American College of Healthcare Sciences



Employer Tuition Assistance

Sample Emails and Templates to Ask Your Employer

What is Employer Tuition Assistance?

It's a workplace benefit where your employer helps pay for your education. Some employers pay ACHS directly. Others pay you back after you finish a course.

Why It's Worth Checking

- **You may already have it**. Many people don't know their job offers this benefit.
- **ACHS accepts it.** ACHS accepts employer-sponsored tuition assistance for all of its programs. Your employer's policy decides what it covers.
- **It works with other funding.** Depending on your employer's policy and your eligibility, you may be able to combine it with scholarships, payment plans, and other aid.
- **Finding out is quick.** A short email to HR is often enough to find out. The templates in this guide do the writing for you. Just fill in the blue **[brackets]**.

Which Template to Use

If You're Thinking	Use This
"I don't know if my job offers this."	Step 1, then Template 1 (email to HR)
"My job offers it, but I need approval."	Template 2 (request to manager)
"I'd rather talk to my manager in person."	Template 3 (talking points)
"I'm already enrolled and just found out."	Template 4 (current student)
"I sent a request and heard nothing."	Template 5 (follow-up)
"I'm approved and ready to receive my benefit."	Template 6 (submitting paperwork)

You'll find full details on the Employer Tuition Assistance page at achs.edu.

STEP 1

Find Out If You Have This Benefit

Share these steps with any student who isn't sure whether their employer offers tuition assistance.

1 **Look where your job keeps its benefits.**
Check your employee benefits portal, employee handbook, or HR website.

2 **Search for these words.**
"Tuition assistance," "tuition reimbursement," "education benefits," or "education assistance."

3 **Check for an education benefits platform.**
Some employers use a service such as Tuition.io, Edcor, or Bright Horizons EdAssist Solutions. If yours does, you'll log in with your work credentials.

4 **Still not sure? Ask HR.**
Use Template 1. It takes two minutes to send.

Template 1: Email to HR

Use it when: The student doesn't know if their employer offers tuition assistance.

Subject: **Question About Tuition Assistance**

Hi **[HR Contact Name]**,

I'm interested in continuing my education and wanted to ask whether **[Company Name]** offers tuition assistance or tuition reimbursement.

I'm looking at the **[Program Name]** program at American College of Healthcare Sciences (ACHS), an accredited online college.

Could you let me know:

- Am I eligible for tuition assistance?
- How much is available each year?
- Do I need approval before I enroll?
- Are online programs covered?
- Are there any conditions, such as a minimum grade or staying with the company for a set time?

If there's a form or policy I should read, please send it my way.

Thank you,
[Your Name]
[Your Job Title, Department]

Template 2: Request to Your Manager

Use it when: The employer offers tuition assistance, and the student needs a manager to sign off. Tip: It helps to show your manager how the program benefits your team. Fill in the two "how this helps" lines with real examples from your job.

Subject: **Request for Tuition Assistance Approval: [Program Name]**

Hi **[Manager Name]**,

I'd like to use our company's tuition assistance benefit to enroll in the **[Program Name]** program at American College of Healthcare Sciences (ACHS), an accredited online college.

Why this program
[One sentence on what the program teaches, e.g., "It covers evidence-based nutrition and how to support clients with healthy lifestyle changes."]
How this helps my work

- **[Example 1, e.g., "I'll be able to better support our wellness program participants."]**
- **[Example 2, e.g., "I can share what I learn with our team."]**

The details

- Start date: **[Term Start Date]**
- Format: 100% online, so I can study around my work schedule
- Estimated cost: **[Amount]** for **[this term / this year]**

I've reviewed our tuition assistance policy and will follow all of its requirements. Could we find a time to discuss, or is there a form I should submit?

Thank you for considering this,
[Your Name]

Template 3: Talking Points

Use it when: The student would rather ask face to face, in person or by phone. Keep it short and friendly. Tip: After the conversation, send a short email that recaps what was agreed. Template 5 works for this.

