How to Apply for the BSMH Tuition Benefit through Guild Education

For Students Already Enrolled in a Ministry College

1. You will need the following information prior to completing the application for BSMH Guild Tuition Benefits:
   *You cannot complete the application until after you've had your first day of work with Bon Secours.

   a. Your BSMH username and password (BSMH ID). These are the same credentials used to sign into Workday and BSMH computers.
   b. Two factor authentication set up on your phone. To set up: Download VIP Access to your smart phone from the app store. Then call BSMH IT to register the app at 833-691-4357.

2. To begin the application, go to bsmh.guildeducation.com and select **[Get started today]**
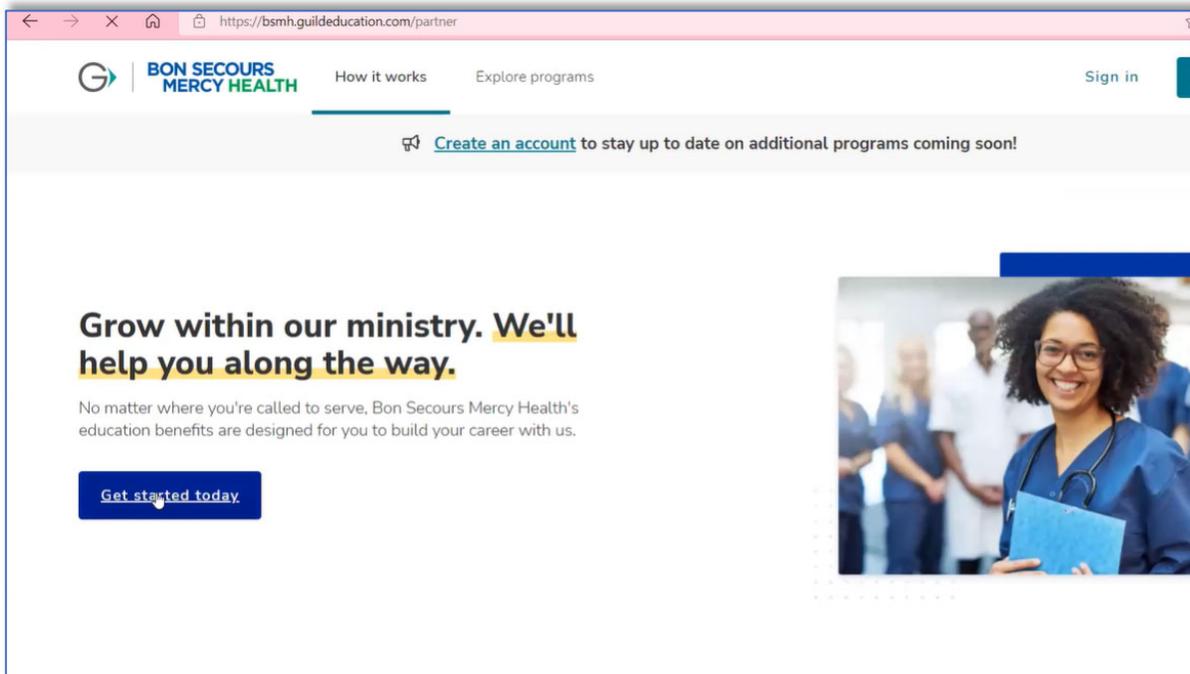
3. Select **[Login with BSMH ID]**
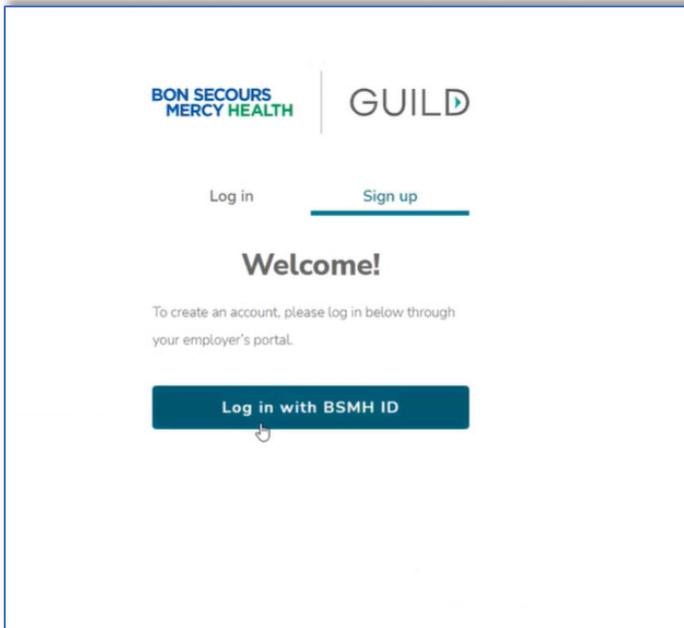
