Your Tuition Assistance Benefit

A STEP-BY-STEP GUIDE ON HOW TO COMPLETE THE PROCESS

Reimbursement

Member pays school.

Member fills out and submits the Tuition Assistance request form and uploads their required documents.

REQUIRED DOCUMENTATION

- Class schedule
- Proof of books/ supplies cost
- Most recent unofficial transcript (not including in-progress courses)*
- Proof of tuition cost and payment

Documents can be found on your college's **student portal**.

Once **correct** documentation is received, **The Healthcare Training Fund** will process the request and reimburse the member by check or electronically.

Note: The Healthcare Training Fund will reach out to the member if the documents are not correct.

Voucher

Member fills out and submits the Tuition Assistance request form and uploads their required documents.

REQUIRED DOCUMENTATION

- Class schedule
- Proof of books/ supplies cost
- Most recent unofficial transcript (not including in-progress courses)*
- Proof of tuition cost and payment

Documents can be found on your college's **student portal**.

Once **correct** documentation is received, **The Healthcare Training Fund** will process the request provide the member with a voucher.

Note: The Healthcare Training Fund will reach out to the member if the documents are not correct.

Member signs the voucher and delivers it to their school.

See examples of accepted documentation.

*If you **have not** received tuition assistance before, you do not need an unofficial transcript. Before using your Tuition Assistance benefit, you will meet with a Navigator who will provide next steps and details around what you'll need instead.

Processing times: 30 days for reimbursement, 3-5 days for vouchers.

All emails from the Healthcare Training Fund about your benefit will come from members@healthcaretrainingfund.org