GE has gone to a new online system for the Tuition Reimbursement. Please complete the following steps:

1. Open the web browser and navigate to http://hrcentral.geaerospace.com
2. Select Current Employee.
3. Log-in with your ID and Password (the ID is your Single Sign On number). You will need your Yubi Key if you have been issued one. If you don't have a Yubi Key, then don't worry about that part.
4. At the top of the page that comes up, choose Work&Life.
5. On the left side, choose Tuition Reimbursement.
6. Scroll down until you see "Submitting your online application". Click that. Then immediately below that it will have a blue link that says "Submit the online application for approval". Click that blue link. (see the picture below)

7. Click on the button that says "Start Application".
8. Now you are at the application. It will automatically have your name, employee ID and email address filled in.

9. It will ask you to select the program of study – choose One-time Expense, then Individual classes.

Select Type of Study

○ A longer-term program consisting of multiple courses that lead to a diploma, or degree
◉ A one-time expense, such as: a learning class, or single non-degree class

Type of Course

| Select Answer ▼ |

Course Name

| |

Provider Name

| |

Location (City & State)

| |

I attest that my application is for an institution, college, or university that is based within the United States of America.
☐ Yes

Course Estimated Cost

| |

Please explain the purpose of your education request below.

10. Enter the course name. For example, Laptop Computer Software. <u>Please make sure the name is EXACTLY the same as it is on our flyer</u>. It will get denied when you submit the grades and our paperwork shows a different name.
11. Enter the provider name: **National Technology Learning**
12. Enter the location: **Sharonville, OH**
13. It will then ask you if the provider is based in the USA. Click **Yes**.
14. Type in the cost: **$895**
15. It will ask you why you are taking the class. Please type in something like: **It will help me maintain my job skills.**

Select Type of Study

○ A longer-term program consisting of multiple courses that lead to a diploma, or degree
◉ A one-time expense, such as: a learning class, or single non-degree class

Type of Course

| Individual classes not part of a degree program ▼ |

Course Name

| Operating System Survey |

Provider Name

| National Technology Learning |

Location (City & State)

| Sharonville, OH |

I attest that my application is for an institution, college, or university that is based within the United States of America.
☑ Yes

Course Estimated Cost

| $895.00 |

Please explain the purpose of your education request below.

| Maintain my job skills |

16. Select the start Date.
17. Select the end date.
18. Click in the checkbox indicating that you agree to the terms.
19. Enter your name when it prompts you to do so. You must enter your name EXACTLY as it appears at the top where it is auto populated by GE.

First Course Start Date

| 01/14/2025 |

First Course End Date

| 01/29/2025 |

FERPA Agreement

I, the employee identified by signature below, authorize my educational institution to release my education information to the administrators of my Company's tuition reimbursement policy ("the Administrators") through electronic means for purposes of verifying the cost and successful completion of my coursework within the guidelines of my Company's tuition assistance policy.

I further understand and agree that by checking the box, I am waiving my rights of nondisclosure of my education records under the Family Educational Rights and Privacy Act (FERPA) as to the persons or entities specifically listed herein. I hereby release and hold the Administrators harmless from any and all claims and liabilities that may arise from my instructions, including unauthorized viewing of my student information by unintended recipients of fax or electronic transmissions. This executed FERPA Release will be retained in my education records and will be effective for the coursework reimbursed through my Company's tuition assistance policy.

☑ I agree with the terms and conditions put forth by my employer related to this program.

Please enter your name (format: Firstname Lastname)

20. Click on Submit Application.
21. Then repeat the process for any additional classes.