

BJC Academic Cohort Process

STUDENT

Employee inquires about cohort through BILD and enrolls with university.

BILD **UNIVERSITY**

STUDENT

Student goes through Cohort orientation hosted by BILD and ESC. ESC covers how to submit tuition application.

ESC **BILD**

60 days

STUDENT

Student Submits tuition application to ESC 60 days to 1 day before class

ESC

STUDENT

Student starts class at University

UNIVERSITY

UNIVERSITY

University sends invoice to BILD after drop period

BILD

BILD

BILD sends invoice to ESC tuition team

ESC

BILD

Beth Camp
314-362-0875
beth.camp@bjc.org

ESC

ESC manually verifies applications based on invoices

STUDENT

Student completes class at University

UNIVERSITY

ESC

Employee Service Center
314-362-2184
Employee_Service_Center@bjc.org

UNIVERSITY

University sends grade to student

STUDENT

60 days

STUDENT

Student submits grades to ESC within 60 days of class completion

ESC

ESC

ESC 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

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