

# Tuition Waiver Quick Reference Guide (Employee)

## Purpose

The tuition waiver application provides employees with an online tool to submit their tuition waiver application for Human Resources to review and approve. After approval, the tuition waiver information is reported to campus accounts receivable offices for application to the student bill.

Employees will also be able to view the following information on-line:

- View Summary of Requested and Approved Tuition Waiver Credits
- View Tuition Waiver Eligibility Information
- Apply for Tuition Waiver
- View Applications
- View MnSCU Tuition Waiver Benefits for Employees Matrix and the Waiver Procedure Guide

**NOTE:** The tuition waiver system is not integrated with the student registration system. Normal registration procedures must be followed and the expectation is that course registration would occur prior to the completion of the tuition waiver application.

## Log In

To log in to the Tuition Waiver application:

1. Enter your Username (Tech Id).
2. Enter your PIN or Password.
3. Click Login.
4. If you need help with your ID or password, use the Helpful Links.

The screenshot shows the login interface for the Office of the Chancellor. On the left is a blue sidebar with the Minnesota State Colleges & Universities logo and text: "The Minnesota State Colleges and Universities system is an equal opportunity employer and educator." The main content area has a gold header with "MINNESOTA STATE COLLEGES & UNIVERSITIES" and "Office of the Chancellor Login". Below the header are two input fields: "\* Login ID or Username:" (callout 1) and "\* PIN or Password:" (callout 2). A "Display Name:" section has a checkbox and text: "Display and print your name on certain pages until your next login. To protect your identity, you may wish to print web pages only at a secured printer." Below this is a "Login" button (callout 3). At the bottom, it says "At end of your login session, you must 'Logout' to ensure that nobody else can access your records." On the right, there is a photo of two women and a "Helpful Links" section (callout 4) with links for "Forgot your ID?" and "Forgot your PIN/Password?".

# Apply For Tuition Waiver For 2008-2009

1. The menu area where you have options to Apply or View Applications.
2. Select the credit year the waiver applies to. Defaults to current credit year and you have the option to select future credit year.
3. For the selected credit year, displays summary of Requested and Approved credits for Employee and Spouse/Dependent.
4. Identifies the information you will need to apply for a waiver.
5. Links to MnSCU Tuition Waiver Benefits Employees matrix and the Waiver Procedure Guide.
6. Displays tuition waiver eligibility information for employee. If multiple assignments are displayed, employee selects the assignment for which the waiver applies. (Most employees will have just one assignment displayed.)

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## Apply for Tuition Waiver for 2008 - 2009

This page lists eligibility and allows you to apply for tuition waiver for 2008 - 2009. [View eligibility and apply for tuition waiver for 2009 - 2010](#)

| Requests for 2008 - 2009 | Requested | Approved |
|--------------------------|-----------|----------|
| Employee                 | 31.06     | 9.50     |
| Spouse/Dependent         | 4.50      | 5.50     |

Click on View Applications to see details for the requested and approved credits.

### Before you apply for a waiver

In order to apply for tuition waiver, you will need:

- Student ID at the institution where the waiver will be used
- Institution Name where the waiver will be used
- Number of credits

You must fill out one waiver request per student per institution courses are registered through.

### Apply for Tuition Waiver

The following sections list your assignments for 2008 - 2009. Click on **Apply for Waiver Under this Assignment** to apply for a tuition waiver under an assignment. The assignment specifies which bargaining rules impact your request.

Please refer to the [MnSCU Tuition Waiver Benefits for Employees matrix](#) and the [Waiver Procedure Guide](#) for even more information on eligibility, beyond what is displayed here.

#### Bemidji State University - 205 - MNA

Credit Year: 2009 (Summer 2008 - Spring 2009)

Bargaining Unit: 205 - MNA

Employment Condition: 11 - Full-Time Unlimited

Appointment Status: Permanent

Credit Limit: Not to exceed 16 credits per year. Nurses who take advantage of tuition waiver benefits forfeit both their floating holiday and the floating vacation cap.

Institution Type (employee): Any MnSCU State University

Institution Type (dependent/spouse): Any MnSCU State University

Please contact your HR representative if you have any questions.

