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Benefit Purpose

Advocate Aurora Health offers *Bright Horizons EdAssist Solutions™* to support team members with their development both within their current job and to prepare for other opportunities within Advocate Aurora Health.

About My Benefit

Advocate Aurora Health has partnered with Bright Horizons to administer the Advocate Aurora Health Education Assistance Program. This partnership brings the following enhancements:

- A simple web-based approach to applying for and receiving tuition assistance, as well as submitting program and course requests, grades, and receipts
- Educational & college finance coaching at no cost to you
- Exclusive tuition discounts and other savings at 220+ schools

If your question is not answered below, you can contact Bright Horizons by submitting a support ticket. Or, to get real-time answers, you can connect directly with our support team via Live Chat on the website!

How Can I Get Started?

You can log into Bright Horizons EdAssist Solutions([Illinois Team Members](#) or [Wisconsin Team Members](#)) to submit an application, view resources regarding your tuition benefit, schedule a coaching session, or submit a support ticket.

For key functions, such as uploading documentation to your application, you can also download our mobile app from the App Store and Google Play. The first time you use it, you'll be asked to enter a company code. From there on, your standard login is all that's required.

Company code: AAH.

Coaching

Academic and financial wellness coaches will help you:

- Find the right school, program, degree, or course to meet your educational and career objectives
- Compare different programs, majors, or degrees to help save you time and money
- Evaluate previous coursework and prior learning to maximize your transferable credits
- Navigate the admissions and college finance processes

Schedule your **free** appointment by visiting the *Education Coaching* page within Bright Horizons EdAssist Solutions.

Network

The Bright Horizons Education Network is a group of more than 220 schools and education providers that offer unique benefits to you as an employee of Advocate Aurora Health. Benefits vary from school to school but may include:

- Tuition discounts
- Waived application fees
- A dedicated contact for students

While these benefits are primarily focused on working professionals, some schools also extend discounts on select programs to immediate family members. To learn more, select *View Discounts from Eligible Schools* from the Home page of Bright Horizons EdAssist Solutions.

Eligibility

What Are the Eligibility Requirements?

You must meet the following criteria at the time of application approval and payment processing to be eligible for the benefit:

- Actively employed
- Full-time (1.0), Part-time (Minimum .5 FTE / 40 hours)

You must meet the following criteria at the time of application approval and payment processing to be eligible for the Grandfathered BSN Educational Assistance Program:

- Actively employed
- Full-time (.9-1.0/72-80 hours), Part-time (Minimum .5 FTE / min 40 hours)
- Participated in the legacy Aurora BSN completion program in 2019

What Degrees or Education Programs Are Eligible?

All education programs must be related to the employee's current job or an established career path within Advocate Aurora Health. All coursework must result in academic credit.

Educational programs that are covered include:

- Undergraduate Degree Programs (Associate's, Bachelor's)
- Graduate Degree Programs (Master's, Doctorate, PhD)
- Individual Courses
- Certificate Programs
- Certification Courses and Certification Exams

Prior Learning Assessments and Challenge Exams are covered if credits are achieved. When applying, please select the intended provider, where your credits will be applied toward your degree.

Education programs that are not covered include, but are not limited to:

- Meals, lodging, transportation, parking fees, tuition deferral fees, student activity fees, tools or supplies (other than textbooks) that can be kept after completing the course of instruction.
- Majors that are not job-related or are not a part of a career path relevant for Advocate Aurora.
- Individual courses that are not job-related or do not issue grades or college credit.
- Individual courses for sports, recreation or hobbies, unless part of a degree program.
- Continuing Education Units (CEUs) or contact hours.
- Seminars and programs, conferences, workshops or conventions.
- Programs offering "Certificates of Attendance, Attainment, Achievement, or Completion."
- Individual computer courses that are non-credit or not for degree or certification or recertification.
- Certifications that are considered a job requirement per the team member's job description.
- Repetitive, periodic education (e.g., CEUs) required to achieve or maintain a certification or job requirement (e.g. CPR, ACLS, PALS, BLS, etc.).
- Certifications not approved by team member's manager.

