



Before You Start: Important Information About Reimbursement

by Sophia Tutorial

Tuition Assistance Process

The process for receiving tuition assistance for the Pharmacy Spanish program is as follows:

1. You request tuition assistance funds from CVS Health through Bright Horizons EdAssist.
2. You enroll in and complete your course. Tuition is deferred.
3. You submit proof of successful course completion to CVS Health through Bright Horizons EdAssist.
4. You receive funds and send payment directly to Capella University.

Payment Deferral Agreement: Employer Reimbursement

Read the following statements regarding the agreement to defer payment in order to receive employer reimbursement for completing this program.

- *I understand that the due date of my tuition for a term will be deferred until 45 days after the course(s) or billing session ends. To ensure that my tuition deferment is processed in a timely manner, I must submit this form 2 weeks prior to my course(s) start date.*

Financial Responsibility:

- *I am fully responsible for all tuition and fees, regardless of employment status, payment by my employer, or grade received.*
- *Failure to pay my balance in full by the deferred due date will result in discontinuation of deferred tuition for future terms.*
- *Failure to make payment may result in one or both of the following: a hold on my account, or loss of access to university courses and other resources.*
- *As part of the deferred billing arrangement, I am choosing not to opt out of the Resource Kit (if required) at this time. I understand I have the option to opt out in the future.*

By marking this lesson as complete, you are acknowledging that you have read and understand the terms and conditions of the Capella University Pathways deferred billing program. If you are participating in your organization's tuition assistance program, you understand your organization's tuition assistance policies

Authorization to Release Information to a Third Party

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords learners certain rights with respect to their educational records. One of these rights is the right to limit disclosure of personally identifiable information contained in a learner's education records. In order for Capella University to honor a verbal or written request for information by anyone other than the individual learner, a signed authorization must be on file.

Therefore, by marking this lesson as complete, I authorize Capella University to release information to CVS Health at One CVS Drive Woonsocket, Rhode Island 02895 for the purpose of Education and employee development. I authorize release of the following information:

All documents and information related to courses taken as part of the CVS Health education program, including but not limited to: my degree program, course registration, assessments and grading, financial information related to payment for courses and materials, and any other information necessary for CVS Health to gauge my enrollment, performance, progress and persistence in courses.

I understand that this authorization remains in effect for 6 years from the date of my acknowledgement. I understand I may revoke this authorization at any time by written letter to Capella University. I understand that by submitting this authorization, I am waiving my rights of nondisclosure of these records under the federal law only as to the person/agency specifically listed. This release does not permit the disclosure of these reports to any other person/agency without my written consent.