Build: 1.1.13 (built on 2008/10/31 at 11:11.43.656 AM by MnSCU)

# Apply For Tuition Waiver

1. Displays credit year of tuition waiver application.
2. Select *Relationship to Employee* from drop-down menu.
3. Enter *First 3 letters of student last name* if *Dependent* or *Spouse* was selected as *Relationship to Employee*.
4. Select institution from *Courses registered through* drop-down that classes will be registered at.
5. Enter *Student ID*
6. Select *Academic Term* from drop-down.
7. Enter number of *Undergraduate Credits*, *Graduate Credits* or *Doctoral Credits* registering for.
8. Enter *Additional Info* that would assist Human Resources in reviewing and approving the waiver. For example, class begins 10/1/08.
9. Select *Next* to continue or *Cancel* to cancel this waiver.

\*Note: You can skip steps 2-5 if you select from the list of "Previous Tuition Waiver Requests."

The screenshot shows the 'Apply For Tuition Waiver' web form. The header includes the Minnesota State Colleges & Universities logo and the user name 'Janet Maas | Logout'. The form title is 'Apply For Tuition Waiver'. Below the title, there is a note: 'This waiver request will be reviewed by the HR office at Bemidji State University, based on your eligibility criteria. If needed, select a different eligibility criteria from the Apply page. Click on the "Apply" link on the left to select a different eligibility criteria.' A sidebar on the left contains navigation links: 'Tuition Waiver', 'Apply', and 'View Applications'. The main form area is titled 'Tuition Waiver Application' and contains the following fields and controls:


- 1:** Credit Year: 2008 - 2009
- 2:** Relationship to Employee: Dependent (dropdown menu)
- 3:** First 3 letters of student last name (text input field)
- 4:** Courses registered through (dropdown menu)
- 5:** Student ID (text input field)
- 6:** Academic Term: Summer 2008 (dropdown menu)
- 7:** Undergraduate Credits, Graduate Credits, and Doctoral Credits (checkboxes and text input fields)
- 8:** Additional Info (large text area)
- 9:** Next and Cancel buttons

On the right side of the form, there is a section titled 'Previous Tuition Waiver Requests' with a note: 'Please click on the student name to use values from the previous application.' It lists two previous requests: 'Barth, Steph (Self) Bemidji State University 00000712' and 'Ly, Derek Walter (Dependent) Bemidji State University 00288789'.

At the bottom of the form, there is a footer: 'Build: 1.1.13 (built on 2008/10/31 at 11:11.43.656 AM by MnSCU)'.

## Confirm Information

1. Displays summary of waiver application for employee review and confirmation.
2. Click *Edit* to modify waiver information or *Cancel* to cancel this application.
3. If the tuition waiver information is correct, click each displayed “Term and Condition” to indicate consent.  
*NOTE: Terms and Conditions vary depending on the information in the tuition waiver application. The “Submit Application to HR” button is disabled until all terms and conditions have been checked.*
4. Click Submit Application to HR.



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### Confirm Information 1

|                              |                                       |
|------------------------------|---------------------------------------|
| Student Name:                | Lopez, Kylie Judith                   |
| Relationship to Employee:    | Employee                              |
| Institution:                 | Minnesota State Comm and Tech College |
| Student ID:                  | 00000277                              |
| Academic Term:               | Fall 2008                             |
| Undergraduate Level Credits: | 3                                     |
| Graduate Level Credits:      |                                       |
| Doctoral Level Credits:      |                                       |
| Additional Info:             | This is a test.                       |

Edit Cancel

### Terms and Conditions 3

You must read, agree, and check all the terms and conditions prior to submitting your request to HR.

I understand that this is a waiver of tuition and, depending on my bargaining unit, may also include regular fees. I understand that it does not include special fees or books.

Normal student registration procedures must be followed. Completing this form does not constitute registration for the class/classes.

Any employee/dependent attending a college/university charging banded tuition will be invoiced at the per credit rate for any registered credits that exceed the number of tuition waiver credits approved by the HR designee.

I certify that I have followed the tuition waiver procedures set forth by the applicable employee bargaining agreement and/or personnel plan.

