

Boston Scientific’s Educational Assistance Program

Manager User Manual

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Program Overview and Frequently Asked Questions (FAQs)

Who is eligible to apply?

To be eligible for participation in the Boston Scientific Educational Assistance Program, employees must:

- 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:

- Part of an Associate, Bachelor's, Master's, or Doctoral degree, including Executive MBA
- Taken for credit
- Accredited by the U.S. Department of Education or the Educations Conciliums Superiors (PR Policy).

** 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*

What are my responsibilities as a manager?

As a manager, you are responsible for reviewing your employee's requested Field of Study applications. Once you have received an email notification from ISTS that you have applications to review, you will log into <https://BSCI.apply|STS.net> and review each employee's application based on the program policy.

(Note: An account will be created for you - If you do not know your password, click "I forgot my password" and enter your work email address)

All employees must meet the program eligibility requirements. If your employee does not meet the requirements or is not in good standing, you should deny their request and add notes. Once your review has been completed, ISTS will notify your employee of the decision via email.

What notifications will I receive?

Managers will receive notifications once their employee's Field of Study application has been approved through an Initial Review. You will have 3 – 5 business days from time of notification in which to review and respond to your employee's request.

Please note that if you exceed the 3-5 business day timeframe, you will receive reminder emails.

The Manager Notification sample is below:

Manager,

You have one or more employees who have submitted a Field of Study Request for the Boston Scientific Educational Assistance Program

The program requires that you review and verify (approve or deny) the eligibility of your employee(s) and the appropriateness of their Field of Study/Program. Please follow the steps below as soon as possible to ensure timely processing.

1. Click here to review your list of pending requests

(Note: An account has already been created for you - If you do not know your password, click “I forgot my password” and enter your work email address)

2. Once logged into your account, within the Manager Actions section you will see a Field of Study Request link for each of your employees who have submitted a Field of Study Request
3. Click **Field of Study Request** next to each employee’s name with a status of Not Submitted
4. Follow the instructions to complete the form and click “Submit”

If you have questions, contact ISTS via email at BSCI@applyISTS.com or use the Help widget in the application system.

The Application and Review Process

Step 1: Request Field of Study Approval:

Each employee will need to request their program and course(s) through the Boston Scientific Educational Assistance Portal (<https://BSCI.applyISTS.net>). Requests should be made before the beginning of their program start date.

Step 2: Initial Application Review:

After the employee has submitted their application, the application will first go through an Initial Application Review by ISTS. ISTS will confirm that the program and course(s) are valid and filled out correctly.

- If the Initial Application Review is **approved**, you as the manager will receive a notification indicating you have requests on your Home page to review.
- If the Initial Application Review is **not approved**, you will have a record on your Home page showing the denied application information and notes regarding the denial. You will not have ‘next steps’ concerning this application, and ISTS will notify your Employee of the denial.

Step 3: Manager Review – Reviewing your employee’s application

Once Initial Application Review is completed and approved, you, as the employee’s manager, will receive a notification for the pending request(s).

To review your employee’s application:

1. Log into the Boston Scientific Educational Assistance portal by following the instructions on your notification.
2. Once logged into your account, within the Manager Actions section you will see a Field of Study Request Form link for each of your employees who have submitted a Field of Study Request
3. Click **Field of Study Request** next to each employee’s name with a status of Not Submitted
4. Follow the instructions to complete the form and click “Submit”

If you have questions, contact ISTS via email at BSCI@applyISTS.com or use the Help widget in the application system.

You will need to review the information provided and either approve or deny the employee’s request.

Direct Manager Approval

* indicates a required field.

Your Approval Is Needed

Lydie-Claire Kerrigan is requesting your approval to participate in the Boston Scientific Educational Assistance Program. Please review the employee summary, complete the form, and ensure you click Submit. To qualify for tuition reimbursement, the employee must have your approval before their program begins.

- Please ensure this degree/program enhances or provides skills in an area in which Boston Scientific operates (related to the employee’s current role or work that could reasonably be expected to be performed in the future).

Manager Approval

Please answer the following question(s) about Lydie-Claire Kerrigan. If you have any questions regarding eligibility, please review the Educational Assistance Program Policy.

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|-----------------------------------------------------------------------------------------------------|--------------------------------------------|
| *Have you reviewed this program with the applicant? | Select |
| *Does this degree/program enhance or provide skills in an area in which Boston Scientific operates? | Select |
| *Do you approve the degree/program listed above? | I approve the degree/program listed above. |

Submit

By submitting this Manager Approval Form, I agree that I have approved the requested degree/program as indicated above.

SUBMIT

If you deny the employee's request, you will be presented with a text box to add additional information concerning your denial. Please keep in mind that this note will be visible by your employee, along with the reason you have chosen.

| | |
|---------------------------------------------------|---------------------------------------------------|
| *Do you approve the degree/program listed above? | I do not approve the degree/program listed above. |
| *Please give your reason for denying this request | |

Step 4: Submit the Manager Review

Once you have completed all required fields, the review can be submitted by pressing the BLUE Submit button. If your submission is successful, you will be taken back to your Home page, and the employee's manager approval form will change from started to SUBMITTED.

After you have submitted an approved review of your employee's Field of Study request, the employee will receive notification of your decision. The employee can now request reimbursement after their courses have ended.

Who should I or my employee contact with any questions about this process?

Any questions you or your employee has regarding the application process or Boston Scientific policy should be directed to ISTS via email at BSCI@applyISTS.com or via phone (855) 659-2034. ISTS office hours are Monday through Friday from 7:00 AM to 7:00 PM Central, and Saturday from 9:00 AM to 6:00 PM Central.