

TUITION REIMBURSEMENT Quick Reference Guide



Questions?
877.410.6927
clevelandclinic@edassist.com



YOUR BENEFITS AT A GLANCE

After one year of employment, CCF provides tuition reimbursement to all regular benefits-eligible full-time and part-time employees. Covered expenses include:

- Degree programs at regionally-accredited colleges and universities
- Tuition, books, and challenge exams

Maximum Annual Reimbursement

	FT	PT
Graduate Degree	\$7,500	\$3,750
Bachelor Degree	\$5,000	\$2,500
Associate Degree	\$2,500	\$1,250

SCHOOL SAVINGS



CCF caregivers receive exclusive tuition discounts, waived fees, and other benefits through EdAssist:

- **American Sentinel University:** up to 10% off tuition off, waived application fee
- **Bryant & Stratton College:** \$1,000 grant per semester for FT student; \$500 grant per semester for PT student
- **Case Western Reserve:** 6% off select programs, waived application fee
- **Chamberlain College of Nursing:** 15% off tuition, waived application fee
- **Indiana Wesleyan:** 10% off select programs
- **University of Phoenix:** 6% off tuition
- **Walden University:** 10% off tuition, waived application fee
- **Kaplan Test Prep:** 15% off all DAT, GMAT, LSAT, GRE, OAT, PCAT and MCACT courses
- **Textbooks.com:** FREE shipping for all purchases over \$25!

GETTING STARTED

1. View Tuition Reimbursement policy and confirm eligibility. 
2. Discuss your education plans with your manager.
3. Enter a "Program Approval Request" and all subsequent courses into the EdAssist system.
4. Enter "Grade & Receipt" transaction into the EdAssist system within 90 days of your course end date.

To view policy and access EdAssist: go to HRConnect Portal (a OneClick on the Intranet homepage), then click "Tuition Reimbursement" link found under "My Total Rewards."

To view all 140+ Education Network schools, see "School Network List & Benefits" found under "Important Documents" on the EdAssist Site.