

# Boston Scientific's Educational Assistance Program

## Employee User Manual

<b>Program Overview and Frequently Asked Questions (FAQs)</b> .....	2
<b>Who is eligible to apply?</b> .....	2
<b>What programs are eligible for tuition reimbursement?</b> .....	2
<b>Reimbursement Details</b> .....	2
<b>Do I have to repay my benefit if I terminate my employment?</b> .....	2
<b>What email notifications will be sent to me?</b> .....	3
<b>Navigating the Educational Assistance Program Home Page</b> .....	3
<b>How to apply for Educational Assistance</b> .....	3
<b>Step 1: Field of Study Approval</b> .....	3
<b>Step 2: Review</b> .....	5
<b>Step 3: Request Reimbursement</b> .....	5
<b>Submitting your application</b> .....	7
<b>How do I know if my request is complete?</b> .....	7
<b>What happens after I have submitted my request?</b> .....	7
<b>When should I expect to receive reimbursement?</b> .....	8
<b>Applications View</b> .....	8
<b>How do I use my Home page to verify my application status?</b> .....	8
<b>Who should I contact if I have any questions about the program?</b> .....	9

## Program Overview and Frequently Asked Questions (FAQs)

---

### Who is eligible to apply?

To be eligible for participation in the Boston Scientific Educational Assistance Program, you must meet the following criteria:

- Be a regular, full-time employee or part-time employee working at least 20 hours weekly
- Be located in the U.S. or on expatriate assignment, and paid through U.S. payroll (U.S. Policy)
- Be located in Puerto Rico or on expatriate assignment, and paid through PR payroll (PR Policy)
- Be in good standing and not on a Corrective Action Program.

### What programs are eligible for tuition reimbursement?

Eligible academic programs and coursework must be:

- Approved by your manager or immediate supervisor
- Part of an Associate, Bachelor's, Master's, or Doctoral degree, including Executive MBA
- Taken for credit, including non-degree credited coursework\*
- Accredited by the U.S. Department of Education or the Educations Conciliums Superiors (Puerto Rico).

*\* Non-degree credited coursework: college-level courses resulting in transferable college credit. The course must provide you with skills, knowledge, or other tools useful in the performance of their current position, or likely to enhance your performance or career at Boston Scientific.*

- *Examples of eligible non-degree coursework*
  - *A college-level language course taken to expand communication skills*
  - *A college-level course required before you can apply to a degree program*

### Reimbursement Details

Eligible Boston Scientific employees qualify for up to \$8000 per calendar year.

**U.S. Participants:** As per Internal Revenue Service regulations, reimbursements exceeding \$5,250 per calendar year are generally taxable and subject to tax withholding. Taxable reimbursements will be included as gross income on the employee's W-2 form.

**PR Participants:** In general, reimbursement of educational expenses incurred by the employee to maintain or improve the skills or ability to perform in their business or profession are not wages subject to withholding.

However, as tax laws can change at any time and can be subject to varying interpretations, employees should consult with their tax advisors to determine applicability of the rules to their individual situation.

The following charges are eligible for reimbursement:

- Tuition and required academic fees
- Required books that align with approved courses

Boston Scientific will **not** reimburse funds under the following conditions:

- Tuition that has been covered fully by financial aid (including grants, scholarships, and military benefits).
- Fees that are not related to enrollment (late fees, payment-related fees, equipment or supplies, parking, or transportation expenses)
- Graded coursework that was failed, "not passed," or was withdrawn.

*\*High School Equivalency/GED or ESL programs are not covered through the Boston Scientific Tuition Assistance Program*

### Do I have to repay my benefit if I terminate my employment?

If, within 365 calendar days of completing a course for which you were reimbursed, your employment is terminated or you resign, you are obligated to repay all course reimbursements to the company within 31 days

of your termination of employment. Certain exceptions apply, for example, if you lose your job due to a reduction in the workforce. See the policy for details.

If an employee receives an overpayment of tuition reimbursement funding, the employee must reimburse the company promptly for the amount of overpayment.