Approval of the waiver request will be determined by your HR designee. Possible reasons for denial include:

- No current assignment that meets eligibility requirements.
- Don't have 3 consecutive years in a qualifying position.
- Requesting benefit for an institution that does not match the allowed type, such as only colleges.
- Dependent age exceeds limit (if employee is not IFO).
- Requested credits exceeds limit.
- Beyond 10th day of the semester.
- Doctoral credits may only be used by IFO and MSCF faculty and MSUAASF employees.

Submit Application to HR 4

11/19/2008

4

# Applications

1. Message area letting employee know waiver was saved.
2. Displays summary information of tuition waiver applications that have been submitted to HR.
3. Check the status of your waiver on this page to see when HR has approved it.

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Successfully saved waiver request. Please check back often for the application status updates.

**Applications**

If any of the information for your requests change, you must contact your HR representative.

|  | Term      | Student Name        | Institution                           | Credits       |     |     | Status    |           |                         |
|--|-----------|---------------------|---------------------------------------|---------------|-----|-----|-----------|-----------|-------------------------|
|  |           |                     |                                       | Type          | Req | Apr | Activity  | Date      |                         |
|  | Fall 2008 | Lopez, Kylie Judith | Minnesota State Comm and Tech College | Undergraduate | 3   | 0   | Submitted | 7/23/2008 | <a href="#">Details</a> |
|  | Fall 2008 | Lopez, Kylie Judith | Minnesota State Comm and Tech College | Graduate      | 4   | 0   | Submitted | 7/23/2008 | <a href="#">Details</a> |
|  | Fall 2008 | Lopez, Kylie Judith | Minnesota State Comm and Tech College | Undergraduate | 3   | 0   | Submitted | 7/31/2008 | <a href="#">Details</a> |
|  | Fall 2008 | Henning, Kacie      | Minnesota State Comm and Tech College | Undergraduate | 4   | 4   | Processed | 7/28/2008 | <a href="#">Details</a> |

To modify a waiver request, you need to cancel the request you want to change and submit a new request. Click on the cancel icon to cancel a request.

# View Details or Update Waiver

To view details of or update a previously submitted waiver.

1. Click *View Applications* in left navigation area.
2. Click *Details* to retrieve the waiver you want to view.

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**Applications**

If any of the information for your requests change, you must contact your HR representative.

|  | Term        | Student Name | Institution              | Credits       |      |     | Status    |            |                         |
|--|-------------|--------------|--------------------------|---------------|------|-----|-----------|------------|-------------------------|
|  |             |              |                          | Type          | Req  | Apr | Activity  | Date       |                         |
|  | Fall 2008   | Barth, Steph | Bemidji State University | Undergraduate | 2    | 0   | Processed | 10/10/2008 | <a href="#">Details</a> |
|  | Fall 2008   | Barth, Steph | Bemidji State University | Graduate      | 3    | 0   | Processed | 10/10/2008 | <a href="#">Details</a> |
|  | Spring 2009 | Barth, Steph | Bemidji State University | Undergraduate | 0.78 | 0   | Submitted | 10/20/2008 | <a href="#">Details</a> |
|  | Spring 2009 | Barth, Steph | Bemidji State University | Undergraduate | 3    | 3   | Processed | 10/1/2008  | <a href="#">Details</a> |
|  | Spring 2009 | Barth, Steph | Bemidji State University | Undergraduate | 16   | 16  | Canceled  | 7/23/2008  | <a href="#">Details</a> |

After clicking *Details*, the following fields are displayed:

1. Displays summary of waiver information.
2. Displays requested credits and approved credits for this waiver. Requested credits can be updated so long as the waiver is for a term in the current credit year. You can also add a different credit type to an existing request. Be sure to enter a reason for the update. That will assist HR in processing the request.
3. Click *Next* to confirm information and submit the updated request to HR.