Opening
"I'm interested in going back to school, and I wanted to ask if we have a tuition assistance benefit I could use."
Explain the program (one or two sentences)
"I'm looking at the **[Program Name]** program at American College of Healthcare Sciences. It's online, so I can do it around my work schedule."
Connect it to the job
"I think it would help me **[do X better / take on Y / support our team with Z]**."
Ask the key questions

- "Is there a set amount available each year?"
- "Do I need approval before I enroll?"
- "Is there a form I need to fill out, or someone else I should talk to?"

Close
"Thanks for your time. I'll follow up by email with the details so you have everything in writing."

Template 4: For Current Students

Use it when: The student is already taking classes at ACHS and just learned their employer may help. Tip: Many employers need approval before a term starts, so ask about upcoming terms.

Subject: **Tuition Assistance for My Current Program**

Hi **[HR Contact or Manager Name]**,

I'm currently enrolled in the **[Program Name]** program at American College of Healthcare Sciences (ACHS), an accredited online college. I recently learned that **[Company Name]** may offer tuition assistance, and I'd like to find out if I can use it for my upcoming courses.

My next term starts on **[Term Start Date]**. Could you let me know:

- Am I eligible, and how much is available each year?
- What do I need to submit, and by when?
- Do I need approval before my next term begins?

I'm happy to share my course schedule or anything else you need.

Thank you,
[Your Name]

Template 5: Follow-Up Email

Use it when: The student hasn't heard back in about a week, or after an in-person conversation.

Subject: **Following Up: Tuition Assistance Request**

Hi **[Name]**,

I wanted to follow up on my tuition assistance request for the **[Program Name]** program at American College of Healthcare Sciences. My term starts on **[Term Start Date]**, so I'd like to get approval in place before then.

[If following up after a conversation: "Thanks for talking with me on [Date]. To recap, we discussed [summary of what was agreed]."]

Please let me know if you need anything else from me.

Thank you,
[Your Name]

Template 6: Submitting Paperwork

Use it when: The student has been approved and needs their employer to pay ACHS or pay them back. **Tip:** List only the documents your employer asks for. Student Services can help with any ACHS document.

Subject: **Tuition Assistance Paperwork: [Your Name], [Term]**

Hi **[Name]**,

Thank you for approving my tuition assistance. Attached are the documents for the [Term] term at American College of Healthcare Sciences:

- **[Approval form, if required]**
- **[Proof of enrollment or tuition statement]**
- **[Proof of payment, if asking to be reimbursed]**
- **[Final grades, if required by our policy]**

Please let me know if anything else is needed to process this.

Thank you,
[Your Name]

Before Students Apply

Good to Know

Get approval before the term starts.
Term start dates are on the ACHS academic calendar, linked from the Employer Tuition Assistance page.

Conditions may apply.
Some employers require a minimum grade, or require the employee to stay with the company for a period after reimbursement.

"Assistance" and "reimbursement" aren't always the same.
Some employers pay up front; others pay the employee back after the course ends.

Waiting to be paid back?
ACHS offers semester and monthly payment plans that can help cover costs in the meantime.

It can be combined with other funding.
Depending on the employer's policy and the student's eligibility, this may include scholarships, payment plans, military funding, and federal student aid.

Taxes may apply.
Educational assistance can be tax-free up to $5,250 per year, with inflation adjustments starting in 2027. Tax rules can change each year, so check the current rules in IRS Publication 970, Tax Benefits for Education, or talk with a tax professional.

Questions to Ask HR

Students can print this page or keep it open during the conversation.

- ☐ Is tuition assistance available to me?
- ☐ Is there a yearly limit on how much I can receive?
- ☐ Does the company pay the school directly, or pay me back after the course?
- ☐ Do I have to repay anything if I leave the company?
- ☐ Do I need approval before I enroll?
- ☐ Are online programs covered?
- ☐ Is there a minimum grade I need to earn?
- ☐ What forms do I submit, and what's the deadline?



Questions?
Speak with an ACHS Admissions Advisor for help with employer tuition assistance and other ways to pay.

American College of Healthcare Sciences
5005 S. Macadam Avenue, Portland, Oregon 97239, US
800.487.8839

Consumer Disclosures