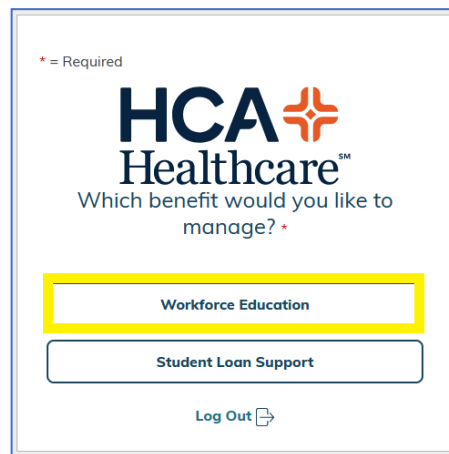


EdAssist Directions

*****Max Benefit allowance a year is \$5250**

Please follow the directions below to apply for your HCA educational benefits.

1. Log into EdAssist: Go to www.HCAGHR.com.
 - Log in with your username and password.
 - The password should be the password you use to log into a computer at work. (If you need assistance, please call your local IT help desk).
 - Scroll down to the **My Total Rewards** box and choose **Benefits: HCA Rewards**. This will bring up a new page.
 - Scroll to the bottom of the page Select the Education Assistance icon and to the right of the page you will then click on the **Website link in the orange EdAssist box**.
2. Select **Workforce Education**.



* = Required

HCA 
HealthcareSM

Which benefit would you like to manage? *

Workforce Education

Student Loan Support

Log Out 

3. Click **NEW APPLICATION** in the orange box at the top of the page. Then review and update your contact information before selecting **CONTINUE**.

4. Complete Programs page as shown by selecting Degrees & Other Learning

New Application

Before You Start...

- ✓ This application is for education funding through your employer. Refer to your program benefit documents for details.
- ✓ Once you understand your submission guidelines and documentation requirements, create an application.
- ✓ The application should take about 5-10 minutes to complete.

Note: Options for some questions may change based on your previous selections.

1 Programs 2 Learning Providers 3 Expenses 4 Agreements 5 Review and Submit

Programs

* = Required

ATTN RNs: RN to BSN programs are specifically designed for working registered nurses. If you are already a registered nurse pursuing a Bachelor's Degree, select RN-BSN as your Field of Study.

What type of education are you looking for?

Education Type*



Degrees & Other Learning

For degrees, certificates, individual courses, and other types of education.



General Education

Quickly and cost-effectively complete your general education courses -- online -- then transfer to a college or university.

[Learn About FastTrack](#)



High School Diploma

Adults can earn an accredited diploma and career certificate with this self-paced and supported online program.

[Learn About COHS](#)



English Proficiency

Advance your general English proficiency skills through this interactive, self-paced program.

[Learn About MTE](#)

[Next Question](#)

[Continue](#) [Cancel](#)

- Then select **Next Question**

5. For Program and Field of Study:

- Education Program: **Certificate, Associate's Degree or Bachelor's Degree**
- Then select **Next Question**



What type of learning is this application for?

Education Program *

Associate's Degree

Next Question

Continue

Cancel

- Field of Study: Select your Program Option (you may need to begin typing this for it to show up)
 - **Diploma-Practical/Vocational Nursing**
 - **ADN – 2 Year**
 - **ADN – LPN/LVN to RN Bridge**
 - **BSN Pre-licensure**



What is the professional area of focus?

Please Make a Selection *

ADN-LPN/LVN to RN Bridge

Next Question

Continue

Cancel

6. Select
Galen College of Nursing – Pre-Licensure and MSN for direct tuition billing to the College. Then select Continue. ****If you are unable to select Galen College you have not selected the correct options above for your education program.**

**What Employer Program would you like to use?**

Please Make a Selection*

- ☐ Tuition Reimbursement Program
- ☐ Clinical Doctorate Degree Program **(Ineligible)**
- ☒ Galen College of Nursing - Pre-Licensure and MSN
- ☐ LPN Program **(Ineligible)**
- ☐ Tuition Reimbursement RN to BSN **(Ineligible)**
- ☐ Galen College of Nursing Online RN to BSN **(Ineligible)**
- ☐ Non Clinical Doctorate Degree Program **(Ineligible)**
- ☐ Language Learning and Career Online High School **(Ineligible)**
- ☐ Clinical Care Pathways (Direct Bill) **(Ineligible)**

