

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 Employee Support & Perks
6. On the page Look for "Individual Development Program" and click on that.
7. Underneath that label then you'll see "For more information click here". Click on "here".
8. 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)

 **Submitting your online application**

[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.**

9. Click on the button that says "Start Application".
10. 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

 

11. 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.

12. Enter the course name. For example, Laptop Computer Software. Please make sure the name is EXACTLY the same as it is on our flyer. It will get denied when you submit the grades and our paperwork shows a different name.

13. Enter the provider name: **National Technology Learning**

14. Enter the location: **Sharonville, OH**

15. It will then ask you if the provider is based in the USA. Click **Yes**.

16. Type in the cost: **\$895**

17. 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

18. Select the start Date.
19. Select the end date.
20. Click in the checkbox indicating that you agree to the terms.
21. 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)

22. Click on Submit Application.
23. Then repeat the process for any additional classes.