

KNOWLEDGE Builders

WORKDAY: Tuition Assistance Process

This Knowledge Builder will walk an employee through the process of applying for tuition assistance.

Employees regularly scheduled for 20 or more hours per week, who will complete a minimum of six calendar months of continuous employment preceding the conclusion of the course and are not on a leave of absence or under disciplinary action are eligible to apply for tuition assistance.



Try It Out

Follow the steps below.

1. Navigate to www.myROhealth.com/benefits and click on the Tuition tile.
 - a. Review the listing of discounts that RRH has negotiated with affiliated schools.
 - b. Print and complete the forms for discount and/or deferments for which you would like to apply.
 - c. Submit completed discount/deferment form to HRTuitionAssistance@rochesterregional.org
 - d. Benefits Analyst will complete the employer portion of the forms and submit them to the school on your behalf.
2. Review the Tuition policy. It is located on the [RGH](#) and the [Unity](#) portal.
3. Complete the [Tuition Assistance Application](#) (also found on the RGH and Unity portal pages) and email it to HRTuitionAssistance@RochesterRegional.org at least 30 days prior to the semester or course start date.
4. After your application is submitted, you will receive a confirmation email from a Benefits Analyst that your application has been received. Benefits Analyst will email you within 10 days to notify you if your application is approved, denied or missing information.
5. Within thirty (30) days after course completion, email an itemized tuition bill and final grade(s) to HRTuitionAssistance@RochesterRegional.org.
6. Benefits Analyst will review your documentation and email you if the documentation is sufficient or if more documentation is necessary.
7. If the application and grades are eligible for reimbursement, the tuition assistance will be paid through payroll as soon as administratively possible.