
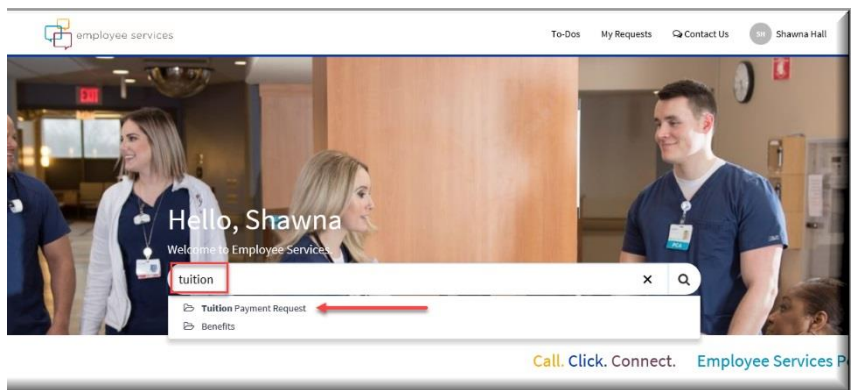


# EMPLOYEE - How to submit a Tuition Assistance Application or Request Reimbursement from the new HR ServiceNow Portal


## Submitting Tuition Assistance Application/Reimbursement Requests

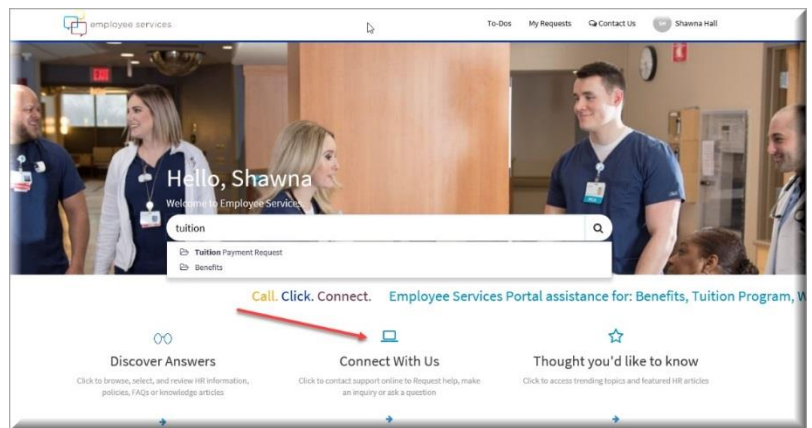
You can submit a new application or request reimbursement for tuition assistance in the HR ServiceNow portal in one of two ways:

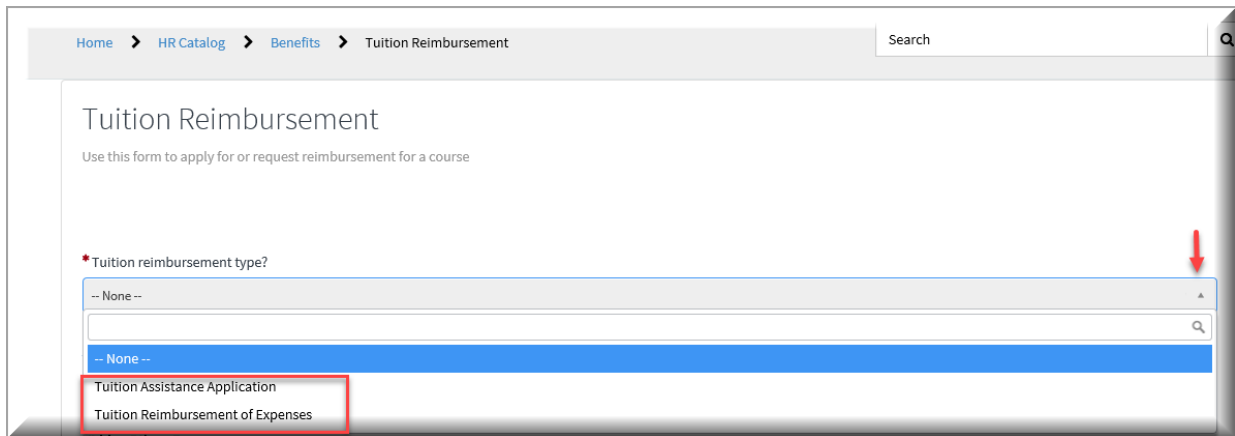
- From your portal home page, type tuition in the search field underneath your Welcome Greeting and click the **Tuition Payment Request** form. (indicated by the folder icon ).



