

## BHMT's Tuition Assistance Program (TAP) Workflow At-A-Glance

### STEP 1: WHAT DO I NEED TO DO BEFORE I APPLY TO TAP?

- A) Discuss your plans with your manager, you will need their approval in Step 3.
- B) Review Regional KP TR policy and plan accordingly.
- C) Meet with your Career Development Coach to learn how TAP can maximize your benefits while you are in school.



### STEP 2: APPLY TO TAP PROGRAM (HOW?)

- A) Apply to TAP at:  
[BHMT.org/TAP-Apply](http://BHMT.org/TAP-Apply)
- B) If you are eligible to participate, you will receive an approval notification from BHMT 1-2 weeks after submitting the application.  
[www.BHMT.org/TAP](http://www.BHMT.org/TAP)

### STEP 3: HOW DO I SUBMIT KP TR APPLICATIONS?

- A) Register for your class and submit non-travel related KP Tuition Reimbursement (TR) application (app) via KP process.
- B) Upload necessary documents to app, including a completed TAP Check Request form
- C) Manager approves your TR app
- D) Upon KP TR review/approval (up to 4 weeks), BHMT processes payment within 2 weeks
- E) Upload grades within 30 days of course end date

#### Do it Again!

Submit a TR app each term and follow the process for the duration of your program.



### STEP 4: THE ANNUAL RENEWAL

- A) Re-apply to TAP with your manager's approval annually.
- B) If you are eligible, you will receive approval within 1-2 weeks.