The screenshot shows the 'Waiver Information' page for an employee. The page includes a navigation sidebar on the left with options like 'Tuition Waiver', 'Apply', and 'View Applications'. The main content area is titled 'Waiver Information' and contains several sections:


- Waiver Information:** A summary of the request with fields for Credit Year (2008 - 2009), Bargaining Unit (205), Request submitted to (Bemidji State University), Academic Term (Spring 2009), Courses registered through (Bemidji State University), Student ID (00000712), Student Name (Barth, Steph), and Relationship (Self). A callout '1' points to this section.
- Credits:** A table showing requested and approved credits. A callout '2' points to the 'Requested Credits' column.
 


| Status    | Status Date | Credit Type   | Requested Credits | Approved Credits | Fees Waived? |
|-----------|-------------|---------------|-------------------|------------------|--------------|
| Processed | 10/01/2008  | Undergraduate | 3.00              | 3.00             | No           |
|           |             | Graduate      |                   |                  |              |
|           |             | Doctoral      |                   |                  |              |
- Additional Information:** A section with an 'Add' button and a table of updates. A callout '3' points to the 'Next' button above this section.
 

| Date       | Owner | Text |
|------------|-------|------|
| 10/01/2008 | HR    | L    |

## Cancel Waiver

You can cancel a previously submitted tuition waiver (so long as it is for a term in the current credit year).






1. Click *View Applications* in left navigation area.
2. Click  to cancel the selected waiver. NOTE: The cancel icon no longer displays if the date for cancelling has passed.



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### Applications

If any of the information for your requests change, you must contact your HR representative.

|   | Term      | Student Name        | Institution                           | Credits       |     |     | Status    |           |                         |
|---|-----------|---------------------|---------------------------------------|---------------|-----|-----|-----------|-----------|-------------------------|
|   |           |                     |                                       | Type          | Req | Apr | Activity  | Date      |                         |
|    | Fall 2008 | Lopez, Kylie Judith | Minnesota State Comm and Tech College | Undergraduate | 3   | 0   | Submitted | 7/23/2008 | <a href="#">Details</a> |
|    | Fall 2008 | Lopez, Kylie Judith | Minnesota State Comm and Tech College | Graduate      | 4   | 0   | Submitted | 7/23/2008 | <a href="#">Details</a> |
|   | Fall 2008 | Lopez, Kylie Judith | Minnesota State Comm and Tech College | Undergraduate | 3   | 0   | Submitted | 8/1/2008  | <a href="#">Details</a> |
|  | Fall 2008 | Lopez, Kylie Judith | Minnesota State Comm and Tech College | Undergraduate | 1   | 0   | Submitted | 8/1/2008  | <a href="#">Details</a> |
|  | Fall 2008 | Henning, Kacie      | Minnesota State Comm and Tech College | Undergraduate | 4   | 4   | Processed | 7/28/2008 | <a href="#">Details</a> |

To modify a waiver request, you need to cancel the request you want to change and submit a new request. Click on the cancel icon to cancel a request.

The **Cancel Waiver Request** page is returned

1. Summary of waiver you selected to cancel.
2. Displays Terms and Conditions of tuition waiver application that employee must agree to prior cancelling waiver.
3. Click *Submit Cancellation Request* or *Don't Cancel* to return to View Applications page.

NOTE: This field will be available once employee checks Term and Condition.

The screenshot shows the 'Cancel Waiver Request' page for Minnesota State Colleges & Universities. The page header includes the logo and the user name 'Gloria Adams | Logout'. The main content area is titled 'Cancel Waiver Request' and features a table with the following data:

| Term      | Student Name        | Institution                           | Credit Type   | Credits | Status    | Status Date |
|-----------|---------------------|---------------------------------------|---------------|---------|-----------|-------------|
| Fall 2008 | Lopez, Kylie Judith | Minnesota State Comm and Tech College | Undergraduate | 1.00    | Submitted | 08/01/2008  |

Below the table is a section titled 'Terms and Conditions' with the text: 'You must read, agree, and check all the terms and conditions prior to submitting your cancellation request to HR.' A checkbox is present with the following text: 'The actual number of credits waived by the college or university accounts receivable office may not be impacted by the revised tuition waiver request. The actual course registration, combined with Board Policy 5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers determine the final number of credits waived per semester, up to the upper limit approved by the HR designee.'

At the bottom of the page are two buttons: 'Submit Cancellation Request' and 'Don't Cancel'.

## Waiver Processing

You will no longer provide the Accounts Receivable office at the campus where classes are taken with a paper tuition waiver form. They will be able to extract approved tuition waiver data from the system and process them in a more automated fashion. It's a good idea, in the short-term, to follow through with them to make sure they have processed your approved waiver.

## Questions

If you have any questions about using the new tuition waiver module please contact your HR office.