

maximus

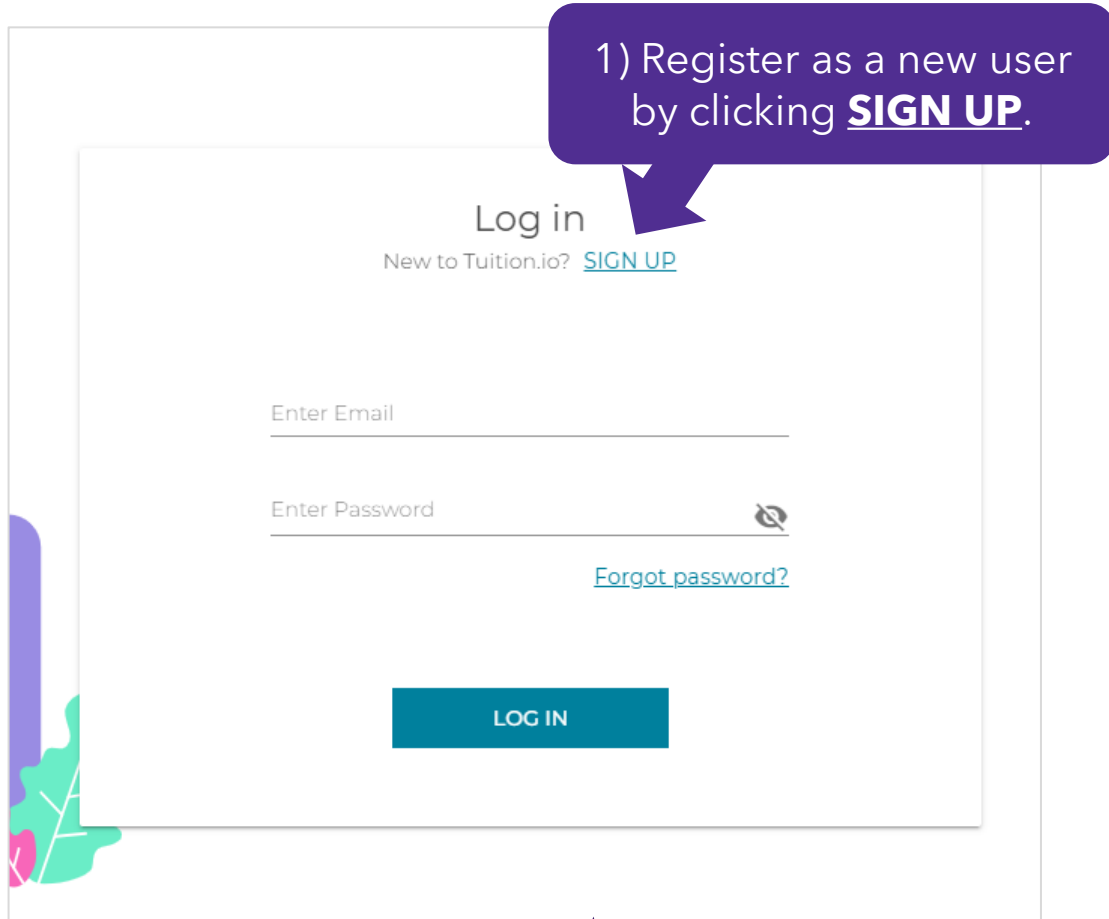
Tuition Reimbursement Portal
Employee User Guide

December 2024

Part 1: Application Step

Let's walk through how to submit your Tuition Reimbursement course application for approval in the Tuition Portal.


Step 1: Go to maximus.tuition.io, register as a new user, and log in.



1) Register as a new user by clicking **SIGN UP**.

Log in
New to Tuition.io? [SIGN UP](#)

Enter Email

Enter Password 

[Forgot password?](#)

LOG IN

Employee ID

Payroll ID

Last Name

Email

Please provide your personal email address. This is where you will receive your invite.

