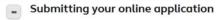
GE has gone to a new online system for the Tuition Reimbursement. Please complete the following steps:

- 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)



Submit the online application for approval; at least 30 days prior to starting a course.

- If you plan to take multiple courses, then you must submit a new online application for each individual course.
- If you receive benefits from a source outside the Company that does not require repayment (for example, a scholarship) do input that benefit amount in the Financial Aid Amount field.
- If you receive benefits from a source outside the Company that does require repayment (for example, a
 Federal student loan) do not input that benefit amount in the Financial Aid Amount field.

After you submit the application:

- · Your application will first be forwarded to your Manager for approval.
- Throughout the application process, you will be updated via email once a step has been completed, as well as when your application has been forwarded to the next level of approval.
- Once approval is received, your application will remain open until you complete your course and submit
 the necessary documents for reimbursement. All documents must be submitted within 120 days of
 the course end date.
- 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.

Tuition Program Application

Apply to be reimbursed for tuition expenses.

Name	
Employee ID	
Email	
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	
First Course Start Date	
mm/dd/yyyy 🖽	

	○ 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. Ves Course Estimated Cost	
	Please explain the purpose of your education request below.	
	nter the course name. For example, Laptop Computer Software.	
	nter the provider name: National Technology Learning	
	nter the location: Sharonville, OH	
	will then ask you if the provider is based in the USA. Click Yes .	
•	rpe in the cost: \$895	-: : - l -:
15. It \	will ask you why you are taking the class. Please type in something like: It will help me maint	ain my job skiiis
	of Study term program consisting of multiple courses that lead to a diploma, or degree e expense, such as: a learning class, or single non-degree class	
Type of	f Course	
Individ	dual classes not part of a degree program	▼
Course	• Name	
Opera	ating System Survey	
Provide	er Name	
Natio	onal Technology Learning	
Locatio	on (City & State)	
Sharo	onville, OH	
	t that my application is for an institution, college, or university that is based within the United States of America.	
☑ Yes Course	Estimated Cost	
\$895.0		
	explain the purpose of your education request below.	
Maint	tain my job skills	

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

Select Type of Study

- 16. Select the start Date.
- 17. Select the end date make this 1 day before the end date on the flyer.
- 18. Click in the checkbox indicating that you agree to the terms.
- 19. Enter your name when it prompts you to do so.

	Date
01/14/2025	
First Course End D	Date
01/29/2025	
FERPA Agreement	t
tuition reimburser	dentified by signature below, authorize my educational institution to release my education information to the administrators of my Company's ment policy ("the Administrators") through electronic means for purposes of verifying the cost and successful completion of my coursework nes of my Company's tuition assistance policy.
and Privacy Act (F and liabilities that transmissions. This	ind and agree that by checking the box, I am waiving my rights of nondisclosure of my education records under the Family Educational Rights (ERPA) as to the persons or entities specifically listed herein. I hereby release and hold the Administrators harmless from any and all claims to may arise from my instructions, including unauthorized viewing of my student information by unintended recipients of fax or electronic is executed FERPA Release will be retained in my education records and will be effective for the coursework reimbursed through my in assistance policy.
☑ I agree with the	terms and conditions put forth by my employer related to this program.
	name (format: Firstname Lastname)

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