GUILD

Tuition Reimbursement Process

A step-by-step guide designed to help you navigate the reimbursement process

Additional Questions? Contact Guild Support.

Key items to know about the new process with Guild.

Reimbursement is a three-step process.

Steps to getting reimbursed:

1. **Confirm eligibility** - by submitting a reimbursement application with Guild.
2. **Start your courses** - you will not be able to access your request at this step.
3. **Submit your expenses** - once your application is approved and two weeks after your term start.

You can request reimbursement earlier.

You will now be able to submit a tuition reimbursement request as early as 30 days before your term start date and no later than 90 days after the term or certificate end date. You don't need to wait until you get your final grades to submit your expenses.

Documentation is required.

Including:

- **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

Guild uses cumulative GPA (cGPA).

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

All Degree Programs and Schools for Existing Students Remain Supported.

Programs need to regionally or nationally accredited and located within the United States. Non-degree programs are also covered if not related to a game, sport or hobby

Confirm Eligibility: Reimbursement Application

Step 1:

Go to reimbursement.guildeducation.com.

If you're navigating from the Guild home page, click the **reimbursement tab** at the top of the page.

Step 2:

Log in to your employer account.

GUILD

Create a Guild account or log in
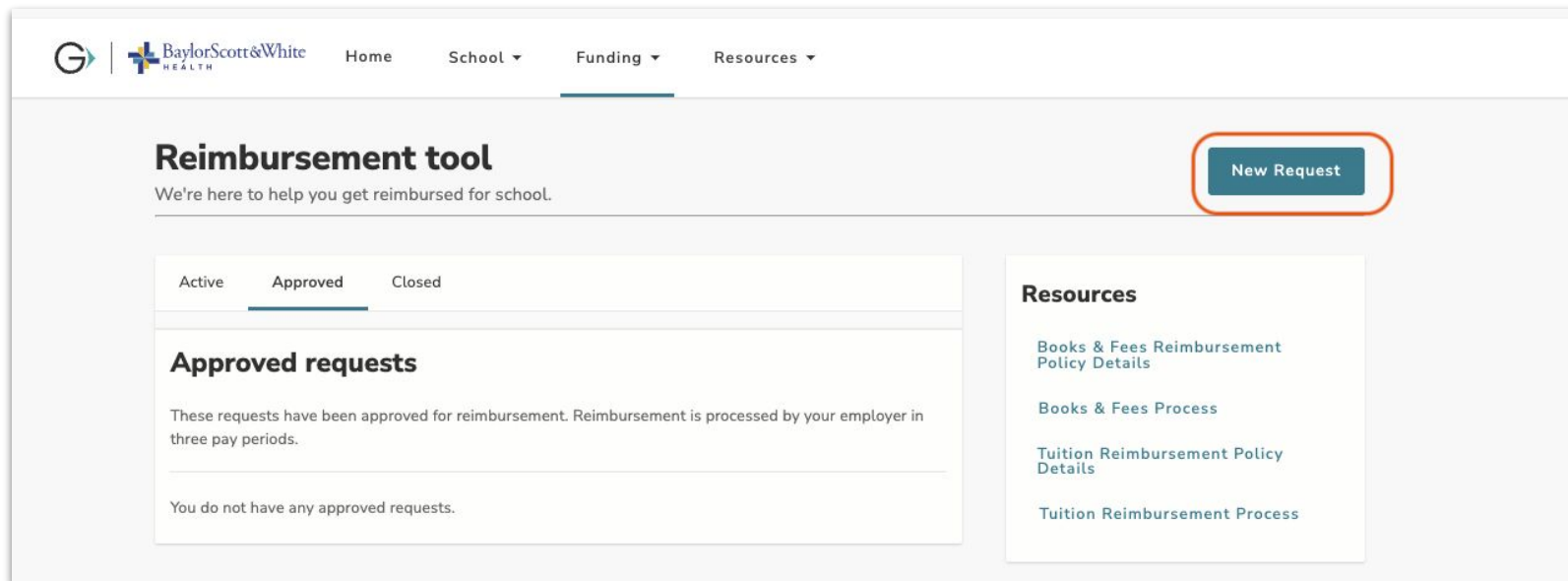
To start, tell us your employer's name.

