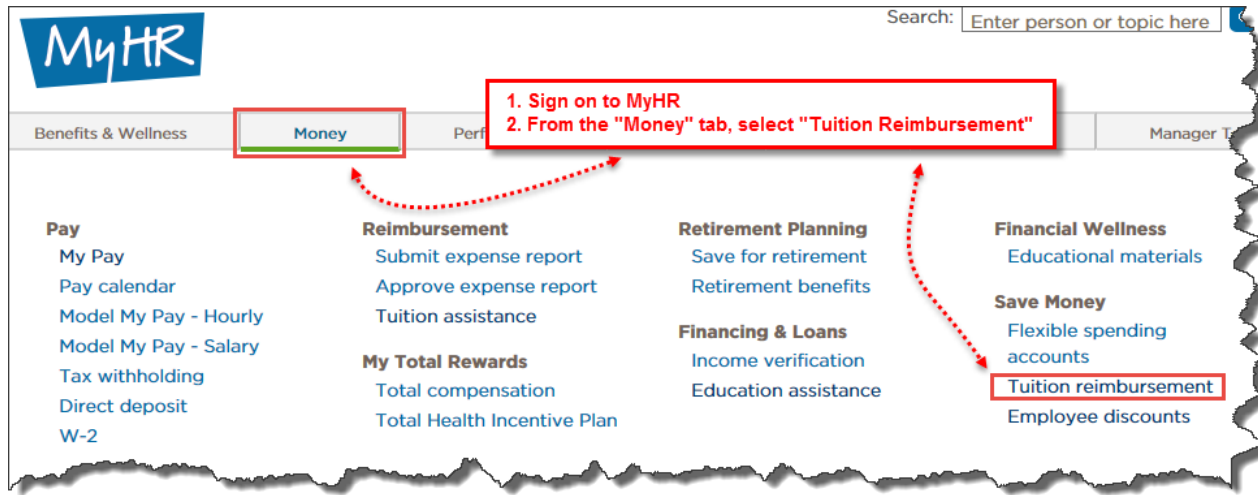


## Completing the On-Line Tuition Reimbursement Application on MyHR



## Education Assistance & Tuition Reimbursement



### Learning is a lifelong pursuit

At Kaiser Permanente, we believe learning is a lifelong journey. And we're here to provide you with the resources and support you need to realize your potential. We understand that the future of health care starts with you - today's students.

### Tuition Reimbursement

Kaiser Permanente encourages you to assume responsibility for your professional and personal self-development. Financial assistance may be available through the Tuition Reimbursement Program.

Apply for tuition reimbursement and Continuing Education (CEU) travel expenses, upload documents and keep track of your applications:

[Review Policy](#)

[Apply for Reimbursement](#)

[Upload Your Documents](#)

[View Reimbursement Request Status](#)

