

Next Mile Tuition Reimbursement Program

Application & Reimbursement Process

Learner enrolls in course and pays tuition. Once you have successfully completed the course (with a C or better), you may start the reimbursement request process.



STEP 1



Create your InStride account at NextMile.InStride.com by clicking "Get Started."

Check eligibility to ensure you meet your DSP's tenure requirement and are working 3+ days per week.

STEP 2

Select "Start New Request" from the tuition reimbursement module on your dashboard. Begin your request by submitting course information.

In order to qualify for tuition reimbursement, you must be employed with your same DSP from the time of course enrollment through completion of the course, submission of documentation, and until reimbursement payment is received. Please note you will not be able to complete your tuition reimbursement request and get reimbursed until you meet all eligibility requirements.



STEP 3



Submit your tuition bill by finding the course under "In-Progress Requests," select "View Details."

STEP 4

Upload documents like your transcript (or certificate of completion of CDL) and your tuition bill (or receipt for training).

If you have required textbooks for your course, you can add your textbook receipt to your request.



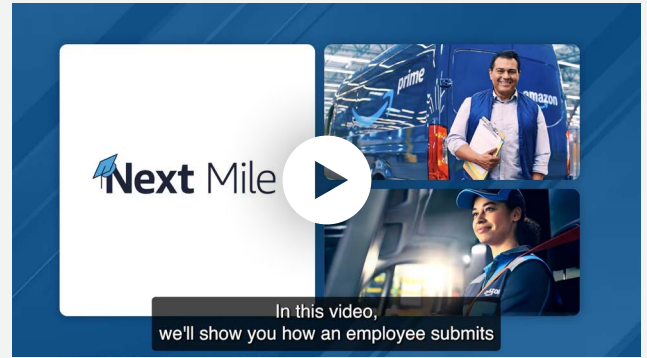
STEP 5



Payment will be made via your DSP's payroll within 30 to 60 days upon approval.

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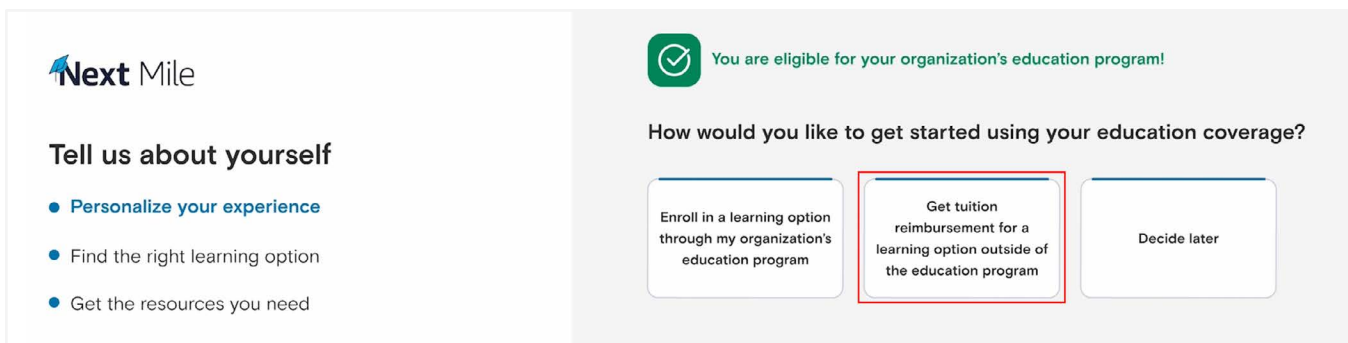


Watch the [tuition reimbursement video](#) or find detailed instructions below:

▶ Starting a New Course Request

1. Create your InStride account at NextMile.InStride.com by clicking “Get Started.”
 - During account creation, you will be asked the question, “How do you plan to use your education coverage?” Select “Get tuition reimbursement for a learning option outside of the education program.”

If you’ve already created your account, sign in using your registered email address and password.



- Once you’ve answered the questions, you’ll be taken to your personalized dashboard where you can start a new request.
2. Once you have successfully completed your course (with a C or better), you may start a new request.
 - Select “Start New Request” from the tuition reimbursement module on your dashboard and follow steps below to complete your request. You can also learn more by selecting “Tips for submitting a reimbursement request.”
 - If you already created an account and did not select the tuition reimbursement option at the time, you can access the tuition reimbursement module by clicking on the drop-down tool in the top right corner of the module.
 - **Note:** You do not need to submit a request for reimbursement for programs you have enrolled in through the upfront tuition academic network (courses available on NextMile.InStride.com/programs). Tuition reimbursement requests are for courses taken at institutions outside of the Next Mile academic network that you have paid for (or plan to pay for) out-of-pocket.

Diana Costine

You are eligible!

2023 Coverage \$5,250 Available ⓘ

Dashboard Goals & Preferences Account Info



Talk to a Personal Education Advisor

Personal education advisors are available to help navigate your path to success through understanding your education benefits, defining your goals and balancing work and school.

