Tuition Waiver Quick Reference Guide (Employee)

This 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.

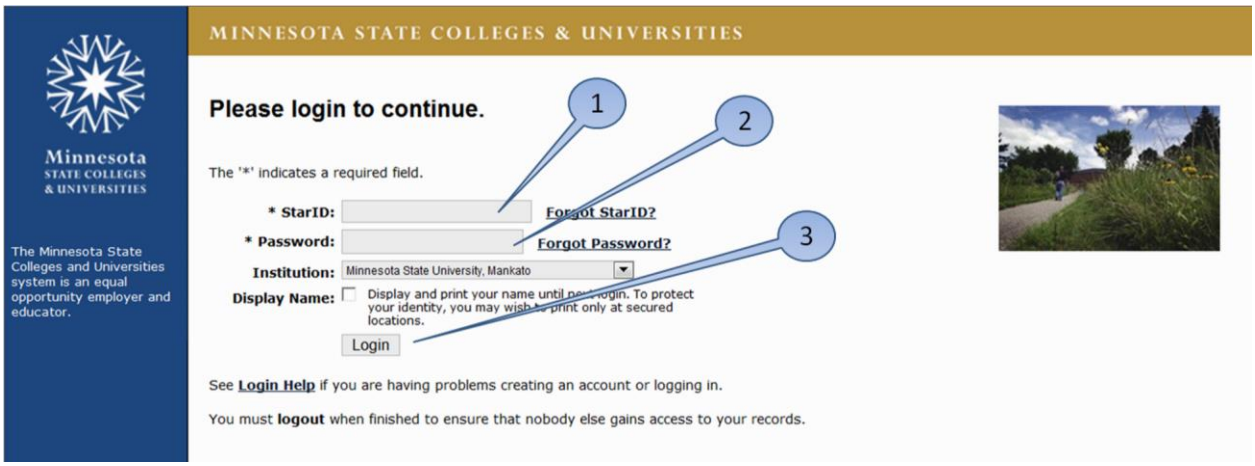
Employees will also be able to view the following information on-line:

- 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.

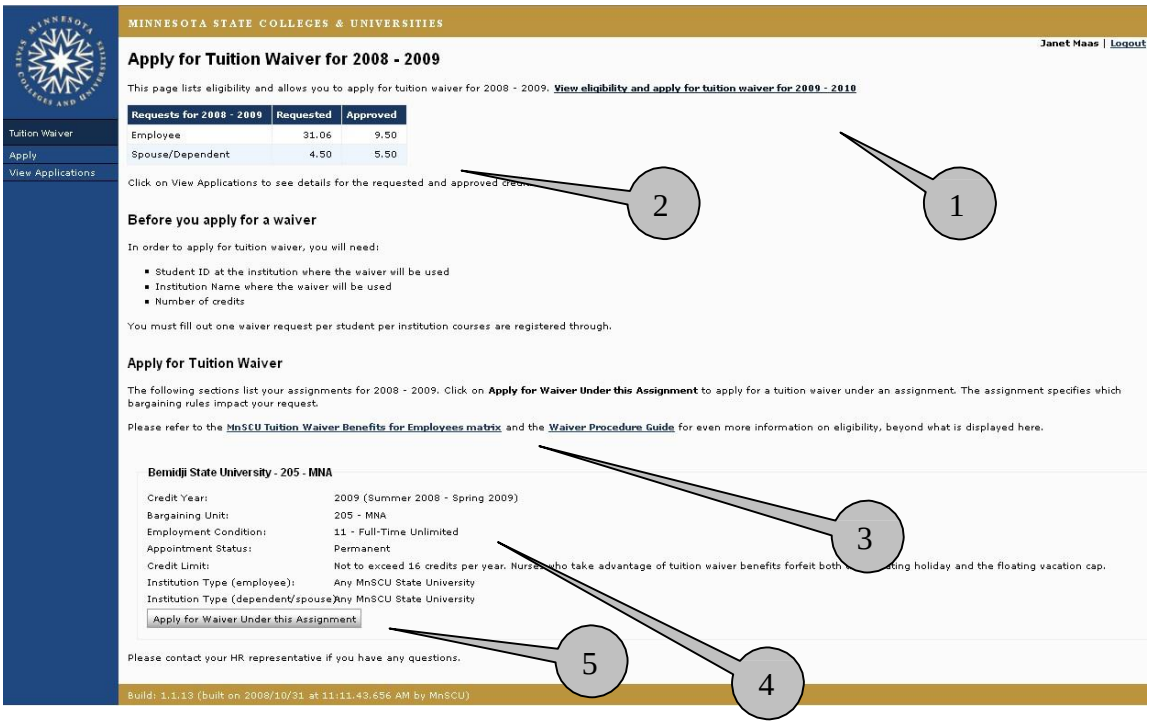
Log In – https://eservices.minnstate.edu/esession/authentication.do?

1. Your Username is your STAR ID.
2. Your Password is the same one you created when you activated your STAR ID.
3. Click Login.



