BJC Academic Cohort Process

STUDENT — Employee inquires about academic partnership programs through BILD and enrolls with university. → **BILD** **UNIVERSITY**

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

⏰ **60 days**

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

STUDENT — Student starts class at University → **UNIVERSITY**

UNIVERSITY — University sends invoice to BILD after drop period → **BILD**

BILD — BILD sends invoice to HR Hub tuition team → **HR**

HR — HR Hub manually verifies applications based on invoices

STUDENT — Student completes class at University → **UNIVERSITY**

UNIVERSITY — University sends grade to student → **STUDENT**

⏰ **60 days**

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

HR — HR Hub completes tuition application to submit to Finance. → **FINANCE**

BILD — BILD verifies reimbursement report through PeopleSoft

⏰ **30 days**

BILD — BILD invoices any student with a balance 30 days after term ends → **STUDENT**

STUDENT — Student pays balance to BILD using check or credit card → **BILD**

BILD — BILD sends any remaining balance to payroll to be paid over 6 pay periods → **FINANCE**

BILD
BJC Adademic Partnership Team
AcademicPartnerships@bjc.org

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

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
If a student doesn't submit their grades correctly