


Dependent Child Tuition – Job Aid

Johns Hopkins Care at Home and Suburban Hospital follow a different process for dependent child tuition. Employees should work with their local HR team for tuition assistance.

- 
1. Go to hopkinsbenefits.org
 - a. Single sign-on will log you in.
 - b. You must select the agreement to continue.
 - c. Click on the Dependent Child Tuition button.
 2. Select the view/edit magnifying glass to the left of your child's name to access an existing file (you applied for this dependent before).
 - a. Or select Add Request for New Dependent.

Application Instructions:

1. All fields in the application must be complete.
 - a. In the Coursework Start Date field, enter the day that you are applying. If you put in different day other than the date you are putting in the application, you risk being outside the 30-day window for applications and the system won't let you apply.
 - i. The admins will correct this date during the review process to the actual coursework start date.
2. Eligible tuition and mandatory fees **does not** include housing/room and board, meals, transportation, student government, fraternity/sorority fees or internet charges.
3. List any financial aid (scholarships, awards, grants, etc.) received on the Support Info tab under Tuition Support for Other Sources.
4. Upload the required documents (the first three must include the student and school's name):
 - a. Detailed list of courses: must include course term, course name and number of credits (a class schedule without the details will not be accepted)
 - b. Tuition invoice: itemizing tuition and fees
 - c. Scholarship, grants and financial aid documents
 - d. Proof of relationship (first application only) : birth certificate and/or legal documentation
5. Check the My Certification box.
6. Click Save and Submit for Approval.
 - a. This will move your application to the Under Review status and your documents will show as Complete.
 - b. If you see Incomplete, something is missing and your application has not been sent for processing.
 - i. Repeat the steps to ensure everything was completed. If you still have a problem submitting the application, call the HR Support Center at 443-997-5400 or email them at hrsc@jhmi.edu.

Dependent Child Tuition – Job Aid

Johns Hopkins Care at Home and Suburban Hospital follow a different process for dependent child tuition. Employees should work with their local HR team for tuition assistance.



Correctly Format Documents from Student Portal:

1. Find the tab/screen you need and right-click your mouse.
2. Select print and set the printer to Save a PDF.
3. Select settings/options to include headers and footers.
4. Save the file. You will be prompted to save it on your computer and can easily upload it when submitting the tuition application.

Note: *Having documents incorrectly formatted is the top reason for an application denial. Please do not skip this step.*

Application Statuses:

✓ **Good to Go**

Under Review: The application was successfully submitted and is pending review (up to a six-week processing period).

Awaiting Final Approval: The first approval was complete and the application is pending final review (for compliance and auditing purposes, two approvals are required).

Released to Payroll: The request has been fully approved and the file has been sent to payroll. This could take one to two pay cycles to reflect in the employee's paycheck.

✗ Immediate Action Required

Incomplete: The employee has not completed the application.

- Ensure all documents have been submitted to each required document field.
- **Go to the last page of the application and confirm you have selected "Save and Submit for Approval."**

Missing Documents: During the review process one or more documents did not meet the requirements and was rejected for you to resubmit.

Dependent Child Tuition – Job Aid

Johns Hopkins Care at Home and Suburban Hospital follow a different process for dependent child tuition. Employees should work with their local HR team for tuition assistance.

System Images

Coursework Start Date:

College Info
Course Info
Support Info
Summary

Academic Period: Spring 2025

Coursework Start Date: ★ Please enter the date you are submitting the application. ★ Fiscal Year: 7/1/2024 - 6/30/2025

Total Number of Credits:

Total Eligible Tuition and Mandatory Fees:

Total Eligible Dependent Tuition Assistance (before offsets): \$5649.50 X 50%

Back
Continue

Add Financial Aid Details:

College Info
Course Info
Support Info
Summary

Tuition Support from Other Sources

Type of Support	Award Date	Award Amount
Scholarship	Spring, 2024	\$1,000.00
Totals:		\$1,000.00

Please indicate any tuition support you've received from other sources. Tuition support includes grants, scholarships, employer benefits and other awards along with loans. Note that loans will not change your assistance amount, but they must be disclosed.

Adjustments Due to Annual Cap on Amount or Credits

No existing adjustments.

Page 0 of 0

Add New

Tuition Request Details	
Total Tuition Request:	\$5,649.50
Less Scholarships, Grants, and Other Awards:	-\$1,000.00
Final Tuition Cost:	\$4,649.50
Minimum of Final Tuition Cost: (\$4,649.50) and Maximum Eligible Tuition (\$5,649.50 X 50%)	\$2,824.75
Less System Adjustments:	-\$0.00
Less Administrator Adjustments:	-\$0.00
Total Amount of Assistance:	\$2,824.75

Back
Continue

Dependent Child Tuition – Job Aid

Johns Hopkins Care at Home and Suburban Hospital follow a different process for dependent child tuition. Employees should work with their local HR team for tuition assistance.