Continue

Cancel

7. Enter your Student ID

*although it says Optional this is necessary to ensure things move through accurately

* = Required

**Who is your Education Provider? ***

Selected Education Provider *

None Selected

Address *

-

Student ID (Optional)

0/15

Search For A Provider

8. Select Search For A Provider

- Enter Galen in Name.
- Then the State and hit **Search**.
- Click on your campus from the list and click **Continue**.

9. Expenses – utilize your academic calendar to add your **session dates**.

2025 Spring	1/6/25 – 3/25/25
2025 Summer	4/3/25 – 6/23/25
2025 Fall	7/7/25 – 9/23/25

Are you graduating or completing your education program this session?

(If you're unsure enter your estimated graduation date)

*Select **Yes** if this is your last course, select **No** if you will graduate in the future.

10. Click **ADD A COURSE & RELATED EXPENSE**.

Complete the next screen with your course information using the cost of courses listed in Self Service. This box will need to be completed for each class in the quarter.

Please reach out to your Bursar or FA specialist for the cost per credit hour at your Campus. *You can enter an estimate as EdAssist should pay what is billed and not what is entered into your application.

You do not need to add any course fees since HCA Tuition Assistance will not cover those fees.

✕

* = Required

Add a Course & Related Expense

Search for your course by Course Name or Course Number. If you are unable to find your course please reconfirm your session dates. Courses offered outside of session dates cannot be added to a single application. If you are requesting payment for more courses with different session dates, please create a separate application.

Course Name * Galen Pathway to Success	Course Number * GPS 1200 ✕
Amount * \$ 800.00	Credit Hours * 2.0
Instruction Type * BLE	

Add An Expense

Add Course
Cancel

When finished click **ADD COURSE** then **CONTINUE**.

11. Agreements

- Did you receive any grants, scholarships, or discounts?
 - Only answer **YES** if you are receiving any other outside scholarships, **not including** the Galen Scholarship or HCA Discount (estimates are fine, Galen will include any outside grants when they bill)
- Agree to all the following agreements:
 - Participant Agreement
 - FERPA Agreement
 - Repayment Agreement
- Type your name *exactly as it appears*. Click **CONTINUE**.

12. Review and submit your application.

13. You will see notification that your application was approved as shown below. Click "Return to Home Page".



Tuition application # **12811176** was submitted.

Your application has been approved

Congratulations, your application has been approved and met initial eligibility requirements. Please note, approval of this initial application does not guarantee payment. Documentation must be submitted in accordance with your program guidelines. Upon receiving a signed Letter of Credit (LOC) at course registration, the school will bill Bright Horizons directly for approved coursework and expenses. To complete the process, please access and print the Letter of Credit (LOC), then complete the LOC and send it to your education provider.

[Return to Home Page](#)[Log Out](#)

14. Once on the **Home** page, you will see your Letter of Credit notification listed and you can scroll through your applications or access your Letter of Credit.

15. It is not required to submit your Letter of Credit to Galen. Please keep it for your records.

As you complete your quarters, you can track your benefit balance by scrolling to the bottom of your **Home** Page. Example of your Home page as it progresses:

Slide 1 of 10

LETTER OF CREDIT (LOC)
ISSUED

12811176 ▶

Galen College of Nursing - Pre-Licensure and MSN
 Galen College of Nursing
 Oct 3, 2024 - Dec 20, 2024

\$800.00 USD

[ACCESS LETTER OF CREDIT](#)

Select your desired program, degree and benefit period to track your education expenses.

3 4 5 ... 10 »

Your Benefit Balances ⓘ	Program Galen College of Nursing - Pre-Licensure and MSN, for your Associate's Degree, in the benefit period 2024	You Requested	Employer Paid	Remaining
		\$800.00 USD	\$0.00 USD	\$5,250.00 USD