

Here at Guild, tuition assistance is the word that we use to describe the portion of your tuition that's covered by your employer. Basically, it's the "benefit" that you receive when you enroll in a qualified program.

↓ BEFORE TERM START

1

SIGN UP

If you haven't already, create an account at guildeducation.com and start exploring programs.

2

CHECK YOUR ELIGIBILITY

Make sure that you meet all of the qualifications listed in your employer's tuition assistance policy.

3

APPLY

After selecting a qualified program that's a part of your employer's tuition assistance policy, go ahead and submit an application.

Note: If you're interested in a program that your company doesn't currently cover, ask a coach about your employer's [tuition reimbursement](#) policy.

4

COMPLETE THE FAFSA

You can learn more about the process [here](#).

5

ENROLL IN COURSES

Once you're accepted and enrolled in courses, we'll conduct an eligibility check to make sure you meet all of your employer's requirements. It's important to be eligible on the day that your employer checks eligibility. For some employers, that is the first day of the course, but you'll want to check your specific policy.

6

BUY BOOKS

Depending on your employer's policy, they may reimburse the cost of books later — but it still never hurts to check out discount bookstores like [Chegg](#) and [Bigwords.com](#).

7

ACCEPT OR DECLINE FINANCIAL AID

After receiving your financial aid report, you'll need to let your school know what aid you do and don't want to accept. [Learn more here!](#)

8

MAKE INITIAL PAYMENT

If you have education expenses that aren't covered by your employer or your tuition assistance amount is capped, you may be responsible for the remaining balance.

9

TUITION IS DEFERRED

If you're eligible to use tuition assistance, the school will defer the due date of your tuition along with any other expenses that your employer is covering. In other words, your employer won't pay the bill until the end of your course — so don't worry if you see a balance in your account.

Note: If your tuition assistance has an annual cap, make sure you know which calendar year your payment will count towards.

↓ THROUGHOUT TERM

10

START COURSES

Make sure you have all of your books and required materials before day one.

11

ADD/DROP COURSES

You can usually only make adjustments to your course schedule without earning a letter grade or incurring the cost of tuition until the add/drop date — so be sure to take care of any schedule changes ASAP! Check your program's academic calendar to find your add/drop date.

12

SUBMIT FOR EXPENSE REIMBURSEMENT

To be reimbursed for any items covered under your tuition assistance policy (like books!), log into Guild's Tuition Toolkit and follow the instructions.

13

STUDY HARD

Make sure your cumulative GPA or course grade requirement meets your employer's qualifications. Check with your school for their specific requirements related to financial aid, as well!

↓ AFTER TERM END

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TUITION IS PAID

A payment credit will be applied to your student account once Guild facilitates payment from your employer to your school. Payment dates will vary by school.

Note: If you took out any loans, this is typically when that money will be dispersed.

REPEAT STEPS 4-14 UNTIL GRADUATION!