4. Sign in with your BSMH ID – *username*@ads.bshsi.com
*A default email may pop up, change it to your ads email
**username* and password are the same as what you use to log into Workday and BSMH computers
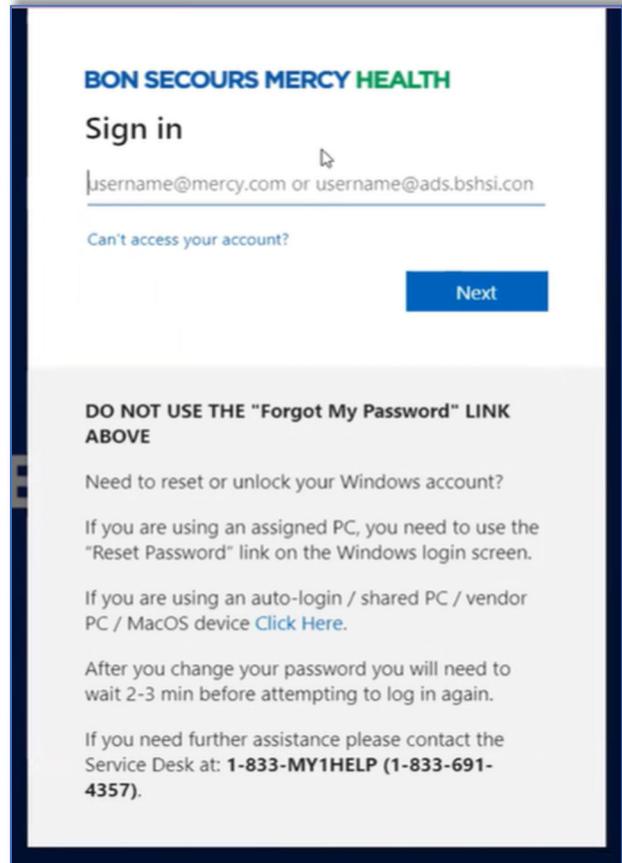
5. You will receive a sign in request to your smartphone
*You must have VIP Access set up on your phone – see page 1 for instructions
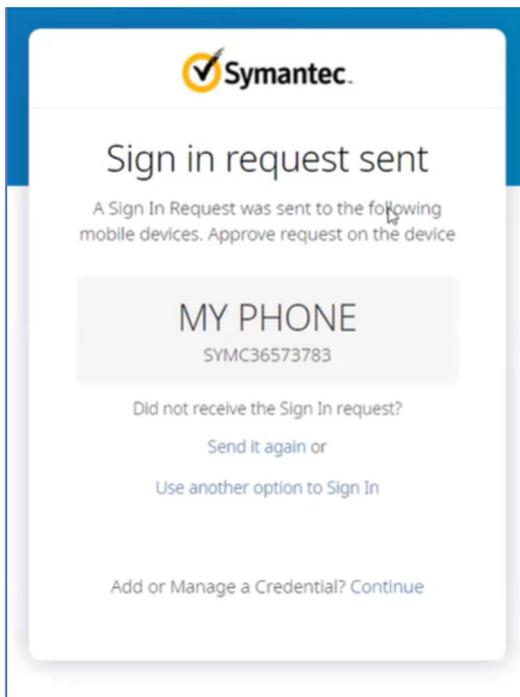
6. Select **[Get started]**

7. Enter your name, non-work email, and state, then select **[Next]**

8. Enter your phone number, then select **[Next]**

9. Select **[Next]**

10. Enter your current education level prior to enrollment at a ministry college, then select **[Next}**

What is your highest level of education? *

* Required

This will help us provide you the best education experience.