* required field

Where do you work? *

NEXT

Step 3:

Click on **"New Request."**

How is your tuition paid?

Select one. Your answer helps us guide you through the reimbursement process.

○ My employer pays my tuition directly to my learning provider
Reimbursable expenses: Approved books, supplies, and fees.

○ I pay my tuition out-of-pocket
Reimbursable expenses: Approved tuition, books, supplies, and fees.

Not sure? Connect with a Guild coach for help ⧉

Next

Step 4:

How is your tuition paid?

Select "**I pay my tuition out-of-pocket Reimbursable expenses: Approved tuition, books, supplies, and fees.**"

Reimbursement Application
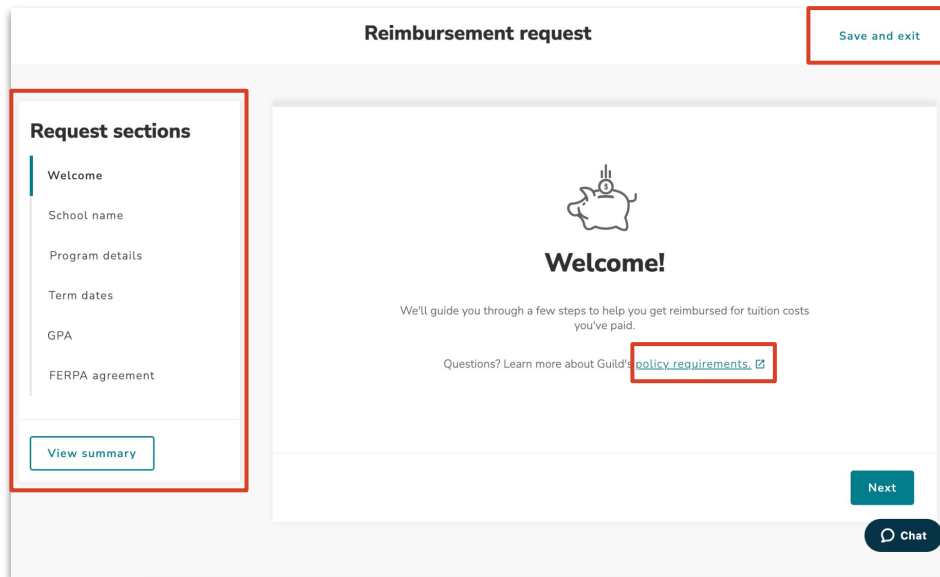
Step 5:

This welcome page has a link to your company's policy and a reimbursement FAQ document.

Save your request and return later

Use the sidebar for easy navigation within your request

Reimbursement request

Save and exit

Request sections

- Welcome
- School name
- Program details
- Term dates
- GPA
- FERPA agreement

View summary

Welcome!

We'll guide you through a few steps to help you get reimbursed for tuition costs you've paid.

Questions? Learn more about Guild's policy requirements.

Next

Chat

Step 6:

Enter the **name of the school** you're attending.

Where do you plan to attend school?

If you can't find your certificate provider or non-accredited institution, enter 'Other'.

School name *

Previous

Next

Step 7:

Enter your:

- **Program name or major name**
- **Degree type** (e.g., bachelor's, master's, etc.) and
- **Expected graduation date**.

Let us know about your program.

This could be a program you're enrolled in now or within the next 30 days.

Major or certification program name *

e.g. Business Administration

Program type *

Expected graduation or completion date *

mm/dd/yyyy

How do you attend your classes?

☐ Online

☐ In-person

Step 8:

Enter the **term start and end dates**.

<u>Note:</u>

*Reimbursement requests **need to be submitted for each term, individually**. Every school has their own definition of a "term," but they are typically called a semester, trimester, or quarter.*

What are the term dates?

