# Tuition Assistance Process

Follow this process when first applying.
At each following semester you enroll in courses, repeat steps 3-5.

**1**

## Apply to University
Apply to the academic institution you've selected.

**2**

## Receive Approval from University
Once accepted, enroll in courses.

**3**

## Apply for Tuition Assistance
Apply for tuition assistance through the EdAssist portal (link on intranet) by clicking "Add Application." Before beginning the application, make sure you review the Tuition Assistance policy in depth.

**4**

## Pay with Letter of Credit
Once accepted into the assistance program, EdAssist will provide a letter of credit that acts as a promissory note. Sign and submit it to your academic institution.

**5**

## Submit Grades
Within 90 days of completing a course, you must submit your grades through the EdAssist portal. Failure to submit grades results in repayment. You can also submit book expenses for reimbursement.

**Have questions?** Call HRConnect at x70000 or email HRConnect@ketteringhealth.org