Submit

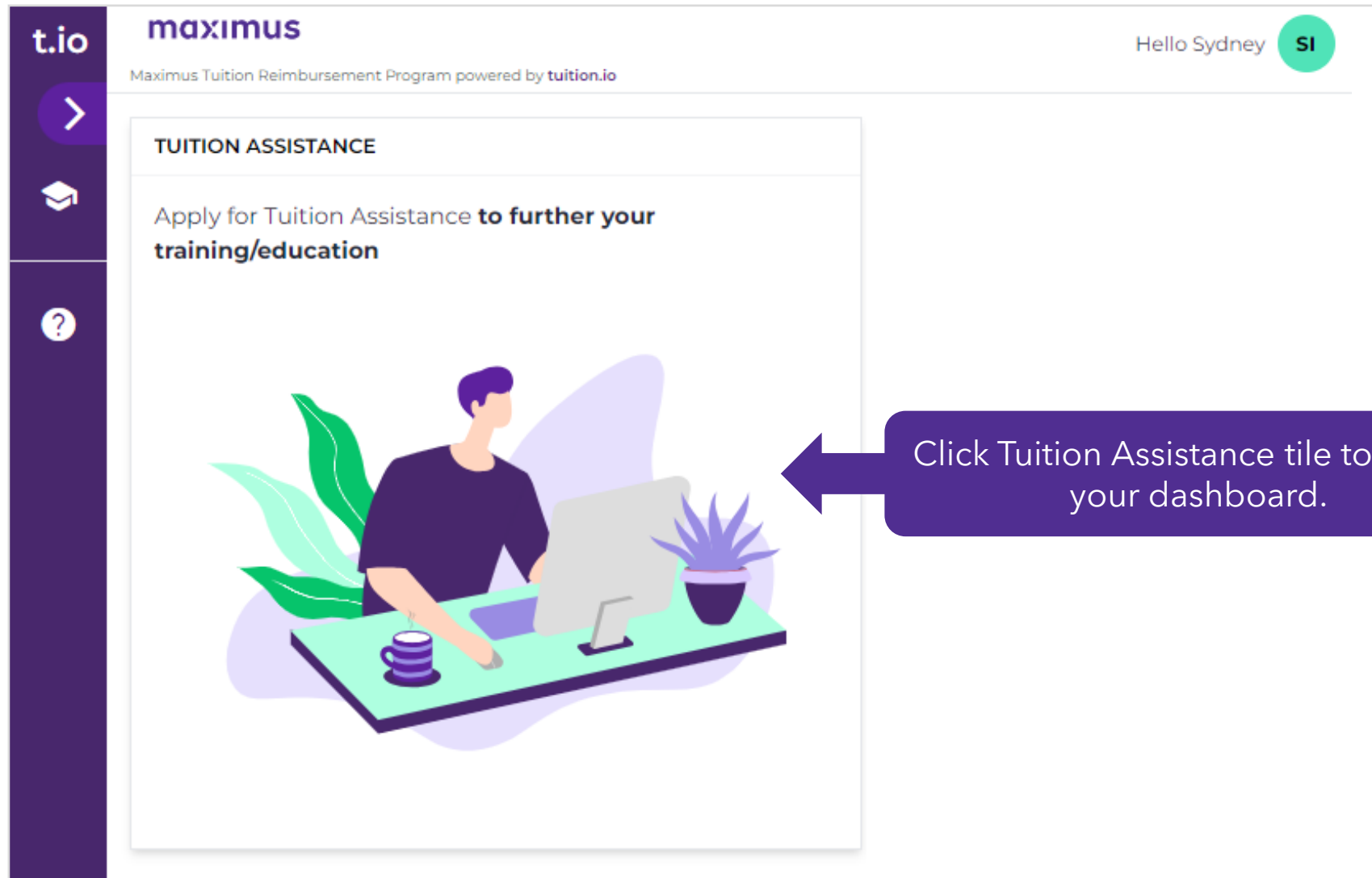
Already have an account? [Log in here](#)

2) Enter your Maximus Employee ID number in Payroll ID field, your last name, and a personal email address.