- Reviews for re-certifications.
- Professional/technical licensures registration and renewal fees or exam fees.
- Placement exams (e.g. Graduate Record Exam – GRE).
- Audited courses.
- Fees for membership in national organizations necessary to sit for certification exams.
- Education to educate (e.g. Train-the-Trainer).

What Majors or Fields of Study Can I Pursue?

Eligible Fields of Study should relate to your established career path within Advocate Aurora Health.

Majors or Fields of Study that are covered include, but are not limited to:

- Accounting
- Business Administration
- Finance
- Information Technology
- Management
- Nursing

Majors or Fields of Study that are not covered include, but are not limited to:

- Graphic Design
- Photography

If you don't see your Field of Study (or one that is similar) already listed in the system, you can select "Other" and fill it in.

What Schools or Providers Can I Attend?

All coursework must be provided by an institution holding Regional or National accreditation. You can determine if your school or provider holds Regional or National accreditation by searching the U.S. Department of Education website at <https://ope.ed.gov/accreditation/Search.aspx>

Certifications/Designations must be provided by a professional association, certifying body, or institution authorized to award the industry-accepted certification/designation. They do not require accreditation by the U.S. Department of Education.

The list of Regional Accrediting Agencies listed below is subject to change without notice:

- **MSA:** Middle States Association of Colleges and Schools
- **MSCHE:** Middle States Commission on Higher Education
- **NCA:** North Central Association of Colleges and Schools
- **NEASC:** New England Association of Schools and Colleges
- **NEASC-CTCI:** New England Association of Schools and Colleges and Committee of Technical and Career Institutions
- **NWCCU:** Northwest Commission on Colleges and Universities
- **OSRHE:** Oklahoma State Regents for Higher Education
- **SACS:** Southern Association of Colleges and Schools
- **WASC:** Western Association of Schools and Colleges
- **WASC-ACCJC:** Western Association of Schools and Colleges and Accrediting Commission for Community and Junior Colleges

The list of National Accrediting Agencies listed below is subject to change without notice:

- **AABI:** Aviation Accreditation Board International
- **AARTS:** Association of Advanced Rabbinical and Talmudic Schools
- **ABHE:** Association of Biblical Higher Education
- **ACBSP:** Accreditation Council for Business Schools and Programs
- **ACCST:** Accrediting Commission of Career Schools and Colleges
- **COE:** Council on Occupational Education
- **DETC:** Distance Education and Training Council

Providers holding specialized accreditation are also eligible under the program.

What Expenses and Fees Are Covered?

Eligible expenses include:

- Tuition
- Books [including shipping and taxes]
- Registration fees
- Lab fee
- Technology fee
- Graduation fee

Employees are responsible for all ineligible expenses including, but not limited to:

- Meals
- Lodging
- Transportation
- Parking Fees
- Student Activity Fees
- Deferral Fees
- Tools, materials, or supplies (other than textbooks) that can be kept after completing the course of instruction

How Much Can I Spend?

Eligible expenses will be covered up to the annual benefit amount for the calendar year in which the course ends. Payment amounts are based on your FT/PT status at the time of payment processing.

Education Program	Full Time Annual Benefit Amount	Part Time Annual Benefit Amount
Associate Degree	\$5,000	\$2,250
Bachelor's Degree		
Master's Degree (including MBA and EMBA)		
Doctorate Degree (including PhD and JD)		
Certificate		
Individual Courses		
Certification/ Designation		
<u>Preferred Partner Program:</u>	\$7,200	\$3,168
Bachelor of Science in Nursing, Master of Science in Nursing, or Doctor of Nursing Practice		
<u>Grandfathered BSN Education Assistance Program:</u> Bachelor of Science in Nursing	0.5 FTE: \$3,750 0.6 FTE: \$4,500 0.7 FTE: \$5,250 0.8 FTE: \$6,000	1.0 FTE: \$7,500

Using My Benefit

When Do I Need to Submit My Application?