Upload My Documents:

My Certification

By submitting this application I certify that I have read and agree to the [Dependent Child Tuition Assistance Policy \(HR335\)](#), and have provided accurate information. I further certify that I have been in a full-time status, benefit eligible for the required continuous service period and that I am an employee in good standing. If I do not maintain full-time status (36-40 hours) or have a change in job classification that will affect my eligibility for this benefit, or if my dependent does not complete the course work, I understand and agree that I am required to refund 100% of the tuition payment paid to me for that semester by my employer in accordance with the Dependent Child Tuition policy.

By submitting this application, I acknowledge that I have reviewed the policy and that I am giving JHHSC/JHH permission to withhold from my paycheck(s) any monies I may owe as a result of my or my dependent's change in status (including my final pay or paid time off payout).

Once you have submitted your application along with the required item(s), please allow 4-6 weeks for processing of your application. If there is a complication with the application, notice will be sent by email. From the date that your application is submitted/resubmitted there is a 4-6 week processing period during which your application will remain in the status of Under Review until its turn in the queue.

[Back](#) [Print Dependent Tuition Confirmation](#) [Upload My Documents](#) [Save/Finish Later](#) [Save and Submit for Approval](#)

You must upload all required documents before you can submit for approval.

Required Documents

1. Select File > 2. Identify Documents > 3. Verify > 4. Confirm

You need to provide supporting documentation before this request can be approved. Please upload the following documents:

- **Dependent Proof of Relationship**
- **Detailed List of Courses**
- **Scholarships, Grants and Financial Aid**
- **Tax Documents as Proof of Dependency (only if requested by HR)**
- **Tuition Invoice**

Click the "Browse" button below to select the file containing the supporting document(s) and then click "Next" to continue.

No file chosen

[Manage Documents](#) [Next](#) [Close](#)

1. Select File > 2. Identify Documents > 3. Verify > 4. Confirm

Please check all of the documents that are contained in the file "**Ebix Icon.png**" below and then click "Next" to continue.

<input type="checkbox"/>	Dependent Proof of Relationship	◀
<input type="checkbox"/>	Detailed List of Courses	◀
<input checked="" type="checkbox"/>	Scholarships, Grants and Financial Aid	◀
<input type="checkbox"/>	Tax Documents as Proof of Dependency (only if requested by HR)	◀
<input checked="" type="checkbox"/>	Tuition Invoice	◀

[Back](#) [Next](#) [Close](#)

Dependent Child Tuition – Job Aid

Johns Hopkins Care at Home and Suburban Hospital follow a different process for dependent child tuition. Employees should work with their local HR team for tuition assistance.

1. Select File > 2. Identify Documents > 3. Verify > 4. Confirm

Please verify that the file "Ebix Icon.png" contains the following documents. To change the included documents, click "Back". Click "Submit" when you are ready to complete the upload.

- Scholarships, Grants and Financial Aid
- Tuition Invoice

Back Submit Close

Submit the Application for Approval:

My Certification

By submitting this application I certify that I have read and agree to the [Dependent Child Tuition Assistance Policy \(HR335\)](#), and have provided accurate information. I further certify that I have been in a full-time status, benefit eligible for the required continuous service period and that I am an employee in good standing. If I do not maintain full-time status (36-40 hours) or have a change in job classification that will affect my eligibility for this benefit, or if my dependent does not complete the course work, I understand and agree that I am required to refund 100% of the tuition payment paid to me for that semester by my employer in accordance with the Dependent Child Tuition policy.

By submitting this application, I acknowledge that I have reviewed the policy and that I am giving JHHSC/JHH permission to withhold from my paycheck(s) any monies I may owe as a result of my or my dependent's change in status (including my final pay or paid time off payout).

Once you have submitted your application along with the required item(s), please allow 4-6 weeks for processing of your application. If there is a complication with the application, notice will be sent by email. From the date that your application is submitted/resubmitted there is a 4-6 week processing period during which your application will remain in the status of Under Review until its turn in the queue.

Back Print Dependent Tuition Confirmation Upload My Documents Save/Finish Later Save and Submit for Approval

How Application Appears When Correctly Submitted:

Educational Assistance History									
Actions	Fiscal Year	Academic Period	School	Total Credits	Amount	Paid in Pay Period	Status	Charge-back	Documents
Edit More	7/1/2024 - 6/30/2025	Spring	Towson University	15.00	\$2,824.75		Under Review Grades Confirmed: <input type="checkbox"/>	-	Complete