3) Click **SUBMIT**

★ You will receive an email from studentloans@tuition.io to verify your address. Click GET STARTED in the email and then you will be prompted to fill out additional information.

Step 2: Navigate to your dashboard to begin the application.



t.io

maximus

Hello Sydney SI

Maximus Tuition Reimbursement Program powered by tuition.io

TUITION ASSISTANCE

Apply for Tuition Assistance **to further your training/education**

Click Tuition Assistance tile to access your dashboard.

Step 3: Choose the program you are applying to.

T.io maximus
Maximus Tuition Reimbursement Program powered by **Tuition.io**

Tuition Assistance

Payments

Total Payments
Includes paid amounts and approved, pending payments

Lifetime **\$0⁰⁰** Current **\$0⁰⁰** Dec 31, 2023 - Dec 31, 2024

[Payment Details ▶](#)

Programs

Active

Currently, no active programs. Click **View & Apply** below to get started.

Click **VIEW & APPLY to the appropriate program.**

Programs I Can Apply To

Program Type	Description	Action
Degree Seeking	Courses, taken at an accredited college or university, in pursuit of an associates, bachelors, masters, or PhD.	View
Non-Degree Seeking	One off courses, taken at an accredited college or university, not in pursuit of specific degree.	View & Apply
Professional Certifications	Prep courses and exams taken to receive a professional certification.	View & Apply



Degree Seeking

Courses taken through an accredited college or university in pursuit of an associate's, bachelor's, master's, or Ph.D. degree.

Non-Degree Seeking

One-off courses are taken through an accredited college or university, not in pursuit of a specific degree

Professional Certifications

Prep courses and exams are taken to receive a professional certification or designation.

Step 4: Start application and complete the employee information.

t.io maximus
Maximus Tuition Reimbursement Program powered by [tuition.io](#)

Tuition Assistance
[Dashboard](#) > Program Details

Degree Seeking

Annual Benefit
All Employment Types
\$2,500.00

START APPLICATION

1) Click **START APPLICATION**

What is the Process?

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

Frequently Asked Questions

- > Where can I find more information on the Maximus Tuition Reimbursement program?
- > What email should I use when submitting applications?
- > How can I check the status of my application?
- > What documents do I need to submit for reimbursement?
- > What grade do I need to get to be reimbursed?
- > What happens if my request is denied?

Application ID *
1250006234167247863

Name *
Sydney Issa

Employee ID *
123456

Email *
sydneyissa@gmail.com

We recommend using an email you check routinely

CANCEL **NEXT**

[Save For Later](#)

2) Review information and update your email address if necessary.

Input the email address you most frequently check as it will be where your notifications are sent. It can be your personal or Maximus email.

3) Click **NEXT**

Step 5: Complete program information.

Institution Name *

Tulane University x v

Program Type *

Bachelor's Degree in Business

Concentration *

Business v

How does this program relate to your career goals or personal development goals?

A bachelor's degree in business will help me learn basic principles related to accounting, management, and operations which will assist with my current role and help me progress in my career path.

Degree Type (ex, Associate's, Bachelor's, Master's, PhD) *

Bachelor's

CANCEL

[Save for Later](#)

NEXT

1) Search for your institution in the drop-down.
All accredited universities are listed.

2) Record the degree in the freeform field
i.e., Bachelor's, Master's, Associate, etc.

3) Select the concentration from the drop-down.


4) Record the reasoning in the freeform field.
It will be shared with your supervisor.

★ *You will still need to provide the reasoning
regardless of whether you have shared it
with your supervisor previously.*

5) Specify the type of degree in the freeform field.

4) Click **NEXT**

Step 6: Review application and Tuition Reimbursement Policy.

Employee Information		Program Information	
Application ID	1250006234167247863	Institution Name	Tulane University
Name	Sydney Issa	Program Type	Bachelor's Degree in Business
Employee ID	511818		
Email	sydissa95@gmail.com		
	123456		
	sydneyissa@gmail.com		
	m		

★ Click on the pencil icons to make edits if needed.