Provide the dates for the start and end of your term, billing period, or program.

You can check your school's academic calendar to confirm start and end dates.

Start date *

📅 | mm/dd/yyyy

End date *

📅 | mm/dd/yyyy

Step 9:

Please provide any **cumulative GPA information** from your school. In your documentation we need to see:

- **Your name**
- **Your school name**
- **Most recent cumulative GPA** prior to the current term you are applying for
- **Program name** if applicable

<u>_Note:_</u>

Most schools provide a GPA if you have attended previous semesters at your school. **_Please record and upload a full cumulative GPA document_**_._

Do you have a cumulative GPA from your school? *

Guild checks your cumulative GPA, or cGPA, at the beginning of your term rather than checking course grades at the end.

You can find your cGPA on an official or unofficial transcript, grade report, or degree audit. If your school doesn't provide a cGPA, upload an unofficial transcript of proof of enrollment.

- ◉ I have a GPA for this institution
- ○ I do not have a GPA for this institution
- ○ The school I attend does not use a traditional GPA format

Please enter your exact cumulative GPA for this institution.

Cumulative GPA *

3.94

Please upload your document to verify your cumulative GPA.

View example ↗

Transcript *

☁ Drag & drop or upload a file
Supported formats: JPEG, PDF, PNG, DOC, and DOCX

Step 11:

Please read the agreements and **select the checkbox's to agree to the terms of agreement**.

FERPA agreement

Under The Family Education Rights and Privacy Act of 1974, as amended (FERPA), your education records are protected from disclosure without your authorization. By checking "I Agree" below, you authorize Guild Education, Inc. ("Guild") and your employer to release and exchange your education records and other information as follows in order to facilitate your participation in Guild's programs and services:

- Guild may disclose to your employer (i) information from your education records, (ii) information related to services you receive from Guild and (iii) additional information provided by you to Guild. The foregoing information may include personal contact information, academic history, academic progress, transcripts, tuition bills, and financial assistance information.

- Your employer may disclose to Guild information related to your employment and any employer-provided tuition reimbursement.

This authorization will remain in effect until you submit a written request to Guild revoking this authorization. In the event you do not agree to the above terms, you will not be able to utilize your education benefit as outlined by your employer and facilitated by Guild.

☐ I agree and authorize Guild Education, Inc. and my Employer to release and exchange education records and other information as outlined in the stated terms. *

☐ As a condition for the payment of tuition and expenses, I agree to remain employed by BSWH for a minimum of 6 months from term start or program start (if program does not have multiple terms).

All funds paid on my behalf may be deducted from my final paycheck (this includes any PTO payout). Uncollected amounts owed to BSWH will be sent to an outside agency to assist with collection efforts and any funds that are recovered are not refundable, even if I return to employment later. If I return to employment later, and am still making payments to the collection agency, those payments must continue until the debt is paid. *

Step 12:

Review your reimbursement application summary to ensure all of the information is entered correctly. **Certify the request and submit**.

Summary

Request ID: 319075

School information ✎ Edit

School name	University of Colorado at Boulder
Program type	Bachelor's Degree
Major or certification program name	Engineering
When do you plan to graduate?	9/15/23
GPA for institution	I do not have a GPA for this institution
Term dates	1/20/23 - 9/15/23
Class attendance	Online

