

Employee inquires about academic partnership programs through BILD and enrolls with university.







Student goes through Pertnership orientation hosted by BILD and HR Hub. HR Hub covers how to submit tuition application.







Student Submits tuition application to HR Hub via myBJCnet 60 days to 1 day before class for each class/semester





Student starts class at University







University sends invoice to BILD after drop period









HR Hub manually verifies applications based on invoices BJC Adademic Partnership Team AcademicPartnerships@bjc.org



Student completes class at University





UNIVERSITY

University sends grade to student

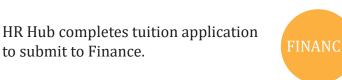


BJC HR Hub Tuition Team Https://BJCHRHub.org Search "Tuition Inquiry" -- or --"Tuition Documents"





Student submits grades to HR Hub within 60 days of class completion







through PeopleSoft







BILD invoices any student with a balance 30 days after term ends

to submit to Finance.



Students will be invoiced... If their benefit is maxed out

If a student fails a class

If the student doesn't submit a tuition application correctly

STUDENT

Student pays balance to BILD using check or credit card







BILD sends any remaining balance to payroll to be paid over 6 pay periods