Contact National Tuition Reimbursement Administration at

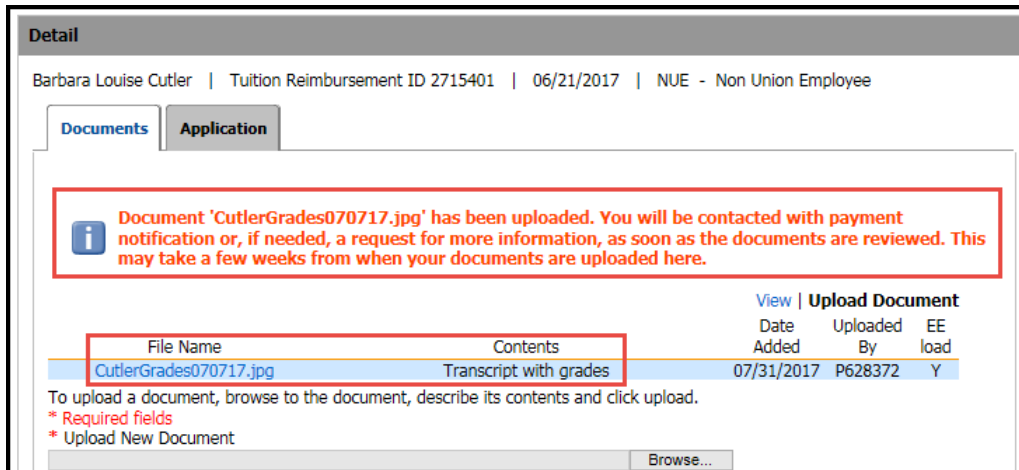
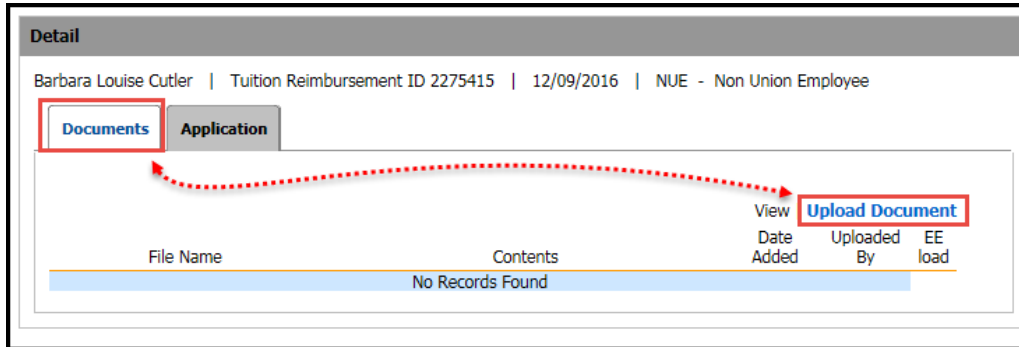
Phone: 1-866-480-4480 Monday - Friday, 7am-4pm PST

E-mail: [National-TRA@kp.org](mailto:National-TRA@kp.org)

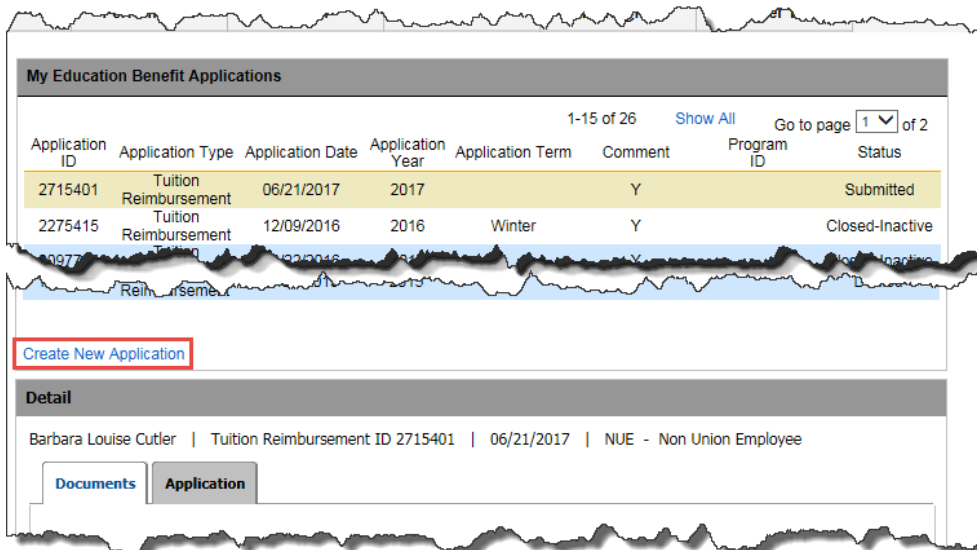
Get Tuition Reimbursement information at <http://www.kpcareerplanning.org>

