 1 eligibility:** Colleagues will be able to access the tuition program on day 1 of employment

- **Cumulative GPA:** Rather than having a course-by-course grade requirement, colleagues will be held to a cumulative GPA requirement to remain eligible for the tuition program (2.0 for undergraduate; 3.0 for graduate programs)
- **Reimbursement timelines:** With the new Guild program, we will maintain a two-step process for requesting reimbursement. However, there are some key changes to the application timelines:
  - **Step 1:** Apply for approval no earlier than 60 days prior to term start date.
  - **Step 2:** Submit your reimbursement request no later than 90 days after term end
- **Annual funding limits** will be determined by your Ministry. Please log into Guild and create an account to view your funding level. Note that you will need to submit a new application for each term.

Once the new vendor is live, you will have access to Guild Support. The Guild Support team will be able to answer questions about eligibility, funding levels, reimbursements, or log-in issues.

### **When will I know more about the upcoming changes, including the expanded educational offerings?**

Additional communications will be shared later in April with more details about the new education policy

**Education platform** refers to the vendor's website - supported by our partner Guild - where colleagues can go to understand educational offerings sponsored by Trinity Health, receive coaching prior to enrolling in select programs, while also having access to career development resources. On the platform, colleagues will be able to apply to Tuition Assistance programs (if applicable) and process Tuition Reimbursement claims.

**Funding cap** is the dollar amount up to which Trinity Health will pay for a colleague's educational program (either via Tuition Assistance or Tuition Reimbursement). For example, if the funding cap is \$5,250, Trinity health will sponsor that amount annually. Any cost above \$5,250 will be the responsibility of the colleague.