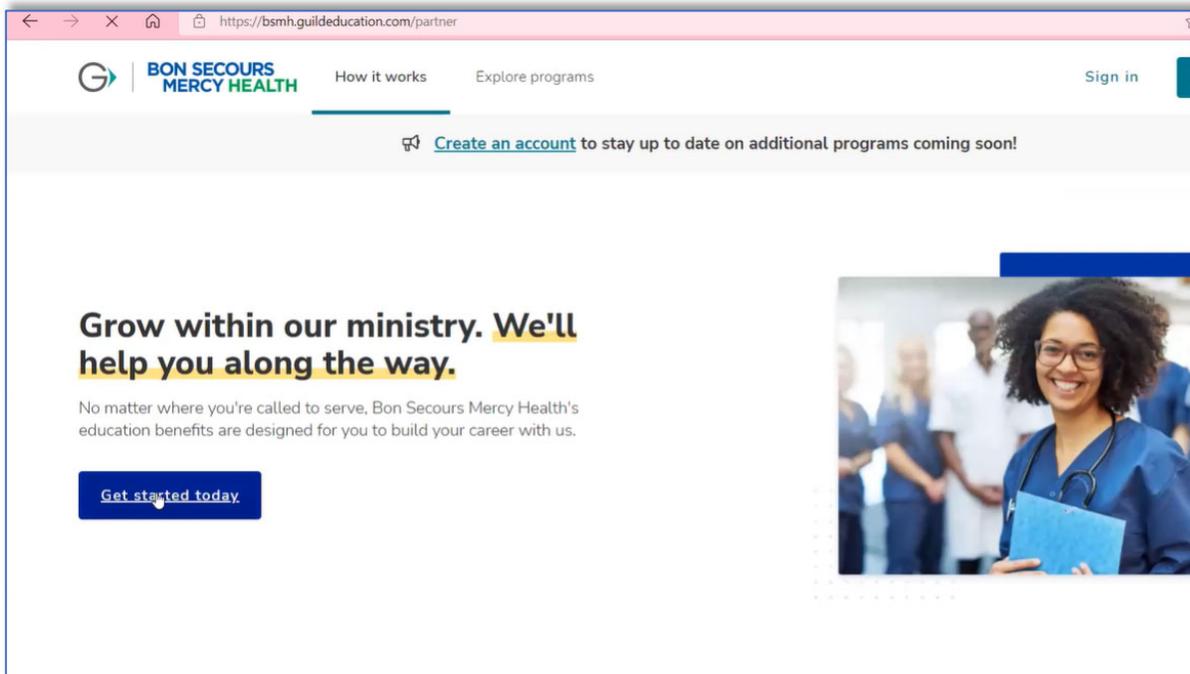
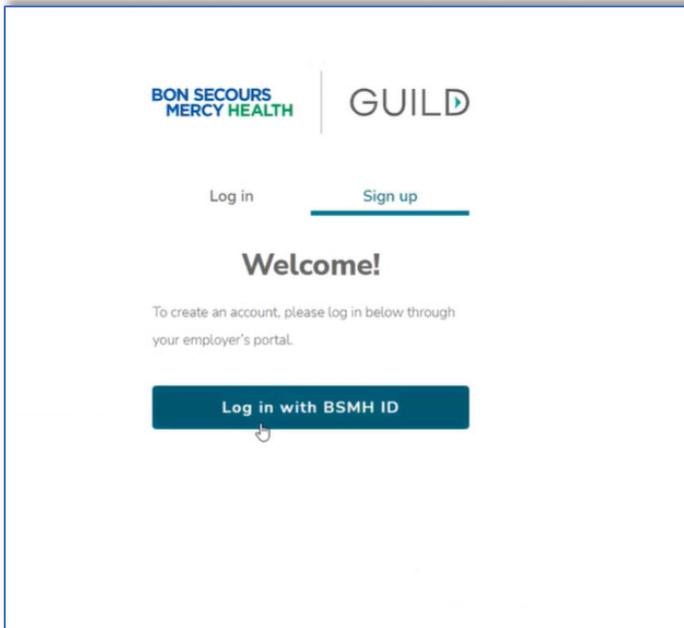


How to Apply for the BSMH Tuition Benefit through Guild Education For Students Already Enrolled in a Ministry College