### Quick Tips

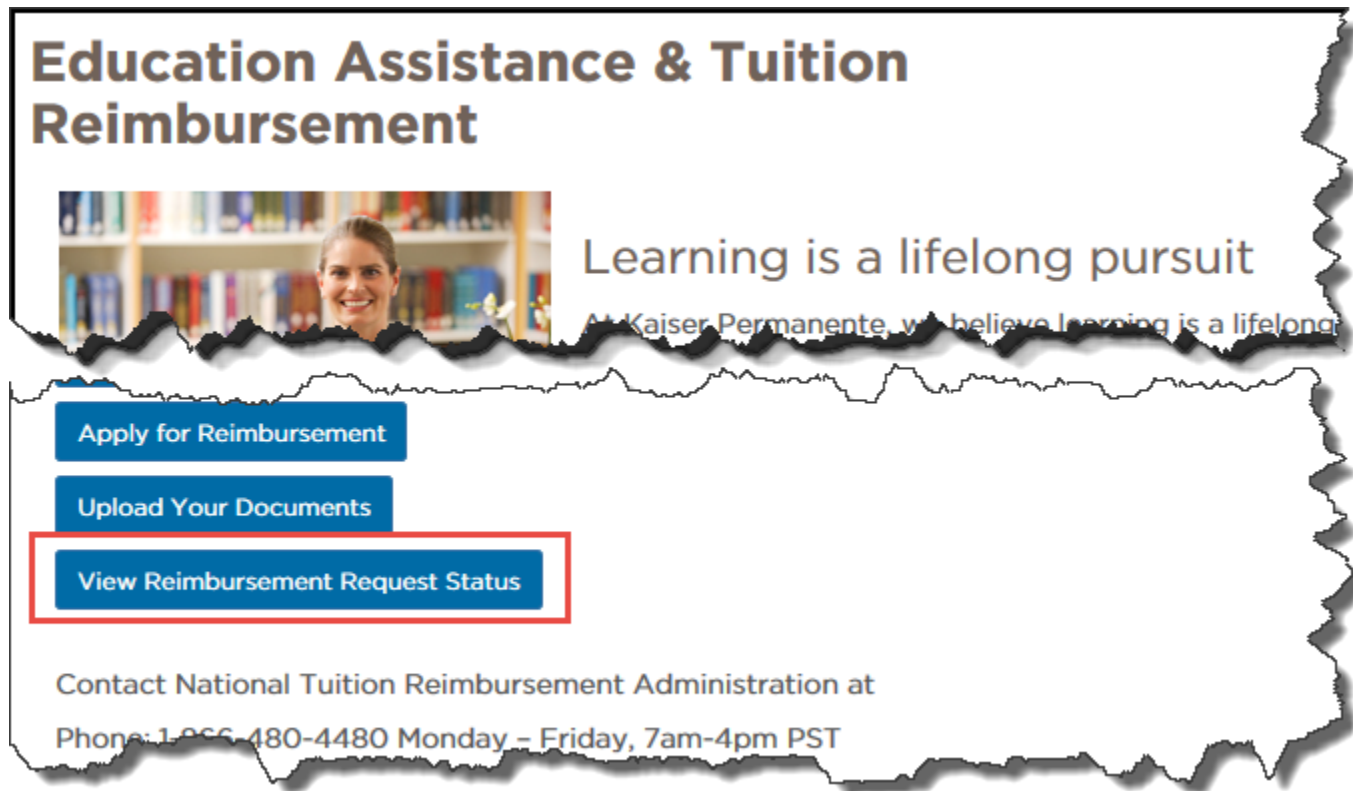
- Upload your supporting documents to the “Documents” tab of your application **within 90 days of course completion**. We accept PDF or JPG (we do not accept editable documents such as Word or Excel) Refresh to view uploaded documents.



- Submit documents for courses in the application only - **DO NOT add on to an existing application**. You must select “Create New Application” if you took more courses so they will go through the Manager Approval process.



- To **check the status of your application**, return to the “Education Assistance & Tuition Reimbursement” page and click “View Reimbursement Request Status”. We typically process submissions within a few weeks of receiving them, depending on volume.



The flyer features a woman smiling in front of a bookshelf. The text reads: "Education Assistance & Tuition Reimbursement", "Learning is a lifelong pursuit", and "At Kaiser Permanente, we believe learning is a lifelong pursuit". Below this is a navigation menu with three buttons: "Apply for Reimbursement", "Upload Your Documents", and "View Reimbursement Request Status" (highlighted with a red border). At the bottom, it says "Contact National Tuition Reimbursement Administration at Phone: 1-866-480-4480 Monday - Friday, 7am-4pm PST".

- Please **DO NOT CALL OR EMAIL NTRA** unless you have a question about your benefit, are having trouble submitting your application, or otherwise feel there is an issue with your application or documents we need to help you with.

For more information, contact your manager. To verify your eligibility or for other general questions, contact National Tuition Reimbursement Administration (NTRA)

- [National-TRA@kp.org](mailto:National-TRA@kp.org)
- 1-866-480-4480 (Monday-Friday, 7am – 4pm PST)