

## GUILD CATALOG PROGRAMS

# Fully Funded Tuition Assistance

### Overview

This step-by-step guide will provide what you need to know about **Fully Funded Tuition Assistance for Guild Catalog Programs** and help you get started.

## Guild Catalog Programs Team Member First-Time Login Experience

### Step 1:

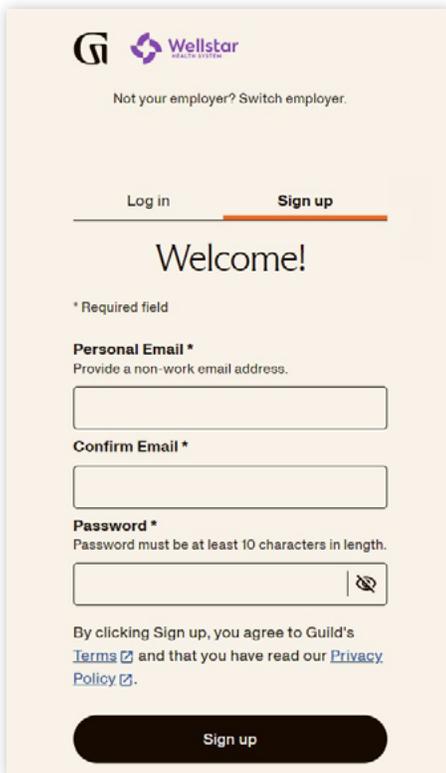
Go to [wellstar.guileducation.com](http://wellstar.guileducation.com)

### Step 2:

Log into your Wellstar account and set up your profile

### Setting up your profile

You will be asked a series of additional questions to help Guild better understand your educational background.



Not your employer? Switch employer.

Log in **Sign up**

## Welcome!

\* Required field

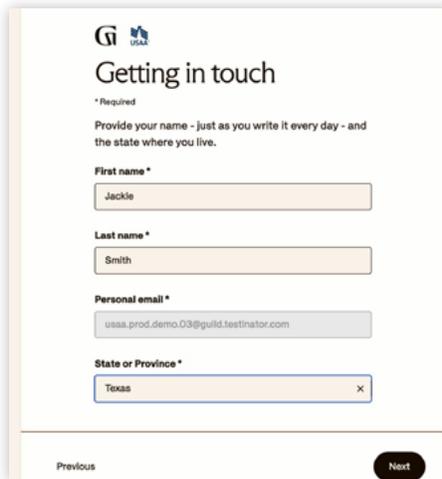
**Personal Email \***  
Provide a non-work email address.

**Confirm Email \***

**Password \***  
Password must be at least 10 characters in length.

By clicking Sign up, you agree to Guild's [Terms](#) and that you have read our [Privacy Policy](#).

**Sign up**



**Getting in touch**

\* Required  
Provide your name - just as you write it every day - and the state where you live.

**First name \***

**Last name \***

**Personal email \***

**State or Province \***

Previous **Next**



**How much do you owe in student loans?**

None

\$1 - \$9,999

\$10,000 - \$19,999

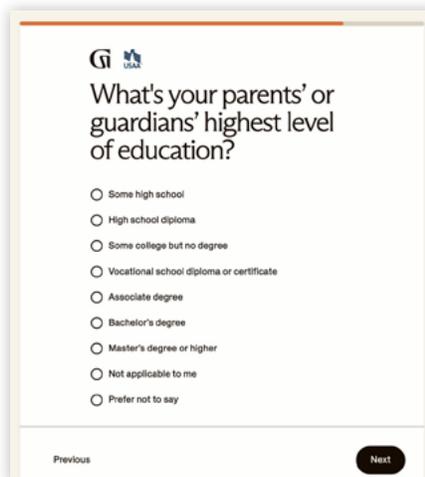
\$20,000 - \$29,999

\$30,000 - \$39,999

\$40,000 or more

Prefer not to say

Previous **Next**



**What's your parents' or guardians' highest level of education?**

Some high school

High school diploma

Some college but no degree

Vocational school diploma or certificate

Associate degree

Bachelor's degree

Master's degree or higher

Not applicable to me

Prefer not to say

Previous **Next**



**Rate this statement:**

I have a community or support network that will help me succeed in my education.

Strongly agree

Agree

Neither agree nor disagree

Disagree

Strongly disagree

Previous **Next**

# Learner Home Page

## Navigation bar

Easily find resources and benefit information, available programs, funding information, resources and more.

## Funding drop-down

Find program guideline details, understand steps on how it works, access the direct payment and reimbursement tool.