2) Review the Tuition Reimbursement Policy by clicking here.

1) Ensure all the details are accurate.

By checking this box I have read and agree to the Tuition Reimbursement Policy.

[VIEW](#)

3) Check the box acknowledging that you have reviewed the policy.

Submit

[Save For Later](#)

4) Click **SUBMIT**

Step 7: Continue with applying for courses.

This is what you will see after you submit.

DO NOT stop here. There are additional steps to complete once you click **NEXT**.

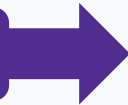


Application Submitted

What happens now? You can expect the following:

- Your next step is to start a course(s) application
- Your institution name is **Alabama A & M University**
- Your program type is **Degree Seeking**

1) Click **NEXT**



Next

Program Benefits

Maximum Annual Benefit for this program	\$2,500.00
Benefit paid out so far this year	\$0.00
Remaining Benefit	\$2,500.00

Program Information

Program Name	Degree Seeking
Program Type	Bachelor's Degree in Business
Institution Name	Tulane University
Status	Submitted for Program Approval

Applications

+ APPLY FOR COURSES

2) After returning to Program Information page, click **APPLY FOR COURSES.**

Step 8A: Enter course dates.

Course Information

Please enter begin and end date for your courses.



ATTENTION REQUIRED

All courses in one application will have the same course start and course end date.

Courses begin date *

mm/dd/yyyy



Courses end date *

mm/dd/yyyy



Cancel

Next

[Save for Later](#)

1) Enter the course begin and end date.



Ensure the course dates are accurate as you **will not** be able to change them in the future.

The course end date field will be used to determine the 90-day deadline for when you need to submit your proof of passing and proof of payment by.

2) Click **NEXT**

Step 8B: Complete your course information.

Course Information

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

Course Name *

Course Number *

Course Description *

Course Credit *

Course Tuition *

Course Books

Course Labs

Course Software

Course Fees

1) Add your course details and costs.

★ If your total costs are above \$5,250 - please adjust as needed so the total comes to \$5,250.

★ Ensure they are as accurate as possible, as you **will not** be able to edit them once your application is approved.

Cancel

Next

3) Click **NEXT**

[Save for Later](#)

Step 9: Review course information and submit.

1) Review the course information.

Courses begin date * 08/21/2023

Courses end date * 12/15/2023

BSLS 1110 - Accounting I

Course Description	Course Credit	Course Total
Concepts, techniques, and conventions for measuring and communicating the results of operations and the financial position of a business enterprise, based upon generally accepted accounting principles.	3	\$2,500.00

View attachments

Scholarships Added

Scholarship Name	Scholarship Amount
None	

EDIT SCHOLARSHIPS

ADD COURSE

Maximum Annual Benefit for this program	\$2,500.00
Benefit paid out so far this year	\$0.00
Remaining Benefit	\$2,500.00
Amount requested in this application	\$2,500.00

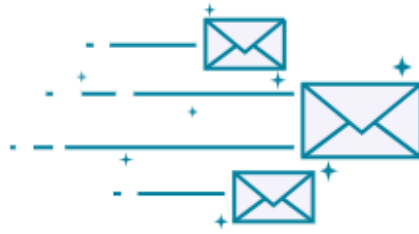
SUBMIT

Click on the pencil icon to make edits if needed.

If you have an additional course to add, you can do so here.

2) Click **SUBMIT**

Step 10: Application submitted.



Your application has been submitted to your manager for their review and approval.

You will receive an email from tuitionassistance@tuition.io that your course application is pending approval.

Once you receive an email from tuitionassistance@tuition.io confirming that your application is approved, your next step will be to add proof of grade and payment for reimbursement.

Application Submitted!

