

# ROCHESTER INSTITUTE OF TECHNOLOGY

## Tuition Waiver for Family Members

### Instructions for Completing Online Process

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Regular employees must complete the online process in order to receive a Tuition Waiver for eligible family members. *Hard copy forms will not be accepted for family members of regular employees other than for courses through the English Language Center and the Academic Support Center.* Adjuncts, retirees, LTD recipients, and surviving family members need to complete the appropriate form found on the [forms page](#) of the benefits website. Tuition Waiver is automatic for regular employees (except for courses through the English Language Center and the Academic Support Center).

#### Requirements Before a Family Member Tuition Waiver Can Be Applied

In order for the eligible family member of an eligible regular employee to receive a Tuition Waiver, you must complete the following steps:

1. Complete the online process as outlined below each academic year.
2. Proof of benefits eligibility must be on file; if not on file, proof must be submitted. Generally, this proof is a marriage certificate for a spouse and a birth certificate showing the employee parent's name for a child. For more details, refer to the HR website [here](#). We update the HR system with this proof so you will only need to submit it one time for each family member.
3. If the Tuition Waiver is for a tax dependent child whose course of study is undergraduate, you must submit proof of the tax dependent status; the tax dependent proof is a photocopy of the top portion of your most recent federal tax return showing the child's name. We do not need the income section so you can block out that information or provide only the top half; you can also block out the Social Security Numbers. We will need this document each year. We update the HR system with this proof so you only need to submit it once per calendar year. We do not need tax dependent verification for a spouse.

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In order to submit for a Tuition Waiver for your eligible family member, follow these steps:

1. Log into Employee Self-Service at <http://myinfo.rit.edu>
2. Click on RIT Employee Self-Service
3. Click on My Family Member Tuition Waiver
4. Select the family member for whom you want to enter information
  - a. If you have more than one family member using Tuition Waiver, you will need to add the information one person at a time
  - b. If the family member is not listed, refer to the Add a Family Member section below before proceeding with these instructions.
5. Click Next
6. Click Add
7. Information for the various fields
  - a. *Tax Dependent?*: If this is your spouse, click Yes; if this is your domestic partner, click No. If this is a child who is expected to be a tax dependent in this calendar year, click Yes (you will need to submit a copy of last year's Federal tax return showing the child as your tax dependent). If this is a child who is not expected to be a tax dependent in this calendar year, click No. If this is a child and the course of study is graduate, click No.
  - b. *Academic Year*: Choose the academic year for this Tuition Waiver.
  - c. *Type of Tuition Waiver*: choose Family Member Tuition Waiver
  - d. *Tax Return Year*: Enter the year for the tax return you are submitting for your tax dependent child.
8. Click Apply
9. The next screen shows the family member at the top and the information you chose below. If all the information is correct, click Next.
10. If you need to attach the proof of eligibility and/or proof of tax dependent status for a child, click Add in the Attachments section. Add the file(s) and then click Apply.
11. Click Submit
12. The request will be routed to Human Resources. Once approved, you will receive an email notification.

### Add a Family Member

If you need to add or update information for a family member who is also an RIT employee or an RIT student, do NOT complete this process. Contact Valerie Liegey at [valpsn@rit.edu](mailto:valpsn@rit.edu) or (585) 475-5346/V and she will complete these steps for you.

To add anyone else, complete the following steps:

1. Log into Employee Self-Service at <http://myinfo.rit.edu>
2. Click on RIT Employee Self-Service
3. Click on My Personal Information and Contacts
4. Scroll down to the Dependents and Contacts section
5. Click Add
6. Click Next
7. Review the information; if correct, click Submit. Otherwise, click Back and correct the information.

If you have any questions, contact Valerie Liegey at [valpsn@rit.edu](mailto:valpsn@rit.edu) or (585) 475-5346/V.