### What email notifications will be sent to me?

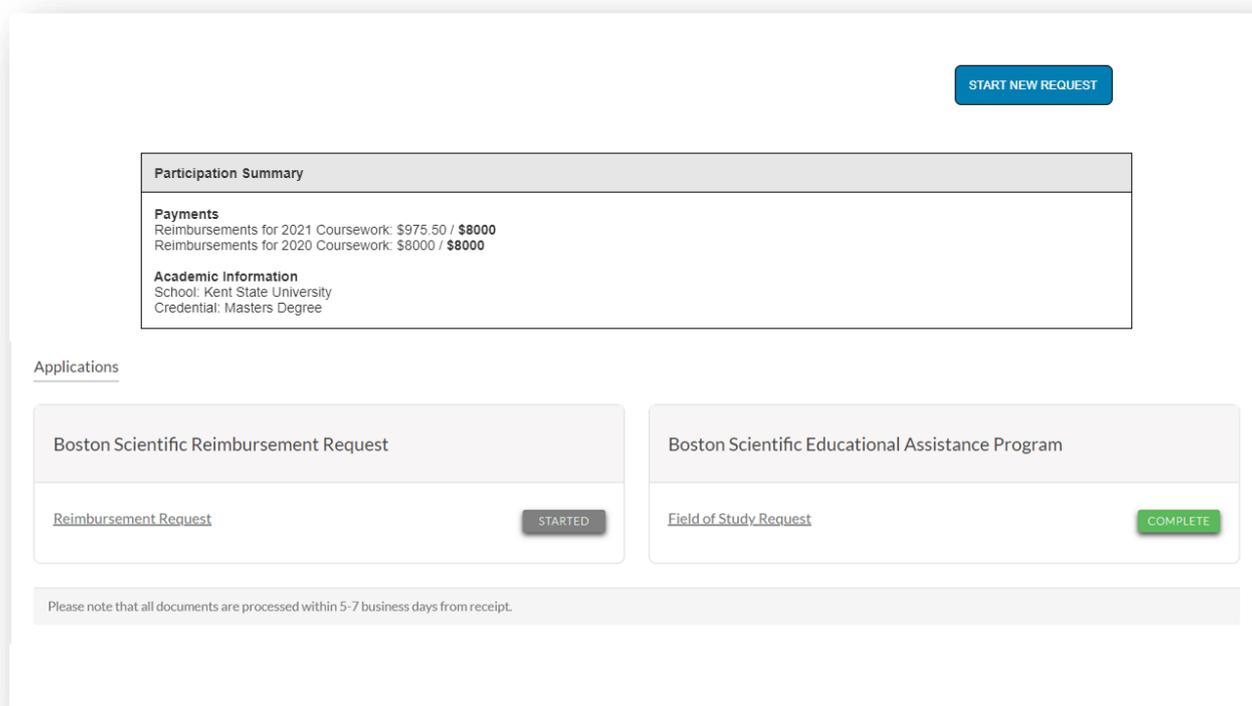
- Field of Study Approved/Denied: Once your manager has reviewed your courses, you will be notified of the approval status.
- Rejected Document: If a document you uploaded is rejected, you will be notified.
- Reimbursement Approved: Once your reimbursement has been approved, you will be notified. This notification will include your reimbursement amount.
- Yearly Deadline Reminders: A notification will be sent at the end of the calendar year if you have pending approved courses for reimbursement.

*Your information is never sold to any third party for marketing purposes.*

---

## Navigating the Educational Assistance Program Home Page

You will access your educational assistance portal [HERE](#). You will click on the link on this page to access the online application.



START NEW REQUEST

**Participation Summary**

**Payments**  
Reimbursements for 2021 Coursework: \$975.50 / \$8000  
Reimbursements for 2020 Coursework: \$8000 / \$8000

**Academic Information**  
School: Kent State University  
Credential: Masters Degree

Applications

Boston Scientific Reimbursement Request

Reimbursement Request **STARTED**

Boston Scientific Educational Assistance Program

Field of Study Request **COMPLETE**

Please note that all documents are processed within 5-7 business days from receipt.

As you participate in the Educational Assistance program, your ISTS Home page will display all applications, their overall status, and your participation summary of benefits through the calendar year.

## How to apply for Educational Assistance

If you have never participated in the Educational Assistance program before, you will need to request approval for your Field of Study.

Click the “Start New Request” button your Home page to access the Action Hub. You will be asked to enter your Employee ID, last name, and to indicate a request type. If you are eligible to participate, clicking Start will take you to the relevant form.

The screenshot shows a web form titled "Action Hub" for the "Boston Scientific Educational Assistance Program". At the top, there is a blue "Action Hub" button and a note: "\* indicates a required field." Below the title, a paragraph explains the program's purpose. A section titled "Ready to Start?" contains instructions to enter Employee ID and Last Name. It lists two options for "Field of Study Request" and one for "Reimbursement Request". The form includes input fields for Employee ID, Last Name, and a dropdown for Request Type, followed by a blue "START" button.

