

Bright Horizons EdAssist Solutions

Horizons Teacher Degree Program Application Process for National University



I am a Bright Horizons Employee interested in obtaining an ECE degree through the Horizons Teacher Degree Program



Confirm Eligibility:

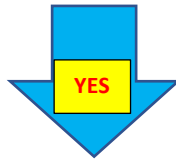
I am a Full Time employee
I work in a Bright Horizons childcare center
I have my CDA or at least 6 Early Childhood Credits



NO CDA?

STOP! You are not eligible for the Horizons Teacher Degree Program at this time.

Contact your Center Director or <https://brightweb.brighthouse.com/dept/EdTraining/EducationPortal/eCDA/Pages/default.aspx> to enroll in an upcoming session



You must schedule a session with an EdAssist Success Coach to confirm your eligibility
Visit bh.edassist.com to schedule your session, found under EDUCATION COACHING



An EdAssist Success Coach has confirmed my eligibility to enroll in the Horizons Teacher Degree Program.

I have enrolled at National University



PRIOR TO THE COURSE START DATE go to the EdAssist site and create an application for your course, selecting the **Horizons Teacher Degree Program** as the program. The provider must also indicate Horizons. i.e: National University - Horizons
****A new application is required for each new session****



I cannot see the Horizons Teacher Degree Program as an option to select in the tuition system



Contact EdAssist to confirm your eligibility for the Horizons program.
Reach out via Live Chat or Support Ticket.
Link is in your EdAssist dashboard



You must print out and sign (or electronically sign) the Letter of Credit (LOC).

The Letter of Credit must be submitted to your school prior to the course starting, to confirm your enrollment



Your application will route to your supervisor for approval. Once the application is approved by your supervisor the Letter of Credit (LOC) will be automatically issued. LOC is sent to you via email and can also be found attached to your application.





Your school will invoice EdAssist for your course, based on the Letter of Credit. You do not need to upload an invoice to your application



EdAssist validates the invoice upon receipt and remits payment directly to your school.



You must upload your final grade document to your application within 60 days of course end date.



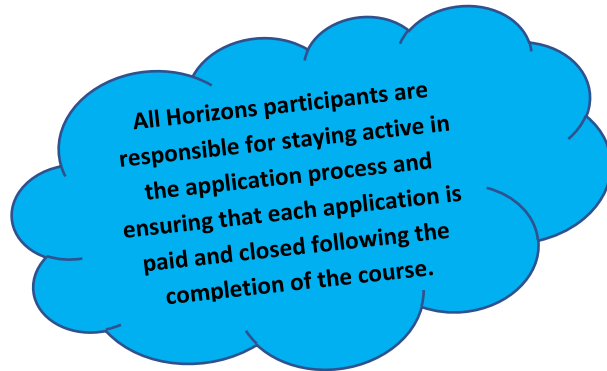
If the course is not completed, or the minimum grade is not met (C) your application will be placed in Repayment Required. While in Repayment Required status you will be suspended from creating a new application until the repayment has been made.



Repayment of \$500 per course is required for each course not successfully completed with a compliant grade.
Bright Horizons handles all repayments.



Failure to upload your final grades with 60 days of the course end date may result in being suspended from creating a new Horizons application in the EdAssist system.



Troubleshooting Q & A:

- **I created an application but did not receive a Letter of Credit**
 - *Confirm that you selected Horizons Teacher Degree Program as the program on your application. The other Bright Horizons programs are not set up for Direct Bill and will not issue a Letter of Credit*
- **I forgot to create my application prior to my course starting**
 - *Applications must be submitted prior to the course start date. If you missed this deadline your application will be automatically system denied. If denied, you can submit an Appeal request, located directly in the application under Actions. Bright Horizons allows for a One-Time Exception for late submission of your application.*
- **I withdrew from my course**
 - *If you are outside of your school's drop window your application will be in Repayment. if the application was paid on your behalf. Repayment is \$500 per course and handled directly by Bright Horizons*
- **My school did not send EdAssist an invoice / I have an outstanding balance with my school**
 - *Contact your school to confirm receipt of your LOC and request that your school resend the invoice so payment can be made. You may be responsible for the balance due if the terms & conditions of the Horizons Program are not met.*
- **I cannot create a new application in the tuition system**
 - *Confirm you are not in Repayment Required status or owe final grades for another application. If you are on Leave of Absence or have moved to Part-Time status you will not be able to create a Horizons application.*

For all tuition/application/eligibility-related questions please reach out to EdAssist directly via Live Chat or Support Ticket.

Please do not open a One Support ticket for tuition-related assistance.