

Quick How-To's for Safelite Tuition Reimbursement

How to Create a New Program

1. Go to safelite.tuition.io/register to create an account by entering your Safelite email address and requesting an email invitation to Tuition.io
2. Once your account is created and you are logged in to Tuition.io, agree to the terms and conditions and then click on Tuition Assistance on the dashboard
3. Click View & Apply and then click Start Application, fill out the program information, and then submit your program application

How to add courses

1. Click on Apply For Courses within the Program you've created
2. Enter the course information and attach your class schedule and tuition statement
3. Submit for approval

How to initiate reimbursement payment for approved and completed courses

1. After your course has been approved, click Details on the course
2. Click Add Grades to enter the grade you received
3. Upload the required Grades and Receipt documents
4. Click Submit For Payment to have Tuition.io evaluate the evidence; once accepted your reimbursement will be made through payroll within 2 pay periods

Questions? Need Help?

Please reach out to the Tuition.io support team, available Monday -Friday from 8 am - 8 pm EST

- support@tuition.io
- 855-353-9395