**Action Hub**

\* indicates a required field.

### Boston Scientific Educational Assistance Program

Thank you for your interest in the Boston Scientific Educational Assistance Program. Boston Scientific has established this program to assist its employees by encouraging academic studies that contribute to their job and career-related education and training. Please visit the User Guide to review the details of the program.

To download or print the Boston Scientific Field of Study Request User Guide and Policy, click on the buttons below:

[Educational Assistance Policy](#) [User Guide](#)

### Ready to Start?

Please enter your Employee ID and Last Name before selecting a request type.

Select **Field of Study Request** if:

- you are not a current participant and you would like to enroll in the Educational Assistance Program
- you are a current participant and you need to change your field of study

Select **Reimbursement Request** if:

- you are a current participant\* and you would like to request a payment for completed coursework

\*Reimbursement Requests will only open if you have completed a Field of Study Request.

\*Employee ID

\*Last Name

\*Request Type

[START](#)

### Step 1: Field of Study Approval

To participate, you must complete an online Field of Study application and submit for approval **prior to the start** of the course or program. (We recommend you submit your application at least 10 days prior to the start of the class to allow ample time for processing.)

Once you have completed all required fields, your application can be submitted by pressing the blue Submit button. If your submission is successful, you will be directed to the ISTS Home page, where you can monitor the status of your request.

The Field of Study application should indicate your overall program or certification, rather than individual coursework. For example, you would request approval for “PMP Certification program”, but not “Intro to Technical Writing.” If you change programs, such as changing fields or finishing a master’s degree and moving on to the Ph.D., you will need to complete a new Field of Study application.

Field of Study Request

\* indicates a required field.

## Welcome

Thank you for your interest in the Boston Scientific Educational Assistance Program. Boston Scientific has established this program to assist its employees by encouraging academic studies that contribute to their FAQ to review the details of the program.

To complete your Boston Scientific Field of Study Request, you must do the following:

- complete all required fields below
- agree to the Terms and Conditions
- submit the form for review and approval

If your request meets the guidelines of the program, your direct manager will be notified for final approval. If your request does not meet the guidelines, you will receive a notification and a message will be displayed. Once approved, you will be able to submit reimbursement requests for coursework per the requirements of the policy. You may monitor the status of any request on your ISTS Home page.

## Academics

Please indicate your field of study and the relevant details.

\*Institution State

\*Institution Name

\*Institution Type

\*Desired Credential:   
Mark the immediate degree you will be seeking. Do not mark any anticipated post-graduate degrees you intend to pursue at a later date.

\*Provide the website link to your specific program

### Step 2: Review

Once your application has been submitted, it will be reviewed by ISTS. If eligible, your manager will then receive instructions to review your Field of Study. Once reviewed, you will be notified of next steps.

If your manager is out of the office and unable to review a course before the course start date, it is your responsibility to contact ISTS so that we can send the request to your Level 2 manager, before the start of your program.

### Step 3: Request Reimbursement

You can request reimbursement after your course has ended. For U.S. employees, reimbursement requests must be completed within 90 calendar days from the course end date. For PR employees, reimbursement requests must be completed within 60 calendar days from the course end date.

To be eligible for reimbursement, employees must earn a grade accepted by the educational institution for purposes of earning the credit or confirmation of satisfactory completion of the course. Failure to satisfy the minimum passing grade will result in denial of payment or reimbursement of monies for the applicable course(s). Courses graded with CEUs only will not be reimbursed.

To start a reimbursement request, click the "Start a new Request" button at the top right of your Home page to be taken to your Action Hub. After entering your employee ID and last name, select "Request Reimbursement."

**Action Hub**

\* Indicates a required field.

### Boston Scientific Educational Assistance Program

Thank you for your interest in the Boston Scientific Educational Assistance Program. Boston Scientific has established this program to assist its employees by encouraging academic studies that contribute to their job and career-related education and training. Please visit the User Guide to review the details of the program.

To download or print the Boston Scientific Field of Study Request User Guide and Policy, click on the buttons below:

[Educational Assistance Policy](#) [User Guide](#)

### Ready to Start?

Please enter your Employee ID and Last Name before selecting a request type.

Select Field of Study Request if:

- you are not a current participant and you would like to enroll in the Educational Assistance Program
- you are a current participant and you need to change your field of study

Select Reimbursement Request if:

- you are a current participant\* and you would like to request a payment for completed coursework

*\*Reimbursement Requests will only open if you have completed a Field of Study Request.*

\*Employee ID

\*Last Name

\*Request Type

[START](#)

You will be prompted to list the courses that you took during the term. You will also note whether you received any gift aid, and whether you would like books and required materials to be included with your reimbursement. Keep in mind that any scholarships or grants will be deducted from your eligible reimbursement amount. Only aid that does not have to be repaid is considered, such as student loans.