○ Some high school

○ High school diploma

○ Some college

○ AA degree

○ BA / BS degree

○ Advanced degree (Masters, PhD)

☐ Some or all of my education was from outside the US

Previous   Next

11. Select **[I am already enrolled in a university or school]**

What best describes you? *

* Required

This will help us provide you the best education experience.

○ I want to go back to school, and I know what type of program, degree, or certificate I want to complete

○ I want to go back to school but I'm not sure what I want to study

○ I primarily want to learn or improve a language

○ I'm honestly not sure about going back to school

◉ I am already enrolled in a university or school

The next steps can vary depending on your previous interactions with the website. Two routes are listed next for getting to the Application Landing Page, Route A and Route B.

Route A:

A1. Search for your school and program then **[Next}**

A2. Select **[Re-apply now]**

Finished with Route A. Skip forward to Step 12: Application Landing Page.

Route B:

B1. Select **[Learn about eligibility]**

B2. Select **[Find your plan]**

B3: Nursing programs choose **[Full Tuition Assistance]**   Non-nursing programs choose **[Standard Tuition Assistance]**

Best value

Full Tuition Assistance

View programs

WHO IS IT FOR?

- BSMH's Full Tuition Assistance plan is for students who want to go back to school tuition-free, and who choose from Guild's catalog of learning programs.

Standard Tuition Assistance

View programs

WHO IS IT FOR?

- BSMH's Standard Tuition Assistance plan is for students who don't mind paying a portion of their tuition for a wider selection of schools.

B4. Search for your school, then choose your program from the results

Get personalized program recommendations - Start

All Programs   Recommended   Bookmarks

Let's find the right program

Search for programs, areas of interest, or schools.

🔍

Finished with Route B. Continue to
Step 12: Application Landing page.

Step 12. Application Landing Page. Select **[Start free application]**

13. Select **[Get started]**

14. Enter your basic info then **[Continue]**

15. Enter your demographic information then **[Continue]**

16. Enter your education history then **[Continue]**

WELCOME ✓

OVERVIEW ✓

EDUCATION

STUDENT CONSENT

STUDENT
ACKNOWLEDGEMENTS

IN PERSON LEARNING
REQUIREMENTS

Education

*Required

What's your education history?

Select your highest level of education. *

◯ Did not complete 8th grade

◯ Completed 8th grade

◯ Currently in high school

◯ Some high school

◯ High school diploma

17. Read the Student Consent section, **[Acknowledge]**, then **[Continue}**

WELCOME ✓

OVERVIEW ✓

EDUCATION ✓

STUDENT CONSENT

STUDENT
ACKNOWLEDGEMENTS

IN PERSON LEARNING
REQUIREMENTS

Student Consent

*Required

Student Consent

I am affiliated with an employer or organization (my "Sponsor") that has partnered with Guild Education, Inc. ("Guild") to provide me with access to educational opportunities (the "E4E Program"), which includes a course or program of study offered by Bon Secours Memorial College of Nursing ("Academic Provider").

I authorize Guild, Academic Provider, and my Sponsor to share information in connection with my participation in the E4E Program. Specifically, Guild may disclose to Academic Provider and my Sponsor my personal contact information and information related to services I receive from Guild, including to facilitate the application, admission and enrollment process, apply for academic credit, assess benefits eligibility, provide information on my academic achievements and progress, and enable tuition assistance and reimbursement. Academic Provider may disclose to Guild and my Sponsor information from my education records ("education records" are records that

18. Read and understand the terms of the agreement, then **[Acknowledge]** and **[Continue]**
*Be sure to read and download the Bon Secours Mercy Health Education Benefit Program Terms (circled in yellow)

19. Check the box and **[Continue]**

You will be asked to review the information then submit. This completes the application. Guild will email you to inform you if your application has been approved. If so, the college will be automatically notified and will schedule your Guild Tuition Benefit to your account. The college will bill Guild directly after the add/drop period of the semester.