OR


- From your portal home page, click **Connect With Us**. (This opens the forms landing page in a new browser window). On the forms landing page under the **Categories** section, click **Benefits**. The benefits forms populate to the right of the screen.
- Click **Tuition Reimbursement**. An electronic Tuition reimbursement form opens.
- On the Tuition Reimbursement electronic form, in the **Tuition Reimbursement Type** field, click the drop-down arrow  to choose either **Tuition Assistance Application** (if you have never applied for the program or have applied and are changing programs) or **Tuition Reimbursement of Expenses** (if you have already applied and have been accepted into the program and are requesting reimbursement of expenses).





## Tuition Assistance Application Submission

If you click on tuition application, the electronic application form will automatically populate. Fill out all required fields on the application (marked with a **red** asterisk) by doing the following:

1. Click the **Tuition Assistance Agreement** link, download the PDF form, electronically or manually fill out all required fields on the agreement. Upload and attach completed, signed agreement to application form by clicking the **Add attachments** icon , browsing to your completed saved document and uploading the form.
2. Check the acknowledgement box that you have read the Tuition Assistance Agreement.
3. From the drop-down box choose whether you are a Lorain employee. (If you are a Lorain employee, you will receive an additional field that asks if the tuition reimbursement is part of the student loan repayment program).
4. Select the appropriate program.
5. Select the **Type of Program**.
6. Type your **Program Name/major**.
7. Type your **Educational Institution**.
8. Type or choose the **Start Date**.
9. Type or choose the **End Date**.
10. This field is to indicate that you have had a conversation with your manager. (**NOTE:** The Tuition Assistance program requires approval from your manager before you can be approved for the program).
11. Type your name in the **Employee Signature** field.
12. Clicking in the **Date** field will automatically populate today's date.
13. Click **Submit**.

## Tuition Reimbursement

Use this form to apply for or request reimbursement for a course

\* Tuition reimbursement type?

Tuition Assistance Application

Tuition Assistance Agreement - Full Time

\*  I acknowledge that I have read the Tuition Assistance Agreement above

\* Are you a Lorain Employee?

No

\* Select the appropriate program for your tuition assistant benefit

-- None --

\* Type of Program

Internal Job Required Certification

\* Program Name / Major

\* Educational Institution

\* Start Date

\* End Date

\* I have had a conversation with my immediate manager regarding my educational program and participation in the Tuition Assistance Program. My manager agrees that this is an appropriate next set for my career path and is a value to the ministry.

Yes

BY HIS OR HER SIGNATURE BELOW, EMPLOYEE VERIFIES THAT HE OR SHE HAS READ, UNDERSTANDS, AND FULLY AGREES WITH THE CONDITIONS FOR THE RECEIPT AND REPAYMENT OF TUITION ASSISTANCE PAYMENTS UNDER THIS AGREEMENT, AND THAT HE OR SHE HAS READ AND UNDERSTANDS MERCY'S TUITION ASSISTANCE POLICY AND AGREES TO ABIDE BY THE PROVISIONS OF THIS POLICY

\* Employee Signature

\* Date

Attach a completed Tuition Assistance Agreement. The Application may be electronically signed, or printed, signed and scanned.

Submit


Add attachments


Required information: Tuition reimbursement type?, I acknowledge that I have read the Tuition Assistance Agreement above, Select the appropriate program for your tuition assistant benefit, Program Name / Major, Educational Institution, Start Date, End Date, Employee Signature, Date

**NOTE:** You will not be able to submit the form unless all required fields are filled out *and* the completed and signed Tuition Assistance Agreement has been attached to the form. Once the application has been approved, you will receive a notification via Outlook email as well as find any approvals under your To-Dos section of HR ServiceNow, and any updates to your case under My Requests on your portal home page.