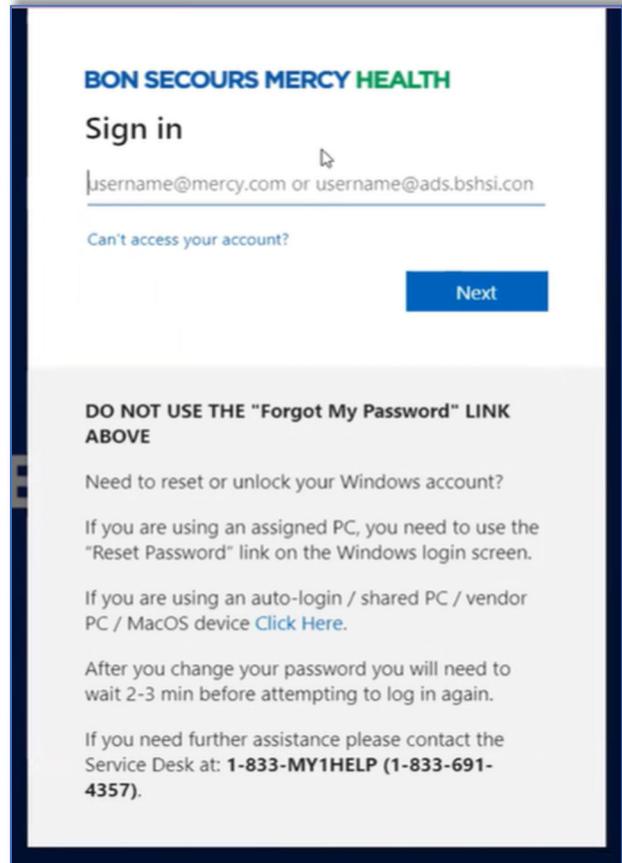
1. You will need the following information prior to completing the application for BSMH Guild Tuition Benefits:
*You cannot complete the application until after you've had your first day of work with Bon Secours.
 - a. Your BSMH username and password (BSMH ID). These are the same credentials used to 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]**



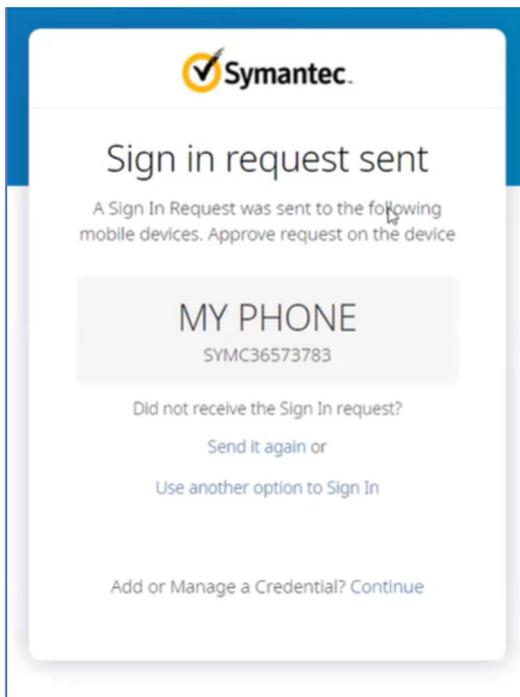
3. Select [Login with BSMH ID]



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]**

**BON SECOURS
MERCY HEALTH**

Let's set up your account

Go back to school for less. To get started, create an account.

Your education benefit

Get started

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

Getting in touch

* Required

Provide your name - just as you write it every day - a non-work email address and the state where you live.

First name *

Last name *

Non-work email *

State *

Virginia

Previous **Next**

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

Your phone number

* Required

Guild will keep your contact information private. We'll only call you if you need support during your education journey.

Phone number *

(123) 456-7890

By entering your phone number, you agree that Guild may call or send text messages (some may be automated) with information about your educational benefits, account, enrollment-related activities, academic experience, or other information or services you request.

Previous **Next**

9. Select **[Next]**

Great!

We're glad you're here Alicia. We'd like to know a little more about you so we can better guide you on your education journey.

About you

Previous **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

Next

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]**

current learning program.

* Required

School or learning provider *
Type the full name of the school or "Not found" if it is not listed.

Program name *
Select "Not Found" if the program is not listed.

vious [Next](#)

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



Keep the money flowing

Make sure you re-apply to your current learning program through Guild — even if you're already enrolled — so you keep getting funded.

