

How to Apply for Assistance

Dignity Health Tuition Assistance Program

How to Apply for Tuition Assistance

All applications and submissions take place on the tuition assistance site through our partner, EdAssist. Access this site using the Tuition Assistance links on Inside Dignity Health or MyJourney.

Please note that this process applies to all Dignity Health employees; however, if you are a represented employee, please confirm dates with your CBA.



	Submit Application to EdAssist	Take Your Course	Submit to EdAssist for Reimbursement
What you DO	Submit Application to EdAssist	Take Your Course	Submit to EdAssist for Reimbursement
By WHEN	On or before course begins		Within 60 days of course completion
Information/ Items you PROVIDE	<ol style="list-style-type: none"> 1. Program/school information 2. Course information 3. About you 		<ol style="list-style-type: none"> 1. Itemized proof of payment by course. Books/fees should also be itemized. 2. Proof of grades or transcript
What HAPPENS next	<p>Your application is checked to make sure that you, your program, and your course are eligible to receive assistance. If so, it is sent to your supervisor for approval.</p> <p>For eligibility criteria, please see the policy or, if you are a represented employee, the CBA that applies to you.</p>	<p>Please note the grade minimums for receiving assistance in the policy or your CBA.</p>	<p>EdAssist verifies the information. Turnaround time is about 3 business days.</p> <p>If approved, information is sent to Dignity Health for payment.</p>
If APPROVED	You will receive an email with the decision.		Payment appears in your regular paycheck within two pay periods.
If DENIED	Denial emails include the reason; you may follow-up with EdAssist for more information or to request an appeal.		You will be informed of the reason for denial by email. You may follow-up with EdAssist for more information or to request an appeal.

If you have questions about any step, please contact EdAssist by calling the HR Service Center (855.475.4747) and selecting the option for Tuition Assistance.