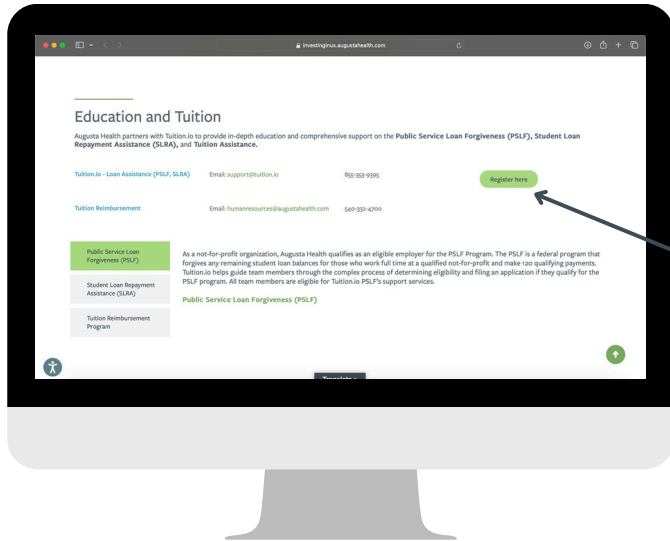


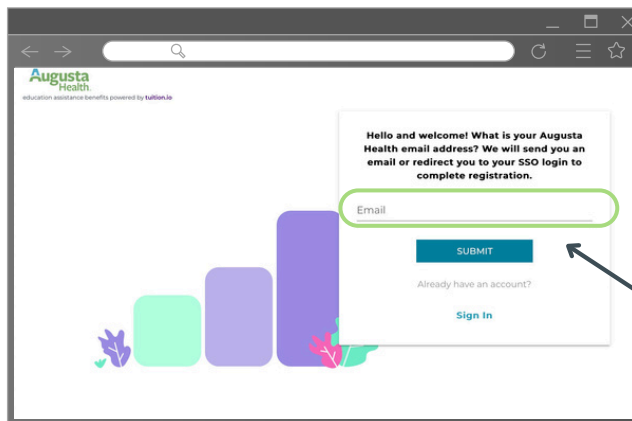
Creating a Tuition.io Account

(Please start here at this section if you do not have an account yet)



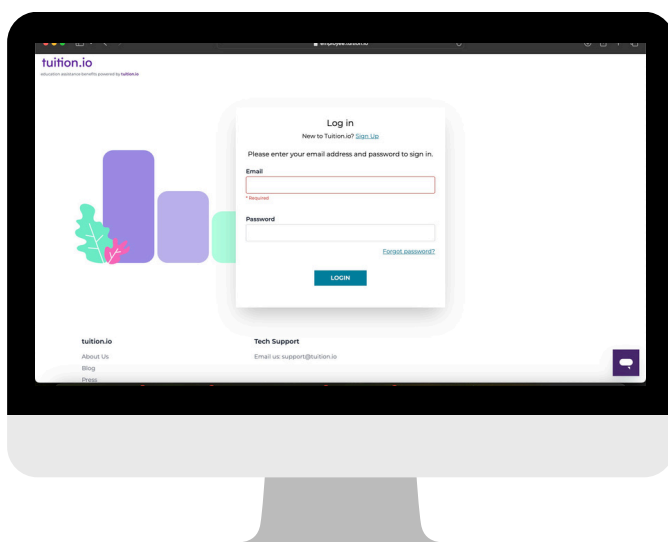
1 Create an account

If you have not registered for a Tuition.io account, please start off by going to our website (<https://investinginus.augustahealth.com/benefits/>) and click on “Register here”



2 Enter your Augusta Health email

To start the registration process, please enter your Augusta Health email address to be sent an email to complete your registration.

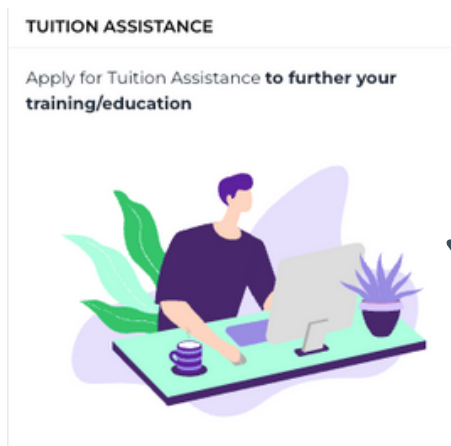


3 Log-in to your account

Once you have completed the registration or if you already have a log-in, please enter your log-in details to continue.