## Eligibility

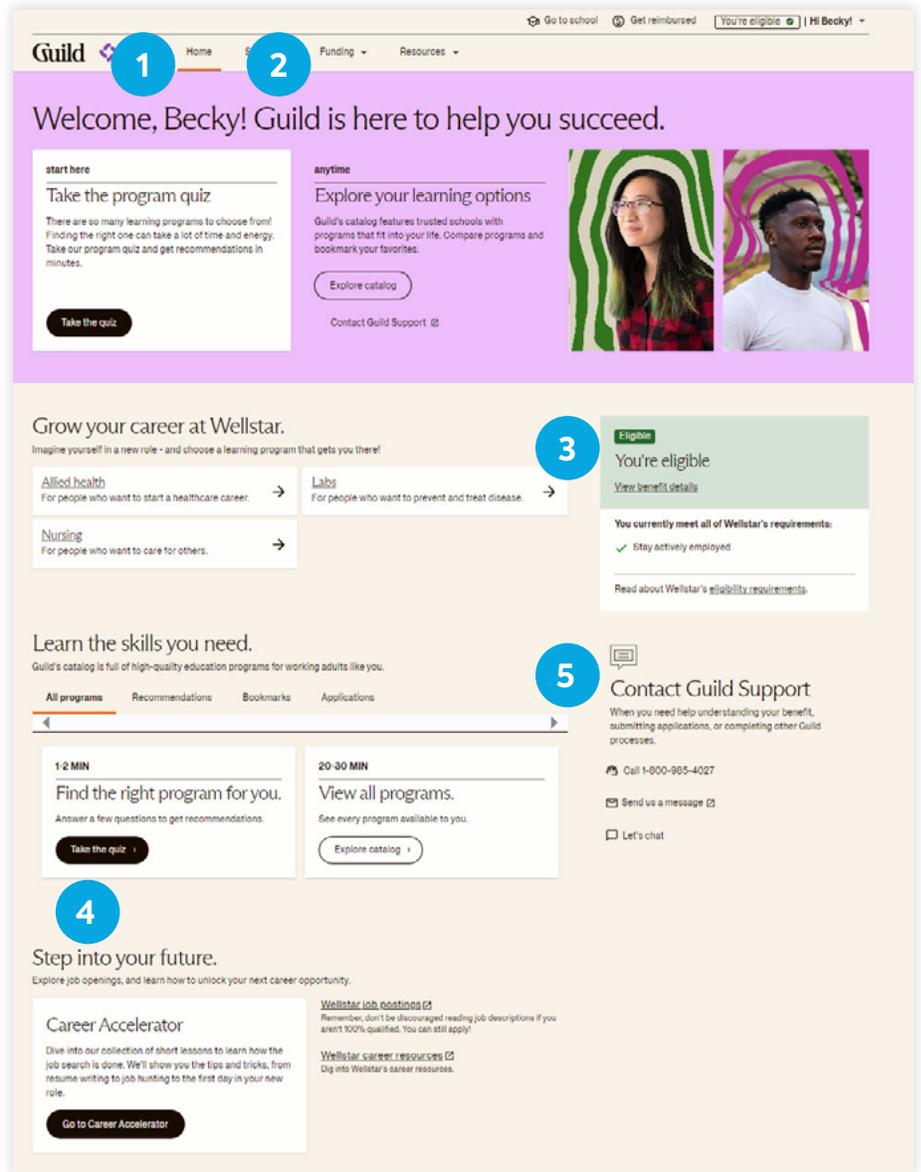
Understand your eligibility based on Wellstar's program guidelines.

## Additional support with your program

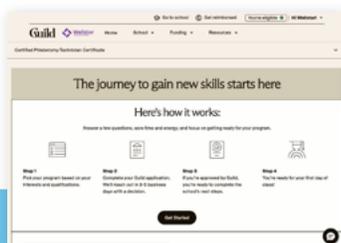
Learn more about the programs available, finding the right program for you and tap into the Career Accelerator tool.

## Guild support

Connect with on-demand support specialists for help navigating the platform or questions about your benefit.

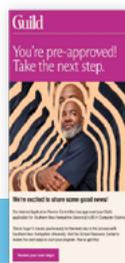


# Fully Funded Tuition Assistance — Application Overview

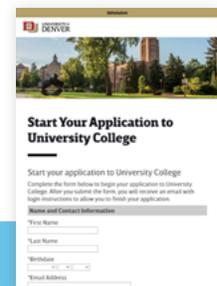


## Guild Application

Guild requests and helps team members gather all necessary qualifying information and materials



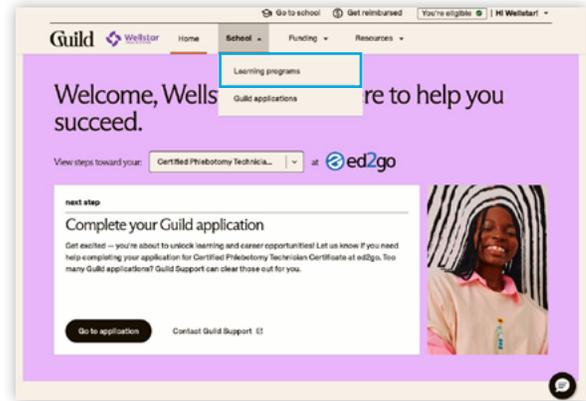
**Guild approves qualified team members**  
Guild sends them to Learning Partner to apply



