

Tuition Reimbursement Program — U.S.

With prior manager approval, the BMC Tuition Reimbursement Program may reimburse you for certain tuition expenses for undergraduate and graduate level college courses up to the annual \$5,500 cap. Eligible expenses include tuition, textbooks and all laboratory and computer fees. Due to IRS limits, only the first \$5,250 of reimbursed expenses are considered non-taxable, any additional expenses reimbursed within the current year that exceed this amount will be considered taxable income.

The BMC Tuition Reimbursement Program is administered by Your Spending Account (YSA) on the MyBMC Rewards website.

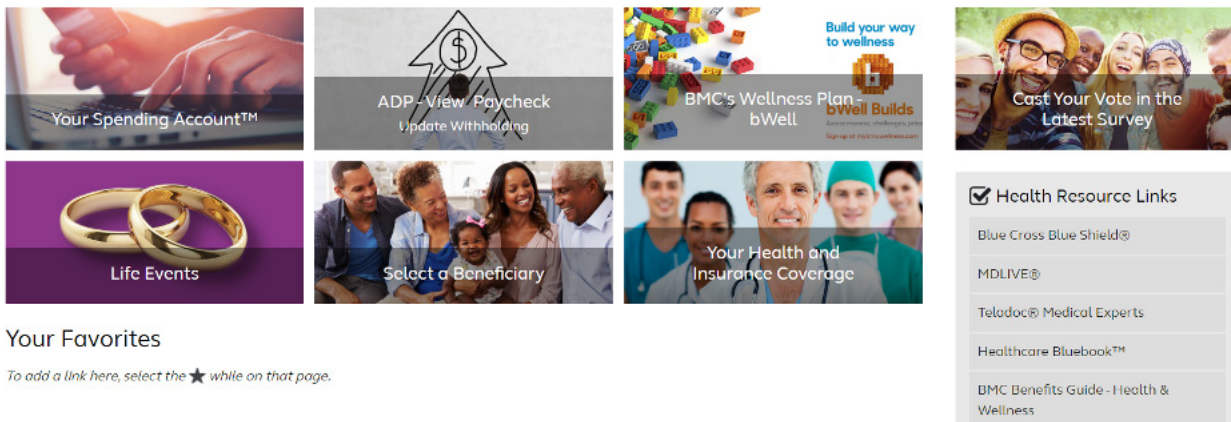
Requesting Tuition Reimbursement is a two-step process:

- 1) Obtain manager preapproval and submit it to YSA before you start a course, and
- 2) Request reimbursement of expenses through YSA within 90 days of taking a course.

Please note: Your immediate manager must sign both your preapproval request and reimbursement request.

Here are the step-by-step instructions for requesting course preapproval and expense reimbursement under the BMC Tuition Reimbursement Program:

1. Log in to MyBMC Rewards (www.mybmcrewards.com) and click on the Your Spending Account tile. A new window will open to the Your Spending Account (YSA) portal.



The screenshot displays the MyBMC Rewards portal interface. It features several service tiles: 'Your Spending Account™' (with a hand typing on a keyboard), 'ADP - View Paycheck / Update Withholding' (with a dollar sign icon), 'BMC's Wellness Plan - bWell' (with a 'bWell Builds' logo), 'Cast Your Vote in the Latest Survey' (with a group of people), 'Life Events' (with wedding rings), 'Select a Beneficiary' (with a family photo), and 'Your Health and Insurance Coverage' (with a doctor and patient). Below these tiles is a 'Your Favorites' section with the instruction: 'To add a link here, select the ★ while on that page.' On the right side, there is a 'Health Resource Links' section with a checked checkbox and a list of links: Blue Cross Blue Shield®, MDLIVE®, Teladoc® Medical Experts, Healthcare Bluebook™, and BMC Benefits Guide - Health & Wellness.

Part 1: Manager Preapproval Process (must be submitted before you start your course)

2. Click on Tuition under the Accounts drop-down menu under **Take Action** on the right side. Click on **Get Preapproved**.

Take Action

▼ **Accounts**

- Account Summary
- Health Savings Account
- Commuter
- Tuition
- Other Accounts

▶ **Get Reimbursed**

Tuition

Tuition Reimbursement Account

Get Course Preapproved

You're required to have your course approved before you can be reimbursed.

[Get Preapproved](#)

- [How does the Tuition Reimbursement Account work?](#)
- [What expenses are eligible?](#)

▶ **Account Detail** Total Payments Year-to-Date*
\$0.00

*Based on claims processed in the calendar year; regardless of taxation, payroll timing, or plan limits.



3. Enter the Course Information and click **Continue**.

Get Course Preapproved

Enter Information Review Information Send Documents Complete

Enter Course Information

Complete the required information to have your course preapproved.

Institution	<input type="text"/>
Course Start Date	<input type="text"/>  (mm-dd-yyyy)
Course End Date	<input type="text"/>  (mm-dd-yyyy)
Type of Degree	-- Choose One -- ▾
Course Name and Number	<input type="text"/>
Supervisor/Manager/Director	<input type="text"/>

4. Review Your Course Information on the next screen and click **Continue**.

Get Course Preapproved

Enter Information **Review Information** Send Documents Complete

Review Your Course Information

Institution	ABC UNIVERSITY
Course Start Date	08-03-2020
Course End Date	09-30-2020
Type of Degree	Graduate Degree
Course Name and Number	ABC 123
Supervisor/Manager/Director	John Smith

5. View the documentation you may need to have your preapproval processed and click **Create Preapproval**. The system will generate a **Preapproval Cover Sheet**. **See sample**. Print this cover sheet, sign it and also ask your manager to sign it. Scan the signed form and upload it to YSA along with the required documentation. You can also fax or mail it to YSA.