Logging in to your Tuition.io Account

(Please be advised: If you currently have a Tuition.io account and qualify as a team member, you should encounter the corresponding tile below. Click on this tile to proceed.)



4 Upon logging in

Once you log-in, you will need to select either Undergrad/Graduate courses/degrees, or certificate programs depending on your course type.

Educational Assistance Program

Educational Assistance for college courses and degree programs.

[VIEW](#)

Certification Program

For certifications, seminars, or other programs.

[VIEW](#)

Begin the Application Process

(Make sure to complete full application prior to submitting)

t.io Augusta Health
education assistance benefits powered by tuition.io

Tuition Assistance
Home > Program Details

Educational Assistance Program
Educational Assistance for college courses and degree programs.
[START APPLICATION](#)

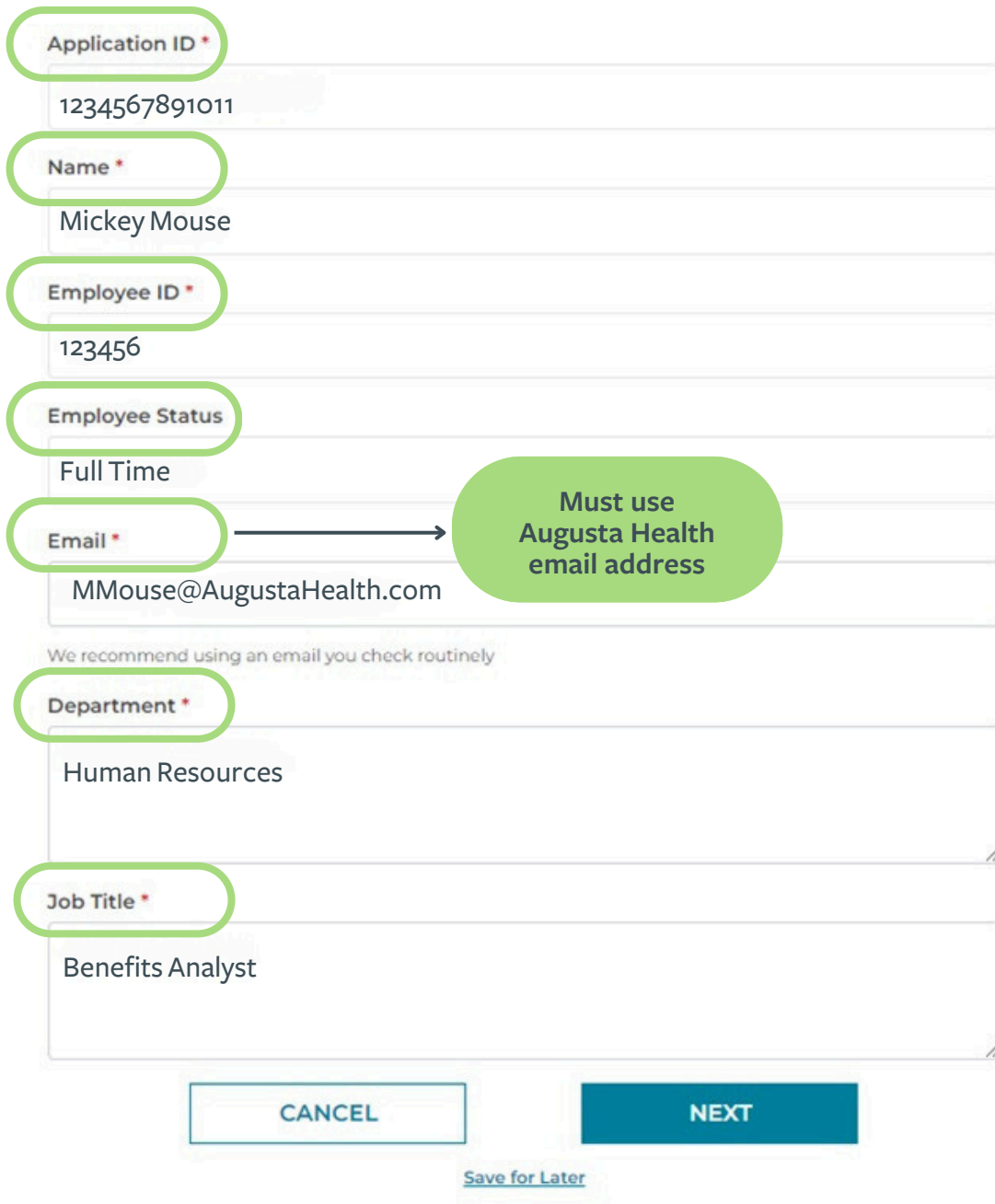
Start here

What is the Process?