Tuition Reimbursement

Tips for submitting a reimbursement request

Reimbursement Summary

\$0.00

Current Year Reimbursed ⓘ

\$0.00

Lifetime Reimbursed ⓘ

Access All Requests

Start New Request

- In order to qualify for tuition reimbursement, you must be employed with your same DSP from the time of course enrollment through completion of the course, submission of documentation, and until reimbursement payment is received. Please note you will not be able to complete your tuition reimbursement request and get reimbursed until you meet all eligibility requirements.
- If you become ineligible during the time of your course, you must wait until you regain eligibility to upload documents for reimbursement and complete the tuition reimbursement request.
- You must submit your reimbursement request and upload the required documentation within 60 days after your course's end date.

3. Enter course information and submit the request

- For each course, you will need to submit an individual request.
- Enter course details. *Note: Make sure you enter the total tuition amount for the course, not tuition amount per credit.
- Once all fields are complete, select "Continue" to submit your request.
 - Requests can be started while the course is in progress, however, you must submit your reimbursement request and upload their required documentation within 60 days after the course end date.

Create Reimbursement Request

Please enter or review your academic information to create your reimbursement request.

* Required Fields

Institution Name*

Type to filter college

If pursuing your CDL Certificate and your school isn't listed, select CDL Provider - Unlisted as your Institution Name. Need help? Email Support@InStride.com

Degree/Certificate*

Type to filter degree

Student ID ⓘ

Major*

Type to filter major

Didn't find your major? Please select the closest available option.

Estimated Graduation Date*

Program Website URL/Link* ⓘ

- Select "Create Another Request" for additional courses, or you can return to your "Reimbursement Summary."



Success!

Your reimbursement request was created. You may create another request, or return to your Reimbursement Summary for next steps.

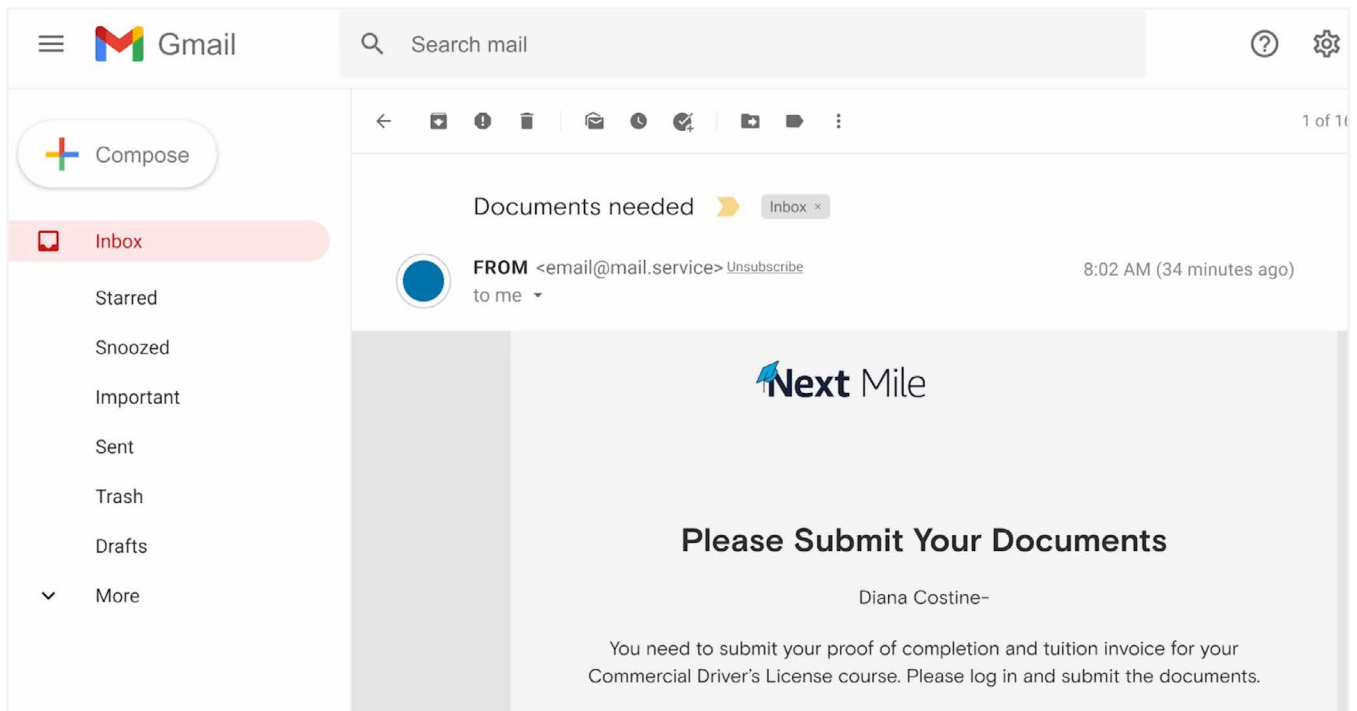
Create Another Request

Reimbursement Summary

4. If you need to change or edit a course, contact Support at DAsupport@InStride.com.

5. Course complete

- Once you've completed your course, you will receive an email reminder to upload proof of completion and tuition bill documentation.
 - Requests can be started while the course is in progress, however, you must upload the required documentation within 60 days after the course's end date to receive reimbursement.



