

Tuition assistance checklist

Use this checklist to guide you through the Tuition Assistance application and reimbursement process. Follow these steps to take full advantage of this great benefit.

Questions? Contact Tuition.io by phone at 1-855-353-9395, email at support@tuition.io or via chat through the [Tuition.io portal](#)

Before course begins	
<input type="checkbox"/>	Understand the Tuition Assistance program by reviewing the resources on Ask My HR , including the Tuition Assistance Policy, Tuition Assistance Eligible Courses and Expenses Grid, FAQs, Fact Sheet, and step-by-step guides for applying.
<input type="checkbox"/>	Discuss your educational plans with your manager before starting your application.
<input type="checkbox"/>	Complete an application on the Tuition.io platform at least two weeks before the course start date* to verify your educational expense will be covered. Refer to the step-by-step guides on Ask My HR for detailed instructions on how to apply.
<input type="checkbox"/>	Obtain course approval from your manager and Tuition.io. Once your application is submitted, it will be routed to your manager and Tuition.io for approval. Tuition.io will notify you by email once the review process is complete.
<input type="checkbox"/>	Complete the course and earn a passing grade. You must receive a passing grade of "C" or higher for graded courses and a "Pass" or certificate of completion for pass/fail courses or certification.
After course ends	
<input type="checkbox"/>	Submit your reimbursement request within 90 days of the course ending. Upload supporting documentation, including proof of payment and proof of passing grade, to the Tuition.io portal.
<input type="checkbox"/>	Receive reimbursement through payroll. Reimbursement will be made through Mass General Brigham payroll within 2 pay periods after reimbursement approval by Tuition.io. Tuition.io will email you when your application is approved. Reimbursement will apply to the calendar year in which payment is made.

**While Mass General Brigham strongly recommends submitting your application two weeks before your course start date, the final deadline for applying is 60 days following your course end date. The deadline for requesting reimbursement is 90 days after your course ends.*

Sample Tuition Assistance Application and Reimbursement Timeline

Example: *Course Start Date:* May 1st

Course End date: July 31

Date	Action
April 15 <i>...or earlier</i>	Complete an application on the Tuition.io platform at least 2 weeks in advance of the course start date to verify your educational expense(s) will be covered.
April 29	Receive an approval email from Tuition.io notifying you that your course was approved by your manager and Tuition.io.
May 1	Course begins.
July 31	Course ends.
September 29	Final application deadline. While Mass General Brigham strongly recommends submitting your application two weeks before your course start date, the final deadline for applying is 60 days following your course end date.
<i>No later than ...</i> October 29	Request reimbursement as soon as possible but no later than 90 days after the course end date.
November 9	Receive an email from Tuition.io that reimbursement is approved.
November 28	Reimbursement is issued in your paycheck within 2 pay periods (for example based on weekly payroll period).