- 1 Get Courses Approval
- 2 Complete Courses
- 3 Submit Grades
- 4 Final Reimbursement

Completing the Application

Complete all Necessary Fields on Application indicated by the red asterisk (*)



Application ID *
1234567891011

Name *
Mickey Mouse

Employee ID *
123456

Employee Status
Full Time

Email * → **Must use Augusta Health email address**
MMouse@AugustaHealth.com

We recommend using an email you check routinely

Department *
Human Resources

Job Title *
Benefits Analyst

[Save for Later](#)

CANCEL **NEXT**

6 Complete school information and select Next

Institution/School Name *

Houghton University

Degree, if applicable

Business Management

CANCEL NEXT

[Save for Later](#)

7 Upload program information, college catalog, course curriculum or program brochure:

Augusta Health
Education assistance benefits governed by TuitionRe

Hello Danielle

Tuition Assistance

Application Review
Please review your application to confirm the details are accurate before submitting.

Employee Information	Program Information
Application ID 1234567891011 Name Mickey Mouse Employee ID 123456 Employee Status Full Time Email MMouse@AugustaHealth.com	Institution/School Name Houghton University Degree, if applicable Business Management

If seeking a degree program, please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

CHOOSE FILE

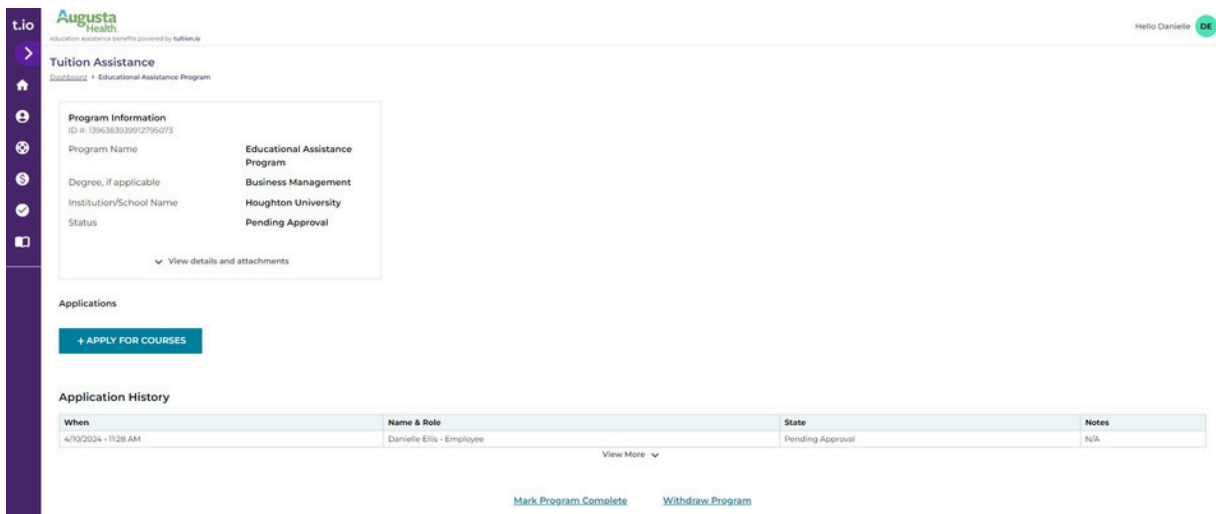
You can upload multiple attachments.

