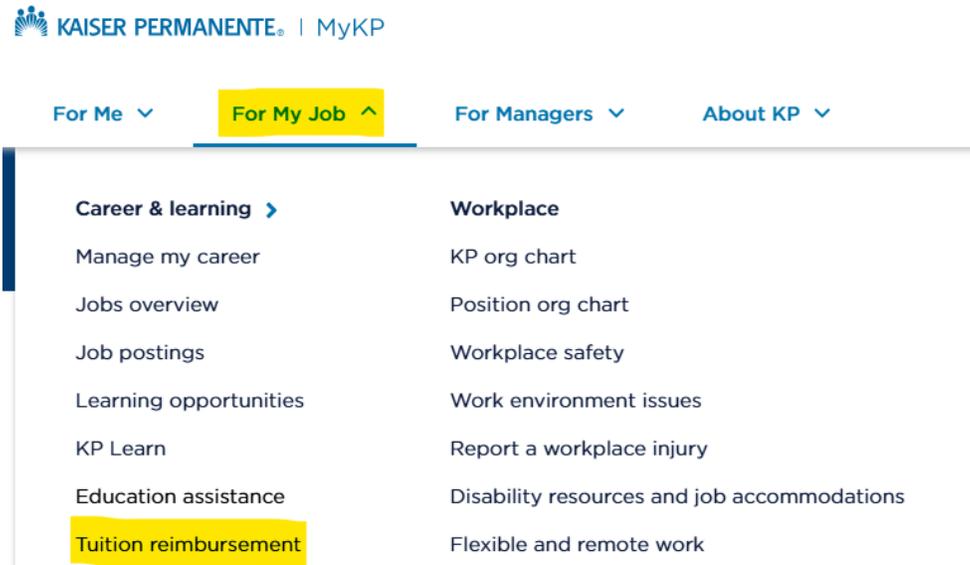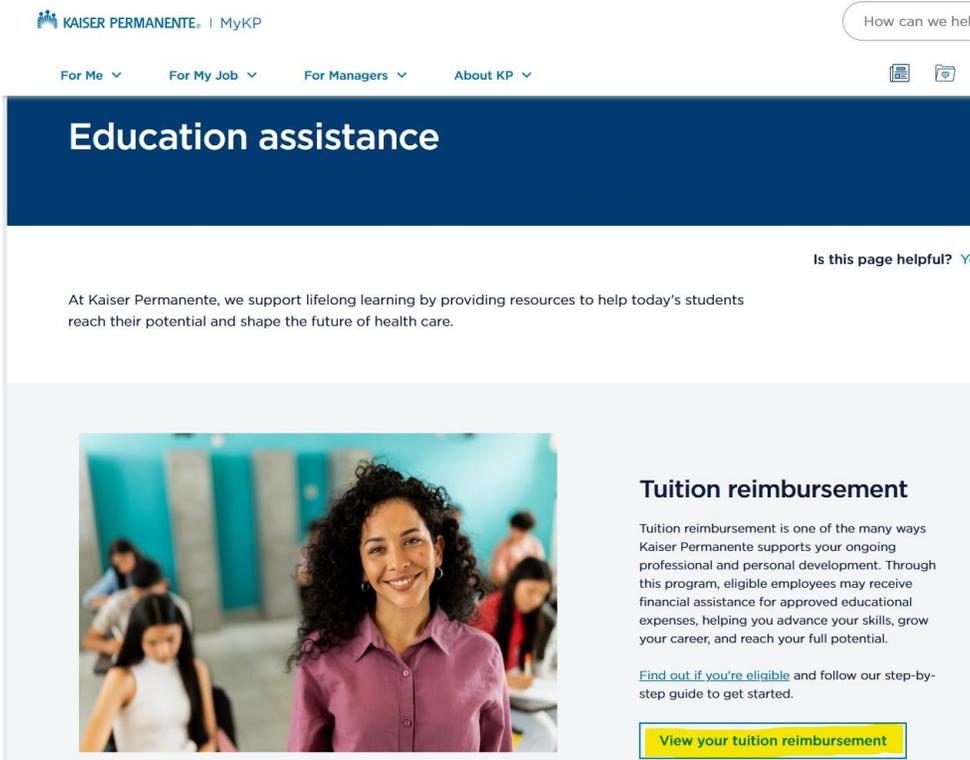## National Tuition Reimbursement Administration

How to submit a tuition reimbursement application on MyKP

1. In MyKP (mykp.kp.org), select the "For My Job" drop-down menu, then select "Tuition reimbursement" in the submenu.

2. In the resulting Education assistance page, find the section for Tuition reimbursement and select "View your tuition reimbursement."

3. You're now on the tuition reimbursement landing page where you can:
- Submit an application
- View your status and upload supporting documentation
- Review your policy
- View additional resources

Alternatively, you can go directly to this page by visiting wfr.kp.org/tuition. Now select "Start application" to begin filling out your form application details.

Quick tips

- Upload your supporting documents using the "View my status and upload documents" selection **within 90 days of course completion**. We only accept PDF or JPG files. For additional help uploading documents, please use our "How to submit your supporting documentation" job aid.

- To **check the status of your application**, return to the tuition reimbursement landing page. Then select "View my status and upload documents" to get a list of all your current and past applications. We typically process submissions within a few weeks of receiving them, depending on volume.

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Sign Off

Tuition reimbursement

Apply for tuition reimbursement, manage your existing application or lookup resources here.

What would you like to do here?

Please select one of the following below.

Start application

Submit a new Tuition reimbursement application

View my status and upload documents

Check your application status and upload supporting documents

Manager portal

Review, approve or deny applications

Tuition reimbursement policy

Review your market's TR policy

Resources

FAQs, sample documentation and step-by-step guide

My employee information

Add preferred email, self-reported manager, view TR balances

For more information, contact your manager. If you need assistance with verifying your eligibility, have questions about your benefits, need assistance with submitting your application or experience issues, you can contact National Tuition Reimbursement Administration:

- National-TRA@kp.org
  Include your NUID and TR application # if applicable
- 1-866-480-4480
  Include your NUID, TR application # if applicable, reason for calling, a call-back number, and the best time to reach you