### Course Information

Please provide your course/module information. To add additional courses, click **New**. To edit previous entries, click **Edit**.

- Only apply for courses for which a grade has been received
- Group courses by term or similar end date
- Once you create a row, it cannot be deleted; enter N/A for any unnecessary rows.

Course Name	Course Number	Credit Hours	Course Start Date	Course End Date	Final Grade	
No data available in table						

[NEW](#) [EDIT](#)

\*Did you receive any outside scholarships or grants?

\*Would you like to request reimbursement for books and other required materials?  
These should be required for all students in the course as per the syllabus.

You will upload your documents directly to the online form. Required documents include:

- Itemized tuition bill including your name, a \$0 term balance, and payment details

- Grade report or transcript including your name
- Book receipts and syllabus showing the purchase was required (if you are requesting book reimbursement)

Once your documents have been gathered, you will need to upload them to the application for review. Select the corresponding item in the drop down and click “Choose File” to locate the file saved on your computer, the upload. The upload function also works on a mobile device, so you can upload photos of your documents.

*Please note: The only acceptable file formats are: .pdf, .tif, .png, .gif, .jpeg, .bmp and .xps. If you have multiple files, you may upload them in a .zip file if the individual files are in an acceptable file format. Any other file formats will not be reviewed and will result in an incomplete application.*

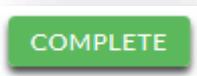
If there is anything unique about your request, or you would like to share additional information not captured elsewhere, you can leave a note for the Processing Team in the below space. Likewise, if there is any clarification or need to share with you, it will also appear in this section.

### Submitting your application

Click the “Submit” button to send your reimbursement request for review. Once submitted, ISTS will process your documents within 5 business days.

### How do I know if my request is complete?

**Complete** requests will have a green COMPLETE button, as shown below.



**Please note**, complete does not automatically mean that your application has been approved. A Field of Study request that was denied by your manager will still display as “complete”. Your reimbursement request is complete when it has passed review, you have uploaded your required documents, and they have been accepted by ISTS.

### What happens after I have submitted my request?

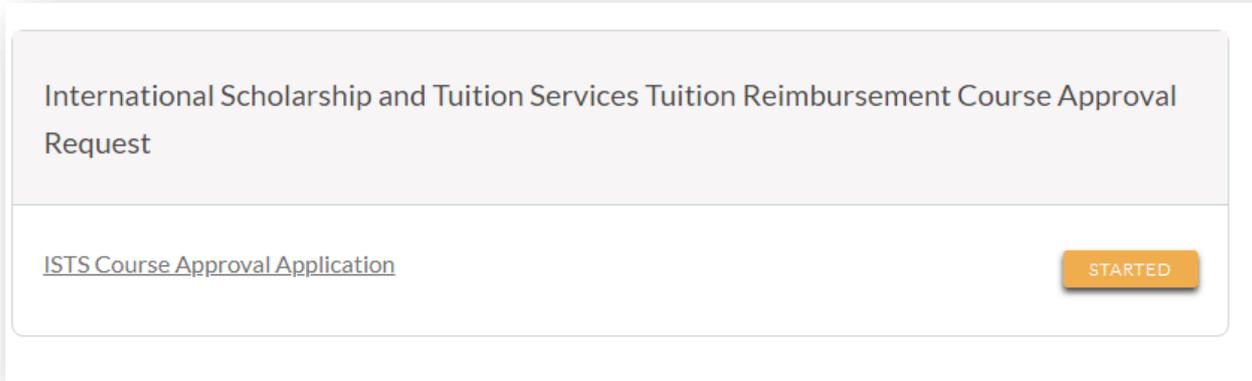
Once all documents have been accepted and your request is COMPLETE, ISTS will process payment to be processed via payroll.

### When should I expect to receive reimbursement?

Once your documents have been accepted, you will be reimbursed via payroll within the next two (2) pay cycles.

### Applications View

Each application will have its own box. You will see the program name, application link, started or submitted date and **Status Button**.



### How do I use my Home page to verify my application status?

When you log in to your **Home page**, you will see all applications listed. Each application will have an overall status button visible to you.



