

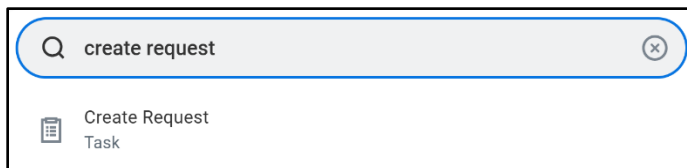
Request Tuition Waiver

This job aid covers tuition waivers for adjunct employees or dependent children/spouse, as well as regular employees or dependent children/spouse.

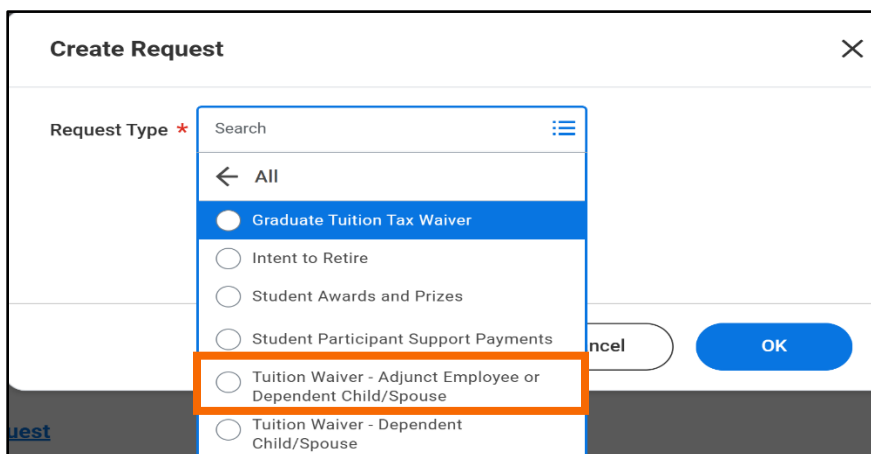
Tuition Waiver - Adjunct Employee or Dependent Child/Spouse

Each semester that they are teaching, adjunct employees can request a Tuition Waiver themselves, a dependent spouse, or dependent child(ren) directly in Workday. Before completing a tuition waiver request, employees should review the Tuition Waiver section of the Education Benefits summary. Review of this information must be acknowledged to submit the tuition waiver request.

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



3. Under **Request Type**, select **Tuition Waiver – Adjunct Employee or Dependent Child/Spouse**.
4. Select **OK**.



5. Enter **Student Name**. Enter the employee name if the employee is the student. Otherwise, enter the dependent's name.
6. Enter **Student UID**.
7. Enter **Student Relationship to Employee**.
8. Enter the **Academic Term** (semester) the waiver is for. Adjunct employees request tuition waivers for each academic term/semester they are actively teaching.
9. Read and affirm the policy.
10. Select **Yes** or **No** to agree to the plan provisions.

11. Select **Submit**.

Tuition Waiver - Regular Employee or a Dependent Child/Spouse

Regular employees can request a Tuition Waiver for their spouse/domestic partner, or dependent child(ren) in Workday. **Regular employee tuition waiver requests are completed for each academic year.** Before completing a tuition waiver request, employees should review the Tuition Waiver section of the Education Benefits summary. Review of this information must be acknowledged to submit the tuition waiver request.

1. Type *Create Request* in the **Search** bar.
2. Select the **Create Request** task. Select **All**.
3. Under **Request Type**, select **Tuition Waiver –Dependent Child/Spouse**.
4. Select **OK**.
5. Enter **Student Name**. Enter employee name if employee is a student. Otherwise, enter the dependent's name.
6. Enter **Student UID**.
7. Enter **Student Relationship to Employee**.
8. Enter the **Academic Year** the waiver is for. Regular employees request tuition waivers for each academic year.
9. Read and affirm the policy.
10. Select **Yes** or **No** to agree to the plan provisions.
11. Select **Submit**.