[Re-apply now](#)

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

Route B:

B1. Select [Learn about eligibility]

The screenshot shows the user interface of the Bon Secours Mercy Health website. At the top, there is a navigation bar with the logo and menu items: Home, Programs, Applications, and Reimbursement. The user is logged in as 'Hi, Tate'. Below the navigation bar, a dark blue banner greets the user with 'Good morning, Tate!' and an 'Edit Profile' link. The main content area is divided into two columns. The left column is titled 'Take a step toward success' and features a 'Get reimbursed' section with a 'Submit expenses' button. The right column is titled 'Your eligibility' and contains a section 'Eligible for education benefit' with a 'Learn about eligibility' button circled in red. Below this is an 'Other support' section.

B2. Select [Find your plan]

The screenshot shows the 'Your benefit' page on the Bon Secours Mercy Health website. The navigation bar at the top includes the logo and menu items: Home, Programs, Applications, and Reimbursement. Below the navigation bar, there is a breadcrumb trail: Home > Your benefit. A secondary navigation bar contains three items: 'Find your plan' (circled in red), 'Eligibility', and 'How it works'. The main content area is titled 'Here's how to qualify' and includes a sub-header 'Get to know Bon Secours Mercy Health's requirements for your education benefit.' Below this, there are three list items: 'Start school when you're ready', 'Work in a qualified position', and 'Work in a qualifying location'. On the right side, there is a sidebar titled 'Eligibility' with a lightbulb icon and a link to 'Check Student Home'.

B3: Nursing programs choose **[Full Tuition Assistance]**

Non-nursing programs choose **[Standard Tuition Assistance]**

The image shows two side-by-side panels comparing tuition assistance options. The left panel is titled 'Full Tuition Assistance' and is marked as 'Best value'. It features a blue icon of a graduation cap and a 'View programs' button. Below the button, a section titled 'WHO IS IT FOR?' contains a bullet point: '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.' The right panel is titled 'Standard Tuition Assistance' and also features a blue icon of a graduation cap and a 'View programs' button. Below the button, a section titled 'WHO IS IT FOR?' contains a bullet point: '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

The image is a screenshot of a web application interface for finding programs. At the top, there is a blue banner with the text 'Get personalized program recommendations - [Start](#)'. Below this is a navigation bar with three tabs: 'All Programs' (which is selected and underlined), 'Recommended', and 'Bookmarks'. The main content area has a large heading 'Let's find the right program' and a sub-heading 'Search for programs, areas of interest, or schools.' Below the sub-heading is a search input field with a magnifying glass icon on the left and a vertical bar on the right. The input field contains the letter 'I'.