**Team member completes application or enrollment process**  
An email with a link to apply or enroll on Learning Partner website

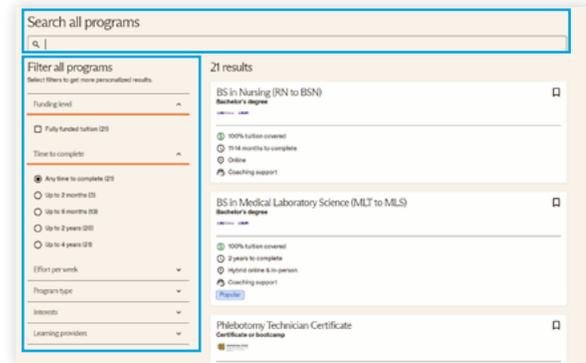
### Step 3:

Click on school and select *Learning Programs* in the drop-down menu.



### Step 4:

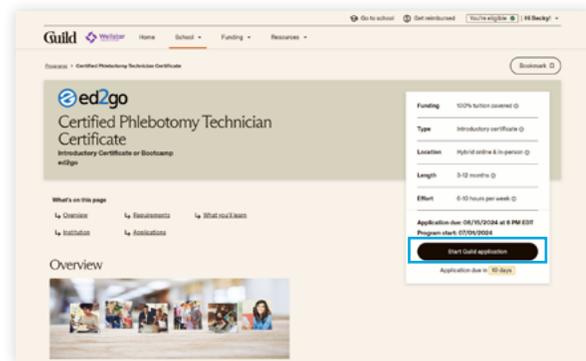
Explore the Guild catalog by searching or filtering for programs.



### Step 5:

To explore details on a program, click on a program in the catalog to open a detailed overview page.

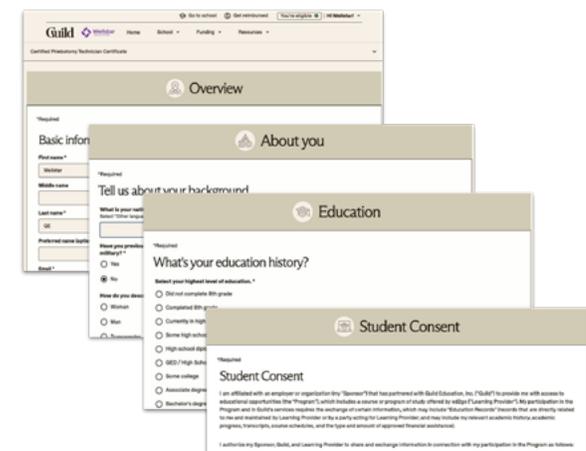
Once you've chosen the program you would like to apply to, click on *Start Guild Application*.



### Step 6:

Start your application by:

- Filling out basic information about yourself
- Completing the demographic sections of the application
- Completing your educational history
- Signing student consent forms



## Step 8:

Acknowledge there may be some in-person requirements for certain programs.

The screenshot shows a form titled "In-Person Learning Requirements". It contains a "Required" section with the following text: "To receive final phlebotomy certification, students will need to complete 30 successful venipuncture and 10 capillary sticks within 12 months of completion of the ed2go program. This demonstration will be completed at the student's employer site." Below this, it states: "Guild Education may facilitate the transfer of information about each student's academic program to their employer to support activities such as the above skills demonstration as well as convey information to inform possible career opportunities." There are two checkboxes, both of which are checked: "I acknowledge and understand that in order to receive phlebotomy certification, I must complete hands-on, in-person learning." and "I acknowledge and understand that I may need to complete and pass a background check and drug screen in order to begin skills demonstration." A "Save & Continue" button is located at the bottom right of the form. A "Welcome" message is visible at the bottom left of the page.

## Step 9:

Review your application and submit!

The screenshot shows a "Review" section of the application form. The title "Review" is at the top right. Below it, the text says "Almost finished" and "Good job! You're one step closer to new skills, programs, and opportunities." A message follows: "Before you submit your application, please review your answers to ensure everything looks correct. You can edit your answers at any time during the review process." A "Submit" button is at the bottom right. On the left side, there is a navigation menu with the following items: "Welcome", "Overview", "About you", "Education", "Student Consent", and "In-Person Learning Requirements". At the bottom of the page, there is a "Need help or have questions?" section with contact information: "Call 1-800-980-4027", "Message Guild support", and "Live chat". Below this is a "Guild" logo and the text: "We'd love to know what you think. Tell us about your Guild Experience." with a "Share your feedback" link.



**Your application will be reviewed by Guild in the next 3–5 days.**

If approved and if applicable, you will go on to apply through the learning partner's process.