Upload information here

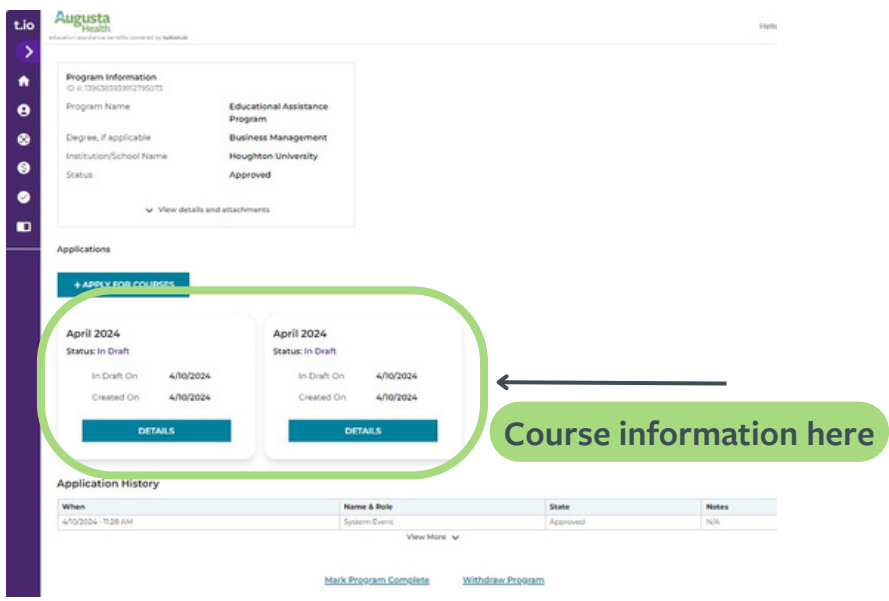
By accepting the terms and conditions in the Education Assistance Application, I/We, the undersigned, agree to the following obligations as requirements for the participation in the Tuition Reimbursement Benefit. [Click here to view](#)

8 You will also be required to accept the terms and conditions and review our Tuition Assistance Policy, be sure to select the check box in-front of the statement above and click to view policy provided.

- When completed and submitted you will see the screen below, each time you visit Tuition.io you will also be able to review the status of your application here.



- Your application will be pushed to your department Director for approval. You will receive an email confirming status of your application.
- Enter each course you are taking for the semester:



- 12 Enter all course information including itemized tuition receipt from financial aid office and receipt for books and lab expenses.

The image shows two screenshots of the Tuition Assistance application process. The top screenshot shows the 'Course Information' step where users enter the start and end dates for their courses. The bottom screenshot shows the 'Add Courses' step where users provide details for each course, including name, credit, tuition, books, and lab fees.

Step 1: Course Information

ATTENTION REQUIRED
All courses in one application should have the same course start and course end date.

Courses begin date *
04/01/2024

Courses end date *
05/31/2024

CANCEL NEXT

[Save for Later](#)

Step 2: Add Courses

Course Information
Please add courses that you will be taking during this duration.

Course Name *
Accounting 101

Development objective (what long-term goal is this program/course intended to help you reach):
I want to work on the Augusta Health Finance Team

Course Grade (please add after completion):
Please enter your grade here if available

Course Credit, if applicable
4

Course Tuition *
\$800.00

Course Books
\$101.00

Course Labs
\$0.00

Address of Institution *
1 Willard Ave. Houghton Ny 14744

CANCEL NEXT

[Save for Later](#)

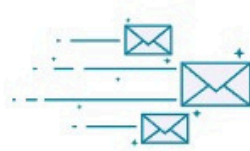
- 13 Once course is completed you will need to log back in and upload your final grades. Then submit for reimbursement.



You can add as many courses as needed and adjust or edit your application if changes occur. You will also receive an email confirming the submission of your tuition reimbursement, approvals, or rejected applications.

14

Once you select 'Submit' you should be directed to the screen below. Once you are finished reading the information provided - select 'Done'.



Application Submitted!

What happens now? You can expect the following:

- Your application name is **April 2024**
- Courses in your application are
 - - **Accounting 101**
- You can review your application at any time from your dashboard
- Your application may have multiple reviewers
- Your application will be reviewed by your employer
- Once your application is accepted, your next step will be to add grades and receipts

DONE

[Delete Course Application](#)

Questions?

Augusta Health Human Resources

✉ HumanResources@AugustaHealth.com

☎ 540-332-4700

🏢 You can either make appointment or come on a walk-in basis.

We are here:
Monday-Friday | 8:00am-4:30pm

Tuition.iO Support

✉ support@tuition.io

💬 [LIVE Chat](#) support available directly on the tuition.io website on the bottom right hand corner