Agreements ✎ Edit

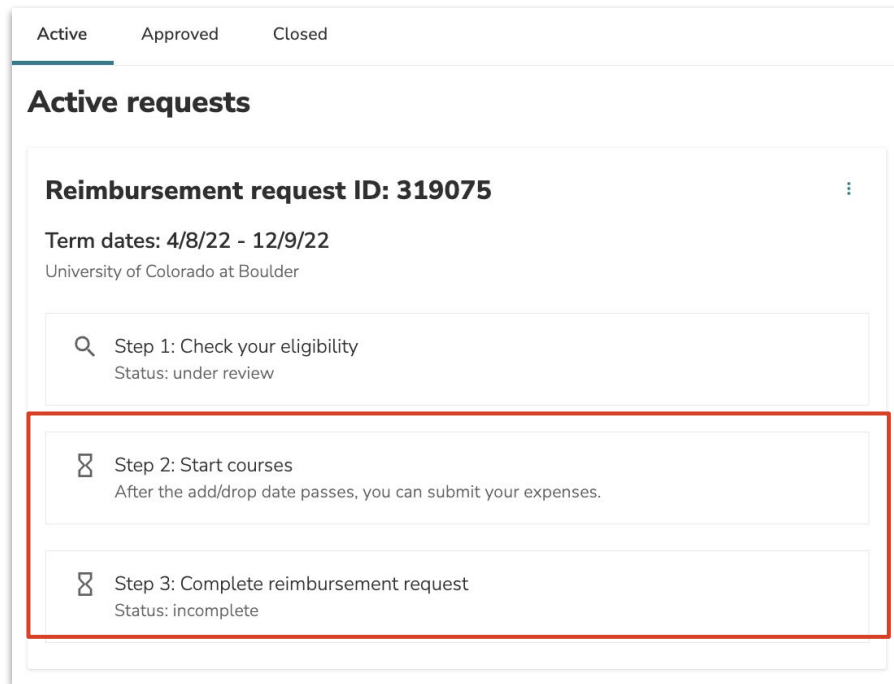|	
FERPA agreement	Yes

☐ I have read and agreed to my organization's reimbursement policy ⧉.

Step 13:

Start your courses, you will not be able to access your request in this step.

No action required on Guild's website.

Two weeks after your term start, your request will move from Step 2 to Step 3.

| Active | Approved | Closed |

Active requests

Reimbursement request ID: 319075

⋮

Term dates: 4/8/22 - 12/9/22
University of Colorado at Boulder

🔍 Step 1: Check your eligibility
Status: under review

⧖ Step 2: Start courses
After the add/drop date passes, you can submit your expenses.

⧖ Step 3: Complete reimbursement request
Status: incomplete

Submit Expenses: Reimbursement Request

Step 1:

Ensure you have all of the necessary

documentation:

- **Unofficial transcript**
- **Tuition bill**
- **Grants and scholarships (optional)**

Before we continue, be sure to gather everything you'll need for this section:

If you're submitting tuition expenses, you'll need:

- Unofficial transcript   View transcript example ↗
  Your official or unofficial transcript, or proof of enrollment helps us verify details like cGPA and credits taken..

- Tuition bill   View example Tuition Bill ↗
  Provide a tuition bill that breaks down all costs including fees, courses, and other expenses. This helps us verify the amount you paid your learning provider.

- Grants and scholarships (optional)   View example document ↗
  This documentation helps us verify funding you received from other sources.

If you're submitting book or fee expenses, you'll need:

- Course code   Example: ENG101
  This allows us to verify the course you've taken.

- Course syllabus   View example syllabus ↗
  This document helps us confirm that the expense was for required materials.

- Receipts   View example ↗
  Receipts allow us to verify your payment for the expense.

Step 2:

Select "**Yes**" to submit any tuition and mandatory fees for your term.

Would you like to submit tuition expenses? *

Select Yes to get reimbursed for your term courses or certificate program tuition.

- ◯ Yes
- ◯ No

Step 3:

Enter your **total number of attempted credit hours**.

How many credits did you attempt this term?

Include credit hours for all courses you enrolled in, even if you dropped them.

Enter '1' if this doesn't apply to your certificate program.

Attempted credit hours *

Step 4:

Add the **course information for each course you are enrolled in**

Now tell us more specifics about your courses.

Enter '1' for course credits if this does not apply to your certificate program.

Course title *

Course code *

Course credits *

Course start date *

🗓 | mm/dd/yyyy

Course end date *

🗓 | mm/dd/yyyy

Step 5:

If you took more than one course in this term, please **make sure to add each individual course to your request** (repeat step 4 for each course).