What happens now? You can expect the following:

- Your application name is **September 2023**
- Courses in your application are
 - **BSLS 1110 - Accounting I**
- 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

2) Click **DONE**

Part 2: Reimbursement Step

Now that your course is complete, let's walk through how to submit your proof of grade(s) and payment(s) for reimbursement in the Tuition Portal.

Step 1: Go to maximus.tuition.io, log in, and navigate to your dashboard.

Log in

New to Tuition.io? [Sign Up](#)

Please enter your email address and password to sign in.

Email

Email must be a valid email address

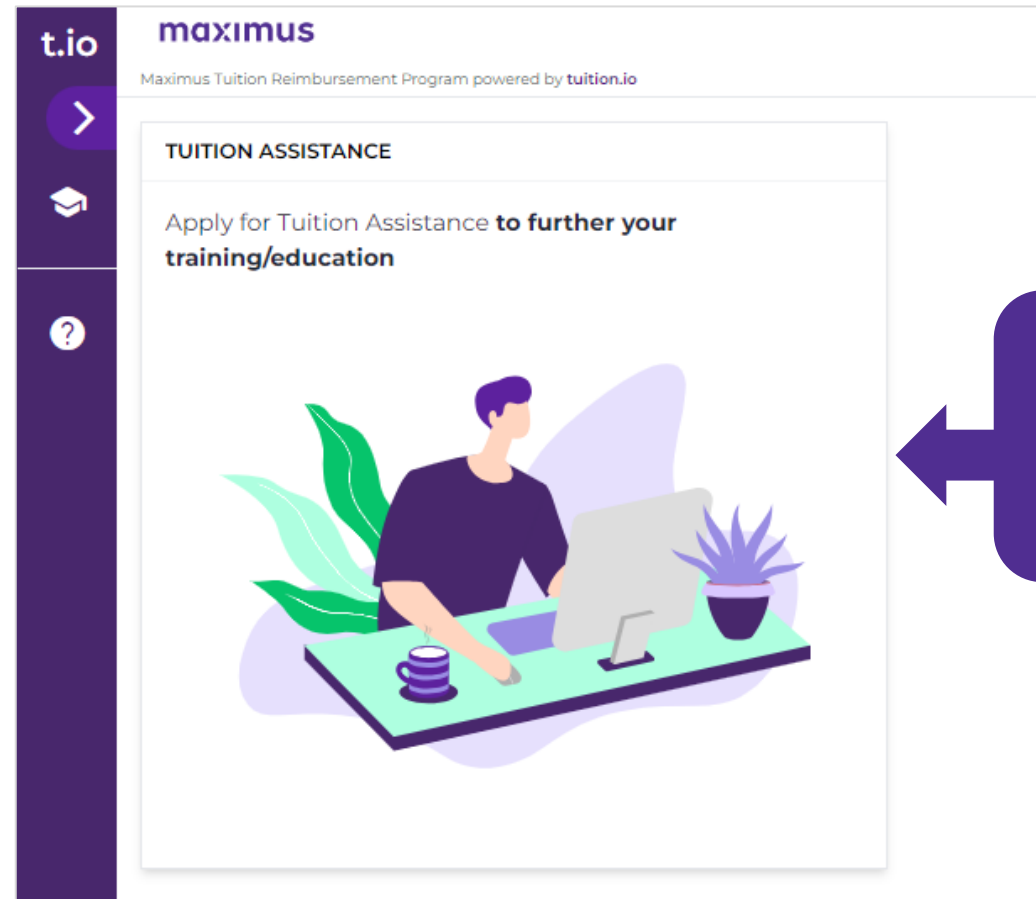
Password

Password can't be blank

[Forgot password?](#)

Login

1) Enter the email address used when registering and password.



2) Click here to access your dashboard.

★ You must have completed your course in the last 90 days and have proof of your grade(s) and payment(s) to move on to step 2.

Step 2: Navigate to your dashboard and active programs.

