

How to create and submit a Tuition Waiver for yourself – NSU courses

Note: Google Chrome (this is the required browser for this form)

* Required

| | |
|----------------------|-------------------------------------|
| Employee NSU ID | Employee NSU ID |
| Employee Name | Employee Name |
| Employee Title | Unknown |
| Date of Hire | 16-AUG-2004 |
| Center/Division Name | R. Patel Coll of Hlth Care Sciences |
| Primary Department | 113661 Doctor of Philosophy, PT |
| * Telephone Number | <input type="text"/> |

1. Type Telephone Number.

2. Select Self.

Please select one below:

Self Spouse Domestic Partner Child Eligible Tax Dependent Child Ineligible Tax Dependent

Student: Employee NSU ID Employee Name

3. Select NSU.

Choose a school:

NSU Mailman- Segal Center University School

Select a semester/term:

4. Select Term.

5. Select registered Courses.

6. Flag Prereqs courses.

Registered Courses:

| Select | Year | Level | Subject | Course | Start Date | End Date | Day of Week | Begin Time | End Time | Waiver % | Prereqs |
|--------------------------|-------|---------------|---------|--------|-------------|-------------|-------------|------------|----------|----------|--------------------------|
| <input type="checkbox"/> | 21908 | Masters - CEC | CISC | 0500 | 21-AUG-2017 | 10-DEC-2017 | ONLINE | | | 80 | <input type="checkbox"/> |
| <input type="checkbox"/> | 21910 | Masters - CEC | CISC | 0501 | 21-AUG-2017 | 10-DEC-2017 | ONLINE | | | 80 | <input type="checkbox"/> |
| <input type="checkbox"/> | 21925 | Masters - CEC | CISC | 0502 | 21-AUG-2017 | 10-DEC-2017 | ONLINE | | | 80 | <input type="checkbox"/> |
| <input type="checkbox"/> | 22028 | Masters - CEC | ISEC | 0615 | 21-AUG-2017 | 10-DEC-2017 | ONLINE | | | 80 | <input type="checkbox"/> |

7. Attest if the registered courses are **NOT held** or **ARE held** during your regularly scheduled working hours.

I attest that the registered course(s) covered by this waiver is/are NOT held during my regularly scheduled work hours. I understand my supervisor will receive a system-generated email that includes the days/times of the course(s).

I attest that the registered course(s) covered by this waiver IS/ARE held during my regularly scheduled work hours and I have discussed this with, and obtained the approval of, my supervisor. I understand my supervisor will receive a system-generated email that includes days/times of the course(s) and that their online approval is required.

8. Read the excerpt from the tuition waiver policy in the form and confirm checking the box that the information provided in the form is true and accurate **AND** acknowledge that you have read and agree to abide by the Tuition Waiver/ Reduction Policies.

From the [Tuition Waiver/Reduction Policies](#) :

Once a course has started, employees who drop, withdraw, receive a grade lower than "C" or Fail in a Pass/Fail setting will not be eligible to receive a Tuition Waiver/Reduction for the following applicable term. To become re-eligible for a tuition waiver in subsequent terms, the employee must have a GPA of at least 2.0 or be in good standing as defined by the program. The dollar amount of tuition waiver/reduction may be considered taxable income (see policy for more information). Upon termination, for any reason, prior to the end of a course as it appears in WebSTAR, the employee will reimburse the University for the full amount of course(s) and applicable fee(s) for which the employee/family member is presently enrolled. Please note that Audit course(s) are not tuition waiver eligible. *Tuition Waiver/Reduction entries must be submitted prior to, or no later than two (2) weeks after the start date of class. Late online entries cannot be submitted.

I attest that the information provided above is true and accurate and I acknowledge that I have read and agree to abide by the [Tuition Waiver/Reduction Policies](#).

9. Click on **Submit** button.