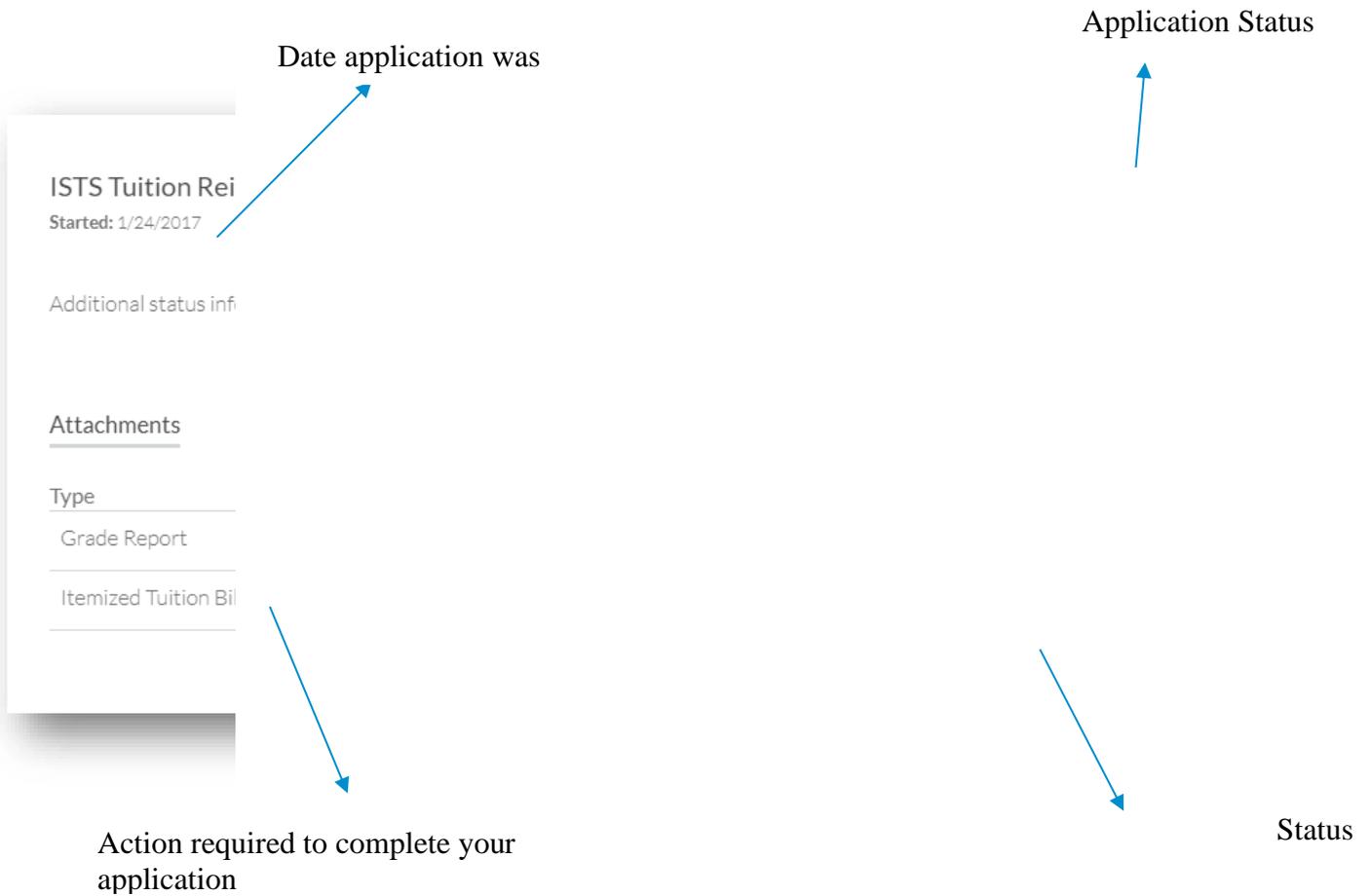
*A grey STARTED button means you have not submitted your online form.*

*An orange STARTED button means you have submitted the online form, but you are either missing required items for the application, or your documents are still processing.*

*A green COMPLETE button means your application is complete and no further actions are required.*

## Detailed Status View

Once you click the **Status Button**, your detailed status view will appear. Below is an example.



## Who should I contact if I have any questions about the program?

If you have questions regarding the application process or Boston Scientific policy, you can contact ISTS via email at [BSCI@applyISTS.com](mailto:BSCI@applyISTS.com) or by clicking the help button on the application (see example pictured below). ISTS office hours are Monday through Friday from 7:00 AM to 7:00 PM Central, and Saturdays from 9:00 AM to 6 PM Central.