- To submit your documents, return to your Reimbursement Summary in the Next Mile dashboard by logging in with your email and password at NextMile.InStride.com.

▶ Submitting Reimbursement Request and Uploading Documentation

1. Submit your request for reimbursement within 60 days of completing the course.
 - a. In order to qualify for tuition reimbursement, you must be employed with your same DSP from the time of course enrollment through completion of the course, submission of documentation, and until reimbursement payment is received. Please note you will not be able to complete a tuition reimbursement and get reimbursed until you meet all eligibility requirements.
 - b. If you become ineligible during the time of your course, you must wait until you regain eligibility to upload documents for reimbursement and complete the tuition reimbursement request.
2. In the Tuition Reimbursement module, under “In-Progress Requests”, select “View Details” for the course you’re seeking reimbursement for.

The screenshot shows a dashboard with a top navigation bar containing '2023 Coverage' with a balance of '\$5,250 Available' and links for 'Dashboard', 'Goals & Preferences', and 'Account Info'. A central card titled 'Talk to a Personal Education Advisor' includes a contact button. The main content area features a 'Tips for submitting a reimbursement request' section, a 'Reimbursement Summary' with two '\$0.00' boxes for 'Current Year Reimbursed' and 'Lifetime Reimbursed', and an 'In-Progress Requests' section. A request for 'Commercial Driver's License' is shown with a 'View Details' button highlighted by a red box. At the bottom right are buttons for 'Access All Requests' and 'Start New Summary'.

3. Submit your tuition bill and grade report on the Request Details page by clicking “Upload Documents.” You will need a transcript/grade report, tuition bill, and book receipts.

The screenshot shows the 'Request Details' page for a 'Data Modeling' request. It includes a 'Back to Summary' link, the request title, and a 'Latest Update: Documentation Needed' status. A table of 'Course Information' is displayed below. The 'Upload Documents' button is highlighted with a red box.

Course Information			
Course Name:	Data Modeling	Course Number:	IST 407
Course Start Date:	01/05/2022	Course End Date:	02/02/2022
Request Status:	Documentation Under Review	Cost of Course:	\$1,800
Academic Partner:	Syracuse University	Current Degree:	Undergraduate

Make sure your documents have the appropriate information.

- Upload any of the following documents: Transcript/Grade Report, or CDL Certificate of Completion (example here), CDL Trainer Endorsement Letter, or Temporary CDL. These documents should include:
 - Student name
 - Course name
 - Grade received or proof of completion
 - Credit earned (if applicable)
- Tuition Bill ([example here](#)) needs to include:
 - Student name
 - Course names or term
 - Itemized list of specific expenses charged
 - Proof of payment
 - Receipt(s) for CDL training (proof of payment not required)
- If you'd like to request books that were required for your course, please select Yes from the dropdown and upload your book receipt. If you do not have a book receipt, select No.
- Review document upload instructions and accepted file types. Select document type from the drop down menu, choose file and upload documents. If you need to upload more than one document to meet a single requirement, you may select multiple files by holding the Ctrl key. You must upload your Transcript and Tuition Bill separately.

4. If your documentation is rejected or if your payment was only partially approved and you want to know more information, return to the page where you originally uploaded documents. Scroll down to the bottom of the screen next to the history of the documents. This is where you will see a text field with additional context.

This is where you will see a text field with additional context.

Upload Documents

The following documents are required to complete your request for reimbursements.

- Transcript/Grade Report
- Tuition Bill

Please note any additional information we should know as we review your request and document(s).

Select the corresponding document type in the dropdown and select Choose File to find and upload the file from your device. Accepted formats include: pdf, tif, png, gif, jpg, jpeg, bmp, xps and if you need to upload more than one document to meet a single requirement, please combine those documents into a .zip file. Do not combine your Transcript and Tuition Bill into one .zip file and upload. You must upload your Transcript and Tuition Bill separately. Click Upload.

Please select file title

▼

Choose File

No file chosen

Uploaded Documents

Transcript/Grade Report	ccab5b09-b921-4721-84b6-f624c7f1ac3e.zip	Documentation Rejected: Missing course name	02/15/2022	Delete
Tuition Bill	3bfe97f7-3de8-4bb4-af39-cb15fa2cdf37.zip	Documentation Rejected: Missing proof of payment	02/15/2022	Delete

5. Once you have documentation with all of the necessary elements, please re-upload and submit the documents for review.

- [Here is an example](#) of a statement of charges bill with all required fields.

6. Payment will be made via your DSPs payroll within 30 to 60 days upon approval. The calendar year maximum (\$5,250) will be applied toward the year you receive reimbursement payment. (E.g. If you receive \$3,000 of reimbursement payment in January 2024, it will count towards your 2024 \$5,250 calendar year maximum.)

Questions? Connect with InStride Support and Personal Education Advisors

- Submit the [support form](#) and you will receive an email response within 1-2 business days.
- Call a Personal Education Advisor at 1-800-914-5902 for live support

Phone hours:

- Monday-Friday 8:30 a.m. – 8:30 p.m. ET
- Saturday 8:30 a.m. – 5:00 p.m. ET