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.
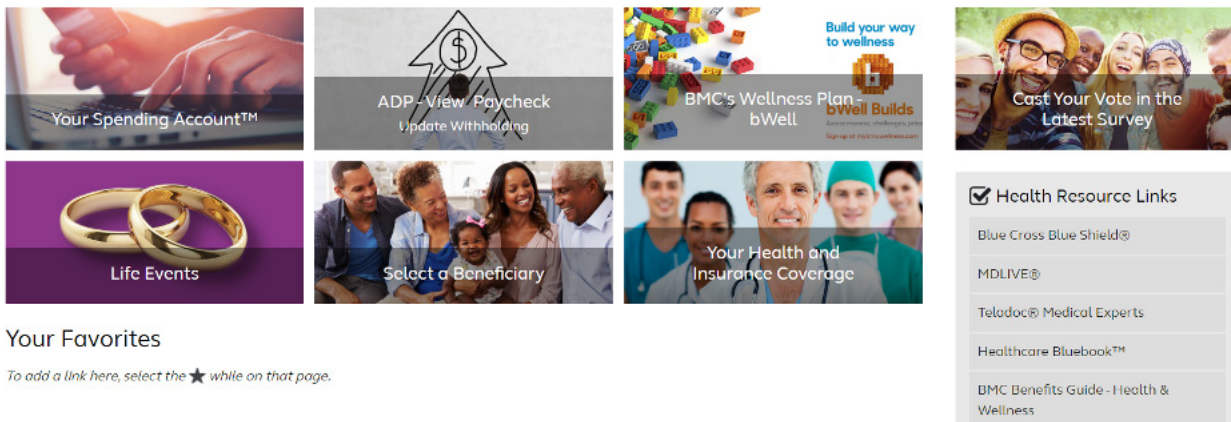
Requesting Tuition Reimbursement is a two-step process:

  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.

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

Tuition

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

Get Course Preapproved

Enter Course Information

Complete the required information to have your course preapproved.

Institution	
Course Start Date	(mm-dd-yyyy)
Course End Date	(mm-dd-yyyy)
Type of Degree	-- Choose One -- ▾
Course Name and Number	
Supervisor/Manager/Director	

Continue   **Cancel**

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

Get Course Preapproved

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

Continue   **Make Changes**   **Cancel**

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	• 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	• Valid Receipt, which includes:
	  ▪ Institution Name
	  ▪ Course Name and Number
	  ▪ Course Begin and End Dates
	  ▪ Total Amount Paid
	• Final grade, as documented on final grade report

Books	• Valid Receipt, which includes:
	  ▪ 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.

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**.

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