

Capella University offers a uniquely priced program called Tuition Assistance Aligned Pricing (TAAP) that works in conjunction with an employer's Tuition Assistance benefit to help you reach your educational goals. Employees enrolling in a TAAP eligible GuidedPath degree program can take advantage of deeply reduced tuition, free books/course material and waived application fees.

You **must** review your T-Mobile education assistance policy to have full understanding of your employer's guidelines and verify your eligibility.

PROGRAM SESSIONS:

Guided Path programs will be discounted, so that tuition assistance will cover up to four (4) courses per calendar year (Jan-Dec)

T-Mobile Employee Designation	T-Mobile Tuition Benefit (Direct bill)	Course Level	Capella program fee per calendar year	Capella Billing Rate	Capella Pacing Options
Full-time	Up to \$5,250 per calendar year	Bachelor's Programs in Business, IT or Psychology	\$5,250 (24 credits)	\$218.75/credit 6 credit course = \$1,312.50	One class per quarter is recommended. Additional courses may be taken, but will then exceed assistance limit.
Full-time	Up to \$5,250 per calendar year	Master's Programs in IT or Human Resource Management	\$5,250 (16 credits)	\$328.12/credit 4 credit course = \$1,312.50	One class per quarter is recommended. Additional courses may be taken, but will then exceed assistance limit.
Full-time	Up to \$5,250 per calendar year	Master's in Psychology	\$5,250 (16 credits)	\$262.50/credit 5 credit course = \$1,312.50	One class per quarter is recommended. Additional courses may be taken, but will then exceed assistance limit.

IMPORTANT: The use of the T-Mobile tuition assistance program for courses taken at other institutions in the same calendar year as when applying for the Capella GuidedPath program may affect the benefit balance available to participate in Capella's GuidedPath program.

**Learning Solutions verified tuition rate as of 3/1/2024. Tuition rates may change and should be verified with the school*

**Part-time employees are eligible for the reduced pricing. Any tuition charges above their TA limit would be the responsibility of the learner.*

CAPELLA UNIVERSITY GUIDEDPATH ELIGIBILITY GUIDELINES:

- Your admissions application must be accepted by Capella University
 - Please identify in the Work History section that you are employed by T-Mobile.
- You must identify as an employee of T-Mobile by submitting your Capella TAAP Acknowledgement Agreement form, to receive the GuidedPath TAAP benefit.
 - Team Members must contact their enrollment counselor to help ensure that they are enrolling in the correct program and pathway. You must have a thorough understanding of the financing for the program.
- You must apply through the Bright Horizons EdAssist website to utilize tuition assistance.
- You must remain eligible for company tuition assistance and earn successful grades as specified in your company policy.
- Grades must be submitted through Bright Horizons EdAssist within **90 days** of course completion.

SUBMITTING APPLICATIONS THROUGH BRIGHT HORIZONS EDASSIST SOLUTIONS:

STEP 1 - If needed, complete an EdAssist Education Coaching Session

- If desired, schedule an EdAssist Coaching session (this is not required prior to applying). Appointments can be scheduled from the Bright Horizons EdAssist website by selecting “Schedule Free Education Coaching” from the home page.

STEP 2 – Admission and Application

- Complete the Capella admission process. Visit <http://www.capella.edu/t-mobile> to learn more and contact the school. Capella also has a dedicated line for T-Mobile employees at 1-800-987-1133
 - Team Member will need to provide the Capella Acknowledgement Agreement
- Submit a Bright Horizons EdAssist Solutions program/course application through the EdAssist Solutions system by visiting <https://clients.brighthorizons.com/t-mobile> (select Login to EdAssist Portal) at least 2 weeks prior to the course start date.
- Select “Capella University TAAP Offer (Guided Path)” as the provider. Once approved, the participant may proceed with their coursework.
 - All courses will be reviewed and processed for payment by EdAssist. You must submit an application for all courses taken, regardless if successful or unsuccessful and regardless of the charge.
 - Contact EdAssist to request a verification letter, and forward to Admissions. The Verification Letter is NOT a Letter of Credit (LOC).
 - You must submit an application for all courses taken during a determined semester/term.
- Direct Bill Process:
 - Please follow the instructions listed on the LOC.
 - The school will directly bill your employer via EdAssist.
 - You must submit your signed and dated Letter of Credit to Capella by emailing your LOC to documents@capella.edu
 - You **must** submit an application each session/term within the EdAssist site.
 - Once your EdAssist application is approved, a Letter of Credit (LOC) will be emailed to you, or you can download it from your EdAssist account.
 - An LOC acts as a promissory note for registration and enrollment in courses and programs. If you misplace the LOC you may access your account in the EdAssist website at any time to print a copy of the LOC from the application link on the “Action Needed” list on the Home Page.
 - The school will send an itemized invoice to EdAssist, typically after the drop/add period has passed.
 - You **must** submit your grade(s), via the EdAssist website, within **90 days** of course completion (see below for instructions).

STEP 3 – Completion Documentation

- Upon course completion and within 90 days from the course end date, participants should upload their final grade documentation to their EdAssist application through the EdAssist Solutions system.
 - School will invoice EdAssist directly and arrange payment.

General Documentation Reminders

- School Name/logo and your full name need to be visible on all documentation.
- Documentation cannot be modifiable. This includes email correspondence. Uploaded screen shots are acceptable.
- Grade books are not an acceptable form of documentation for a final grade.
 - Grading documentation must confirm school name, student name or identifier, courses, final grades and dates of courses taken. Multiple documents can be submitted if each document can be correlated to each other.

Grade report

- **Location:**
 - <https://campus.capella.edu/my-capella/request-course-completion-letter>
 - <https://campus.capella.edu/my-capella/grades-and-transcripts>
- **What it contains:** School name, course name and number, student name/ID, the term, credit hours, final letter grade and school identifier.

3/18/2021

Self Service - Invoice/CCL

P 612.977.5000 | 1.888.CAPELLA

CAPELLA TOWER

F 612.977.5060 | INFO@CAPELLA.EDU

225 SOUTH SIXTH STREET, NINTH FLOOR

WWW.CAPELLA.EDU

MINNEAPOLIS, MN 55402

3/18/2021

[REDACTED]
[REDACTED]

RE: [REDACTED]

DOB: [REDACTED]

To Whom It May Concern:

This letter is to verify that [REDACTED] has received final grades for the following course(s) dated FP Billing Session 1 (01/11/2021 - 04/04/2021) through Capella's competency-based, direct assessment FlexPath option. FlexPath course expectations are equivalent or greater than credit-based courses. Learners enrolled in FlexPath receive competency evaluations in lieu of traditional letter grades. FlexPath courses are not measured on course room hours and thus do not result in 'credit hours'. The information below translates the FlexPath performance into a letter grade and cites the course credit equivalency in relation to our traditional credit-based program.

Course

MBA-FPX5006 Business Strategy

Translated Letter Grade

A

Equivalent Quarter Credits

4.00

For questions or additional support, we invite you to access our easy-to-use live chat and ticket submission support system. You can access this feature by logging into your Bright Horizons account and clicking on the chat icon, which will be located at the bottom right corner of your screen.