Applications should be submitted prior to course start date. Applications will not be accepted later than 30 days after the course start date.

Does My Direct Leader Need to Approve My Application?

Yes. Your application for certification/designations will be reviewed for policy compliance by Bright Horizons and then forwarded to your direct leader for final approval. Applications for degree programs or individual courses will not be forwarded to direct leaders for approval.

What if Direct Leader is Unable to Approve My Application?

If your direct leader is unable to approve due to being on leave, extended vacation, etc., you can contact My HR Navigator (Wisconsin) or HR Direct (Illinois) to have your profile updated within Bright Horizons EdAssist Solutions. If your manager/supervisor is unable to approve due to technical issues or needs his or her password reset, your manager should contact Bright Horizons for assistance.

How Do I Check the Status of My Application?

You can check the status of your application at any time by logging into Bright Horizons EdAssist Solutions. You will also receive email notifications when your application status changes; please make sure your email address in your Bright Horizons EdAssist Solutions profile is current.

What if my Application is Denied?

Your benefit was designed to enforce your employer's policy. If your application is denied, you'll receive an email that includes the reason for denial.

If you believe your application was denied inappropriately, you can submit an appeal directly from within Bright Horizons EdAssist Solutions for review:

1. Go to Bright Horizons EdAssist Solutions ([Illinois Team Members](#) or [Wisconsin Team Members](#))
2. Select the "History" tab at the top of the page to see all of the applications you have submitted.
3. All applications will be listed. Click the application number for denied application you wish to appeal.
4. On the top right, select "Actions" > "Appeal Denied Application".
5. Select the Reason for the Appeal, include comments, and attach supporting documentation.
6. Submit your appeal for review by Bright Horizons and AAH.

Will I still be eligible for the Grandfathered Aurora BSN Education Assistance Program if I change schools?

If a team member changes schools, they must be admitted into the BSN program to maintain eligibility. Any changes to Field of Study, will cause ineligibility.

Will I still be eligible for the Grandfathered Aurora BSN Education Assistance Program if I transfer from Wisconsin to Illinois?

Team members who transfer within Advocate Aurora between Wisconsin and Illinois will maintain eligibility with their current FTE status.

Will I still be eligible for the Grandfathered Aurora BSN Education Assistance Program if I take a semester off?

Team members must maintain continuous enrollment (Fall/Spring) in order to be eligible for the grandfathering program.

Is There a Minimum Grade Requirement?

All coursework must be completed with a minimum grade equivalent of C- or better. Courses that are based on a pass/fail grading system must be completed with a passing grade. Courses in which an employee receives an incomplete, withdrawal, or equivalent grade are ineligible.

How Do I Get Reimbursed?

Upon application approval, you are responsible to make all required payments directly to your school and will be reimbursed for eligible expenses upon successful course completion. You must submit proof of successful course completion (grades) and an itemized invoice of tuition and fees and proof of payment within 60 days after course completion in order to receive reimbursement.

You will receive an automated email notification when your application is processed for payment, and you should receive your payment via payroll within 1-2 pay periods.

Will I Be Taxed?

In compliance with IRS regulations (section 127), employer-provided educational assistance is exempt from taxation up to a maximum of \$5,250 per calendar year. Amounts over \$5,250 may be exempt from taxation if the education qualifies as work-related education (section 132). Taxes will be assessed for non-qualifying work-related education if, at the time of payment processing, the employee's total amount of tuition assistance paid in the calendar year exceeds \$5,250. Please consult with your tax advisor for additional information.

Would I Ever Need to Repay?

A team member who voluntarily terminates employment or is terminated for cause within one (1) year of receiving education assistance will be required to refund Advocate Aurora 100% of the payments received within that time period. If a team member terminates without fulfilling the one-year obligation and does not refund Advocate Aurora 100% they will not be re-hirable until they do so. Team members are exempt from the work commitment if their employment is involuntarily terminated for reasons other than cause or performance.