## Tuition Reimbursement of Expenses

To receive a reimbursement, you must have applied and been approved for Tuition Assistance for the program you for which you are submitting a request. If you click **Tuition Reimbursement of Expenses**, the electronic form will automatically populate. Fill out all required fields (marked by red asterisks) on the reimbursement form by doing the following:

1. Check the acknowledgement box that you have read the Tuition Assistance Agreement.
2. Type the name of the **Educational Institution**.
3. Type the **Educational Institution** that you have been approved to attend.
4. Type each **Course Title, Course Number, Course hours, Course Grade** and **Total Paid** in the **Course & Amount Paid** table. **NOTE:** You **must** click the green plus sign  to add each entry.
5. Type any additional fees that you are requesting reimbursement for (Make sure to refer to your Tuition policy to be familiar with what fees are eligible for reimbursement).
6. Choose whether you received any grants/scholarships or any other educational assistance from the drop-down box.
7. Enter the amounts and types of grants (**NOTE:** You will need to attach all required documentation to form before submitting).
8. Type the total amounts of grants, scholarships or other educational assistance.
9. Choose what type of Tuition Payment you are requesting from the drop-down box (**NOTE:** Most requests will be for Payroll Reimbursement).
10. Type your name.
11. Click the **Date field** (the date will automatically populate to today's date).
12. Click **Submit**.

**NOTE:** You will not be able to submit the form unless all required fields are filled out and the required documentation (grades, itemized tuition statement and proof of payment) have been attached to the form using the attachment icon  at the bottom of the form. Once the reimbursement has been processed, you will receive a notification via Outlook email as well as find any approvals under your **To-Dos** section and any updates to your case under **My Requests** on your portal home page.

Home > HR Catalog > Benefits > Tuition Reimbursement

Search

## Tuition Reimbursement

Use this form to apply for or request reimbursement for a course

\* Tuition reimbursement type?  
 Tuition Reimbursement of Expenses

Tuition Assistance Agreement - Full Time **1**

I acknowledge that I have read the Tuition Assistance Agreement above

\* Educational Institution **2**  
 YSU

\* Institution approved to attend **3**  
 Mercy College

Course & Amount Paid (List each expense and attach copies of the receipts and grade documentation)

Course Title	Course Number	Course Hours	Course Grade	Total Paid
Medical	101	6	A	\$2000

Note: Click green plus sign (+) to add an entry and red cross sign (x) to remove an entry

Other Fees (List each expense and attach below copies of the receipts)

Description	Total Paid
	\$

Note: Click green plus sign (+) to add an entry and red cross sign (x) to remove an entry

\* Did you receive any grants, scholarships or other educational assistance to cover the cost of these courses? **6**

Yes  
 No

\* Please list amounts, and type of grants, scholarships or other educational assistance (Attach documentation below) **7**  
 Federal Pell Grant

\* Total amount of grants, scholarships or other educational assistance (not including loans) **8**  
 \$500

Type of Tuition Payment **9**  
 Payroll Reimbursement

If the Tuition Payment is for an Initial Job Certification you must attach your payment receipt for your Initial Job Certification as well as a copy of the certification document you received.  
 If the Tuition Payment is for Tuition Assistance you must attach your payment receipt as well as your grade report.

*Note: Per Section 127 of the Internal Revenue Code, the maximum amount of nontaxable reimbursement available to an employee in a calendar year is \$5,250*

I agree the expenses on this form are a true and accurate itemization of my expenses incurred for the courses listed above. I request a reimbursement of the total expenses submitted and understand the maximum amount that can be reimbursed to me is \$5,250 in a calendar year. Further, if I resign from the Company or the Company involuntarily terminates my employment due to misconduct or poor job performance, I agree to reimburse the Company via payroll deduction or by personal check for the value of all tuition reimbursements received within the 12 months immediately preceding my last day of work.

BY HIS OR HER SIGNATURE BELOW, EMPLOYEE VERIFIES THAT HE OR SHE HAS READ, UNDERSTANDS, AND FULLY AGREES WITH THE CONDITIONS FOR THE RECEIPT AND REPAYMENT OF TUITION ASSISTANCE PAYMENTS UNDER THIS AGREEMENT, AND THAT HE OR SHE HAS READ AND UNDERSTANDS MERCY'S TUITION ASSISTANCE POLICY AND AGREES TO ABIDE BY THE PROVISIONS OF THIS POLICY.

\* Employee Signature **10**

\* Date **11**

**12**

Required information: Employee Signature, Date

**NOTE:** If there is any additional information or items required before your case can be processed, you will receive notification in the **To Dos** section of your home page on the portal or in your Outlook email. The status of your case can be found under **My Requests** on the portal homepage.

