Tuition Assistance Program Instructions

Submitting Your Tuition Application Form

Prior to the class start date, submit your Tuition Assistance Application to Sentinel Benefits & Financial Group by completing the electronic form. A link to the electronic application can be found here: https://lfforms.sentinelgroup.com/Forms/TuitionRequest_INITIAL?PLANID=23281-555

When completing the Tuition Reimbursement Enrollment Request Form, please remember to do the following:

❶ Review your Tuition Assistance Program Policy
❷ Complete all required fields in the form
❸ Hit "Submit" to route the application to your manager

Your request will first be reviewed by your manager. You will receive a confirmation email when your manager approves your application. If your manager denies your request, you will also receive an email with an explanation.

If your application request is approved by your manager, the information will be routed to Sentinel to ensure that your request meets the requirements of the Tuition Assistance Program. You will receive an email if your application is approved by Sentinel and your manager. This email will also include instructions regarding how you can submit your supporting documentation once your course is complete.

Submitting Your Supporting Documentation

Attaching your course information and grade is as simple as following these steps:

❶ Log into your secure account at www.sentinelgroup.com
❷ On your Home page, find the Tasks section
❸ Click on the link showing "receipt(s) needed to approve your claims"
❹ Click on "Upload Receipts" and attach files to provide supporting documentation for each tuition request

Once approved, Sentinel will issue a payment to you, up to your annual specified maximum. By default, we will mail a check to the address that we have on file. You also have the option to sign up for direct deposit reimbursement, which can be done through your online portal.

Plan Highlights:
An application must be submitted for each course/expense for which you are submitting.

The annual limit available to you varies based on your tenure and role at Beth Israel Lahey Health.

You must meet the eligibility criteria noted in the Tuition Reimbursement Program.

Your reimbursement amount is nontaxable income up to your entity's tuition policy maximum, or $5250 in a calendar year, whichever is less.

Registering Online:
To establish your online account, go to www.sentinelgroup.com. Hover over LOGIN at the top of the page and click on "Individuals." Click on the Login dropdown menu and choose "Tuition & Fitness Accounts." Once on the login page, choose the "Create your new username and password" option under "New User?" Follow the steps to verify your information and to establish your preferred credentials.

Note: If you have previously logged into a Sentinel account to access your Flexible Spending Account (FSA), you will use those same credentials to access your tuition account.

Request Status Key:
Hold: Your application has been approved and will be paid upon future submission of satisfactory supporting documentation.

Paid: Your supporting documentation has been approved and a payment will be issued to you for the approved amount.

Denied: The request did not meet the requirements of the Program and the expenses will not be paid.

Need help?
If you would like to speak with a member of our Member Services Team, please call the Sentinel-BILH service line at (800) 292-9387. Our team is available M-F between 8:00 AM and 6:00 PM (EST).