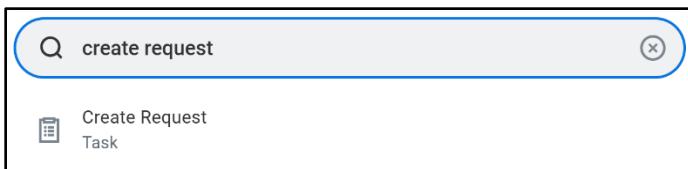


When taking a graduate course, employees can request a **Graduate Tuition Tax Waiver** for themselves in Workday.

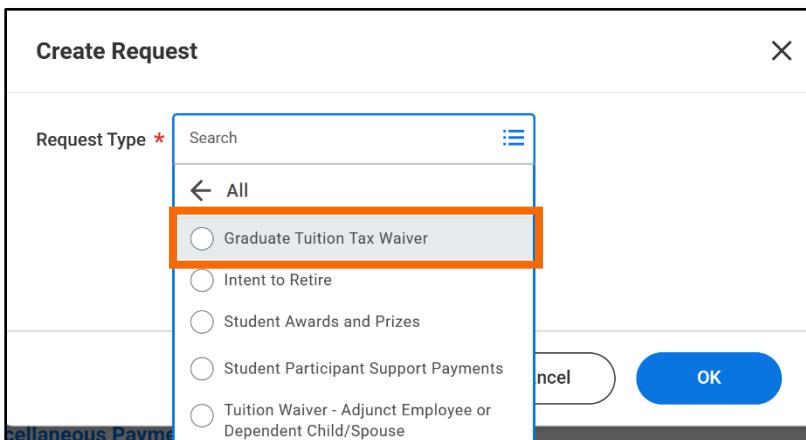
Employees submitting a request should review the Graduate Tax Waiver section of the Education Benefits summary prior to submitting this request.

Graduate Tuition Tax Waiver

1. Type *Create Request* in the **Search** bar.
2. Select the **Create Request** task.



3. Under **Request Type**, select **All**.
4. Select **Graduate Tuition Tax Waiver**.
5. Select **OK**.



6. Enter your name in the **Student Name** box.
7. Enter your UID in **Student UID**.
8. Enter **Course Name and Number**.
9. Answer **Yes** or **No** if this course is a part of a PhD program.
10. Answer **Yes** or **No** if this course is job related.
11. Attach any documents that explain how the course is job related.
12. Select **Submit**.