Get Course Preapproved

[Print](#)

Enter Information
Review Information
Send Documents
Complete

Fax or Mail Documents

View the [documentation](#) you may need to send to have your preapproval processed.

To send documentation for your course preapproval by fax or mail:

1. Choose **Create Preapproval** below to create a cover sheet, which will open in a secondary window.
2. Print the cover sheet, sign it, and have appropriate approvers sign it.
3. Include the documents with the cover sheet when you send it.

Create Preapproval
Go Back
Cancel

Tips for Faxing

- Create a cover sheet, which will open in a secondary window.
- Print and sign the cover sheet.
- Place cover sheet in fax machine before your documentation.

List of Required Documentation:

Tuition: Required Documentation

Preapproval

Include the required documentation below with your completed and signed preapproval cover sheet that you created from this site.

Type of Preapproval	Required Documentation
Course	<ul style="list-style-type: none"> ▪ Official course description from a school catalog.

Get Reimbursed for Expenses

Send us your itemized receipts or other documentation below to prove that your Education expenses are eligible. Include this information with your signed cover sheet that you created from this site.

Type of Expense	Required Documentation
Tuition and Fees	<ul style="list-style-type: none"> ▪ Valid Receipt, which includes: <ul style="list-style-type: none"> ▪ Institution Name ▪ Course Name and Number ▪ Course Begin and End Dates ▪ Total Amount Paid ▪ Final grade, as documented on final grade report
Books	<ul style="list-style-type: none"> ▪ Valid Receipt, which includes: <ul style="list-style-type: none"> ▪ Provider ▪ Date of Purchase ▪ Title of Book ▪ Total Amount Paid ▪ Course syllabus listing the required textbook(s)

Part 2: Request Reimbursement

6. Within 90 days of completing an approved course, visit the Your Spending Account (YSA) portal to claim your expenses. Click on **Tuition** under the **Get Reimbursed** drop-down menu under **Take Action** on the right side. A new window will open to create your tuition reimbursement.

Create Tuition Reimbursement Request

Print

The screenshot shows a progress bar with four steps: Enter Expenses (active), Review Expenses, Prepare Documents, and Send Documents. The main content area is titled 'Enter Expenses' and includes the instruction: 'You can enter up to 8 expenses. Choose **Add New Expense** if you have more expenses to enter.' Below this is a form for 'Expense 1' with two dropdown menus: 'Type of Expense' and 'Preapproval', both currently set to '-- Choose One --'. There is a green '+ Add New Expense' button and two buttons at the bottom: a green 'Continue' button and a blue 'Cancel' button. On the right side, there is a 'Knowledge Center' sidebar with two links: 'View Eligible Tuition Reimbursement Account Expenses' and 'About the Tuition Reimbursement Request Process'.

7. Enter your expenses.
8. After you have entered your expenses, you can make changes or complete the process by clicking on Create Cover Sheet. The system will generate a **Reimbursement Request Cover Sheet**. **See sample.**

Create Tuition Reimbursement Request

Print

The screenshot shows a progress bar with four steps: Enter Expenses, Review Expenses, Prepare Documents (active), and Send Documents. The main content area is titled 'Fax or Mail Documents' and includes the instruction: 'To send receipts or documentation for expenses by fax or mail:'. Below this is a numbered list:

1. Choose **Create Cover Sheet** below.
2. Print the cover sheet and send it **with** your [receipts or other documentation](#)

A yellow highlighted note box contains the text: 'Note: By creating and sending the cover sheet by fax or mail, you certify that any expense paid through the account hasn't been reimbursed, and you agree not to seek reimbursement from another plan for any expenses that are paid by the account. Claims decisions will be made according to plan provisions.' At the bottom, there are three buttons: a green 'Create Cover Sheet' button, a blue 'Make Changes' button, and a blue 'Cancel' button. On the right side, there is a 'Tips for Faxing' sidebar with three bullet points:

- Create a cover sheet, which will open in a secondary window.
- Print and sign the cover sheet.
- Place cover sheet in fax machine before your receipts or documentation.

9. Print the cover sheet, attach the required documents, and have your manager sign it. Scan the signed form and upload it along with the required documentation to YSA. You can also fax or mail it to YSA. Your request will be processed within 10 days of YSA receiving it.

Create Tuition Reimbursement Request

Enter Expenses

Review Expenses

Prepare Documents

Send Documents

Send Us Your Documents to Complete Claim

Important! Your claim won't be processed until you send us your documents and cover sheet.
Trouble printing your cover sheet? [Print cover sheet.](#)

The claim information you've entered has been submitted. Now, fax or mail us your documents.

Did the cover sheet appear for you? If not, please open the [cover sheet](#) and then follow the instructions to have your reimbursement request processed.

What Happens Next

- After your receipts and documentation have been received, your reimbursement request will be processed within 10 days.

What do You Want to do Next

- [Print this page for your records.](#)
- [Go to Account Summary](#)
- [Check the status of your claim.](#) Uploaded files will be available one hour later on this site.

Transaction Recap

Expenses

Expense 1	044776235-01
Documentation	Due 09-22-2020
Preapproval	ABC 123 (P00044656) ABC 123, August 2020