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

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



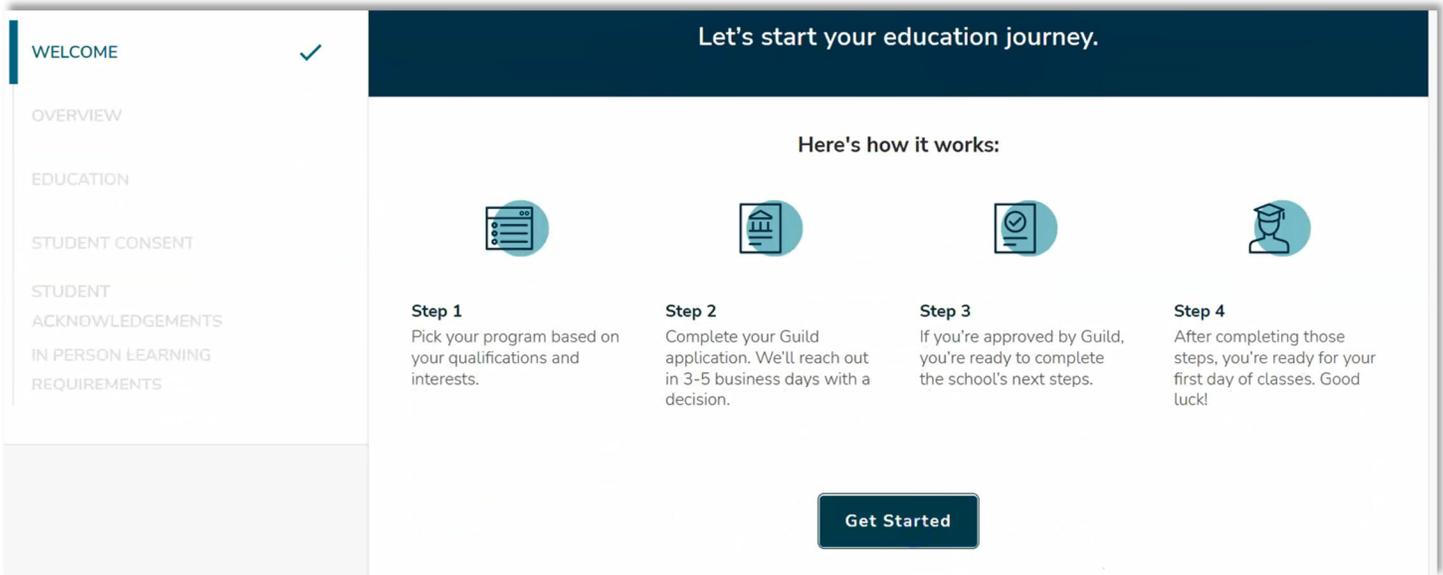
Your Program
Your Degree
Your School

Application Deadline: Course Start Date: [Start free application](#)

💰 100% tuition covered	📍 Hybrid online & in-person	🎓 Accredited institution	👤 Coaching included	🤝 Non-profit school
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Overview **Overview**

13. Select **[Get started]**



WELCOME ✓

OVERVIEW
EDUCATION
STUDENT CONSENT
STUDENT ACKNOWLEDGEMENTS
IN PERSON LEARNING REQUIREMENTS

Let's start your education journey.

Here's how it works:

- Step 1**
Pick your program based on your qualifications and interests.
- Step 2**
Complete your Guild application. We'll reach out in 3-5 business days with a decision.
- Step 3**
If you're approved by Guild, you're ready to complete the school's next steps.
- Step 4**
After completing those steps, you're ready for your first day of classes. Good luck!

[Get Started](#)

14. Enter your basic info then [Continue]

OVERVIEW

EDUCATION

STUDENT CONSENT

STUDENT ACKNOWLEDGEMENTS IN PERSON LEARNING REQUIREMENTS

*Required

Fill out your basic info

First name

Middle name

Last name

Preferred name (optional)

Email

Phone number

Where are you located?

Home Address*

City*

State*

Zip Code (e.g. 80202)*

Where do you work?

Same state I live in

15. Enter your demographic information then [Continue]

WELCOME ✓

OVERVIEW

EDUCATION

STUDENT CONSENT

STUDENT ACKNOWLEDGEMENTS IN PERSON LEARNING REQUIREMENTS

Demographic

*Required

Tell us more about you

What is your native language? *

How would you describe yourself? *

American Indian or Alaskan Native

Asian Black or African American

Hispanic or Latinx

Middle Eastern or North African

Native Hawaiian or Other Pacific Islander

Have you previously or are you currently serving in the United States military? *

Yes

No

How do you describe your gender identity? *

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 are directly related to, and maintained by, Academic Provider exclusively for Academic Provider and provided to you

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)

WELCOME ✓

OVERVIEW ✓

EDUCATION ✓

STUDENT CONSENT ✓

STUDENT ACKNOWLEDGEMENTS

IN PERSON LEARNING REQUIREMENTS

Student Acknowledgements

*Required

BSMH Student Acknowledgements

I have reviewed and understand, and hereby consent to the Agreement Terms of the Bon Secours Mercy Health Education Benefit Program, which is incorporated herein to this consent. I understand that these terms require me to continue employment with the ministry for a minimum of 18 months or abide by the repayment terms as outlined in the Bon Secours Mercy Health Education Benefit Program.

I have reviewed and understand the acknowledgement above *

I acknowledge and agree that, on an ongoing basis, Guild Education may provide my contact information and information related to my account, application, and education programs to Bon Secours Mercy Health and their workforce development teams. Such information

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

WELCOME ✓

OVERVIEW ✓

EDUCATION ✓

STUDENT CONSENT ✓

STUDENT ACKNOWLEDGEMENTS ✓

IN PERSON LEARNING REQUIREMENTS

In Person Learning Requirements

*Required

In-Person Learning Requirements

This program requires me to take ownership for the completion of in-person learning experiences.

I understand that this program requires me to complete in-person learning experiences and that I am responsible for ensuring their completion.*

Save & 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.