Step 6:

Upload an **unofficial transcript**.

Upload proof of enrollment

This will help us confirm that you're currently enrolled in school. You can use transcripts, certificates, or letters of certification.

You can upload multiple pages or files as needed.

[View an example document ↗](#)

Proof of enrollment *

⬆ Drag & drop or upload a file

Supported formats: JPEG, PDF, PNG, DOC, and DOCX

Step 7:

Enter the **total amount of tuition and mandatory fees** charged for the term.

How much tuition and mandatory fees did you pay this term?

This amount should match the payment amount(s) on your tuition bill.

You can find the total tuition paid on your student bill or receipt.

Total tuition and mandatory fees paid *

$

Step 8:

Enter your **total amount received in grants or scholarships**.

Enter the **total required for room and board** fees.

Note: Choosing **"No"** will allow you to move past this section, if not applicable.

Did you receive any grants or scholarships? *

- ◉ Yes
- ○ No

Enter the total amount of grants and scholarships you received this term.

Total scholarships and grants *

$ [   ]

Were you required to live on campus and pay mandatory room and board fees?

- ◉ Yes
- ○ No

Enter the total amount of mandatory room and board fees.

Total room and board fees *

$ [   ]

Step 9:

Upload a tuition bill that includes all necessary information.

Upload your tuition bill.

Step 1: Before uploading your document, make sure it includes:

- Full name
- School name or initials
- Term and term year
  Example: "Spring 2020"
- A list of tuition and fees
- A list of all payments you made, including any grants, scholarships, or direct payments
- Proof that your balance has been fully paid
- View Guild Tuition Bill Example ⧉

Step 2: Upload your document

Tuition bill *

⌃ Drag & drop or upload a file

Supported formats: JPEG, PDF, PNG, DOC, and DOCX

Step 10:

Select **"Yes"** if you need to request reimbursement for **required books and supplies for this term**.

<u>Note:</u> *You should submit all book expenses for this term at this time.*

→ *If you select **"No"**, you will move forward to submit your reimbursement request for tuition costs only **(skip to step 15)**.*

Would you like to submit book, supply, or additional fee expenses?

You can get reimbursed for required course books and supplies, or fees that were not included on your tuition bill.

Select Yes to get reimbursed for required books, fees, or supplies.

- ○ Yes
- ○ No

Step 11:

Select the type of expense that you are submitting for reimbursement.

Please select the expense type.

Book
Required course reading and textbooks

Fee
Required application and program fees

Supply
Required course materials (cannot be reused)

Step 12:

You will need to have different materials ready for each type of expense (i.e., book, fee, supply).

Step 13:

Once you select the expense type and have your documentation on hand, follow the prompts:

- *Supported file formats are JPEG, PDF, PNG, DOC, and DOCX.*
- *Each syllabus (required for books/supplies) should include the <u>course name and/or code and all required materials</u>.*
- *Each receipt should include the <u>name of the item purchased, vendor name, item cost,and confirmation of payment</u>.*

Book

Fee

Supply

Step 14:

If you have additional items to add, select your next expense type.

If you do not need to request reimbursement for any other expenses, select "**Nope All Done**."

Step 15:

Review your request before you click "**Submit**."

Certify your request!

Once you click "Submit" your request will be processed within 5-7 business days.

Summary

Request ID: 3787

Course information

Attempted credit hours	3

Business law - Bus101 ✏️ 🗑️

Course code	BUS101
Course dates	7/7/21 - 7/28/21
Course credits	3.0
Final grade	A-
Course cost	$10,000.00

Unofficial transcript or proof of enrollment	📄 Screen_Shot_2021-07-28_at...
Job requirements	yes

Tuition information ✏️

Total tuition	$10,000.00
Received grants and scholarships	no
Required to pay room and board fees	no
Tuition bill	📄 Screen_Shot_2021-07-28_at...

Forgot a course? Add another here.

Maximum tuition reimbursement amount	**$10,000.00**
	How is this calculated? ⓘ