Tuition Assistance

Payments

Total Payments
Includes paid amounts and approved, pending payments

Lifetime **\$200⁰⁰** Current Dec 31, 2023 - Dec 31, 2024 **\$200⁰⁰**

[Payment Details](#) ▶

Programs
Active

Degree Seeking
ID #: 1573380567856054434

Status Approved

Institution Name Alabama A & M University

Concentration Business

Course Applications

Pending 0

In Progress 1

Completed 0

[View details](#)

1) Click **View Details**

Step 3: View active program information.

Program Information

ID #: 1573380567856054434

Program Name	Degree Seeking
Program Type	Degree Seeking
Concentration	Business
Institution Name	Alabama A & M University
Status	Approved

[View details and attachments](#)

Applications

[+ Apply For Courses](#)

December 2024

Status: **Courses In Progress**

Courses In Progress On	12/11/2024
Created On	12/10/2024

[Details](#)

← 2) Click **DETAILS**

Step 4: Add grades and receipts.

ABC123 - Human Resources	Course Name Human Resources	Course Number ABC123	Course Grade * A
Course Description Human Resources	Course Description Human Resources	Course Credit 1	Two documents must be uploaded for reimbursement: *
Course Credit 1	Course Tuition \$100.00	Course Books \$100.00	<ul style="list-style-type: none">• Proof of payment• Final grade
Course Total \$200.00	Course Labs \$0.00	Course Software \$0.00	↑ CHOOSE FILE
Add Grades	Course Fees \$0.00	Cancel	<ul style="list-style-type: none">• You can upload multiple attachments <p>proof_of_payment.pdf</p> <p>proof_of_final_grade.pdf</p>
		Save	

2) Input your course grade.

1) At bottom of page, Click **ADD GRADES.**

3) Click **CHOOSE FILE** to upload your proof of payment and grade PDF files.

4) Click **SAVE**

★ You **MUST** upload both documents to get approved. Ensure you are uploading **ALL** costs related to your course. You can upload more than two PDF files if needed.

★ The original costs you inputted can differ from the final costs as the review team will use the proof of payment for processing your reimbursement.

Step 5: Review program information.

Program Information

ID #: 1573380567856054434

Program Name Degree Seeking

Program Type Degree Seeking

Concentration Business

Institution Name Alabama A & M University

Status Approved

[View details and attachments](#)

1) Review course information.

Program Benefits

Program Limit: **\$2,500.00**

Application Information

ID #: 1573389744825434607

Courses In Progress 12/11/2024

Created On 12/10/2024

Courses begin date 12/11/2024

Courses end date 12/31/2024

Status Courses In Progress

Approved Total **\$200.00**
(including any scholarships)

Approved Date 12/11/2024

Payment State Unpaid

Step 6: Submit for payment.

Courses

! Please add your grades and receipts by clicking on the courses below. Once grades have been added you will be able to submit this application to receive reimbursement by clicking 'submit for review' below

Submit For Review

Click **SUBMIT FOR REVIEW**

ABC123 - Human Resources

Course Description

Human Resources

Course Credit 1

Course Grade A

Course Total \$200.00

Edit Grades



Click **EDIT GRADES** if you need to make changes.

Step 7: Submit application.

Tuition Assistance

[Dashboard](#) > [Degree Seeking](#) >

1) Review course information.

Application Review

COURSES ADDED

Course Number	Course Description	Course Grade
ABC123	Human Resources	A

2) Click **SUBMIT**



Submit

Step 8: Application confirmation.

Courses

ABC123 - Human Resources

Course Description

Human Resources

Course Credit 1

Course Grade A

Course Total \$200.00

View course details and attachments



You will receive an email from tuitionassistance@tuition.io that your payment is being reviewed.

Once you receive an email from tuitionassistance@tuition.io that your payment has been approved, you will receive your reimbursement in your paycheck within 1-2 pay periods.

Application History

When	Role	State	Notes
12/12/2024 - 1:57 PM	Employee	Submitted For Evidence Approval View More	N/A

[Delete Course Application](#)

3) In application history, it should now say "submitted for evidence approval" under state.