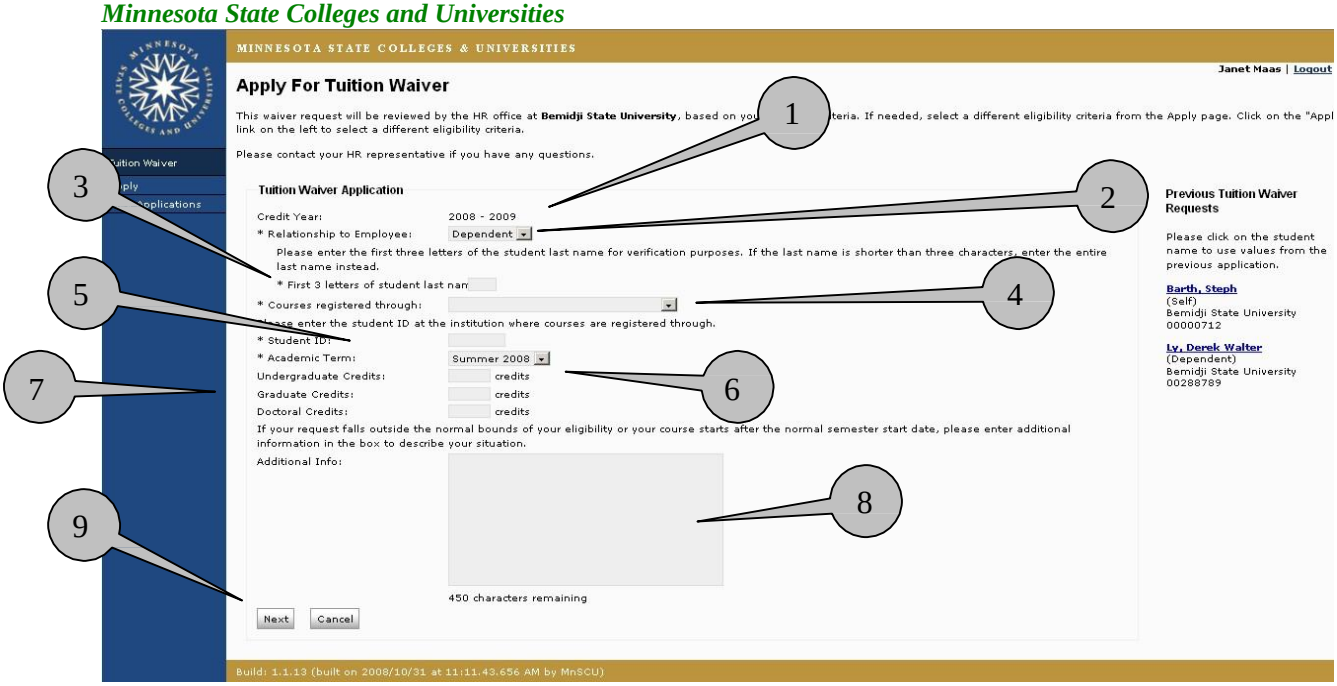
Apply For Tuition Waiver

1. Select the credit year the waiver applies to. Defaults to current credit year and you have the option to select future credit year.
2. For the selected credit year, displays summary of Requested and Approved credits for Employee and Spouse/Dependent.
3. Links to MnSCU Tuition Waiver Benefits Employees matrix and the Waiver Procedure Guide.
4. 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.)
5. Click here to complete application. If you are unable to access this page, please contact benefits-and-leaves@mnsu.edu in Human Resources.



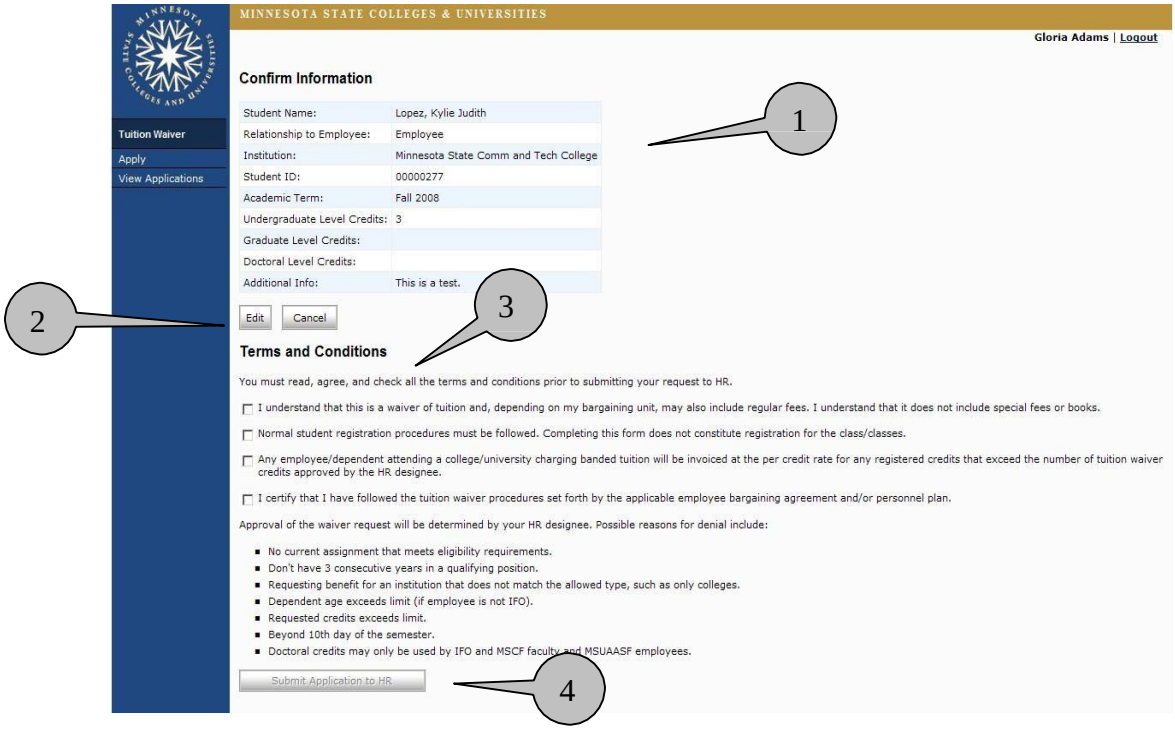
Apply For Tuition Waiver

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.



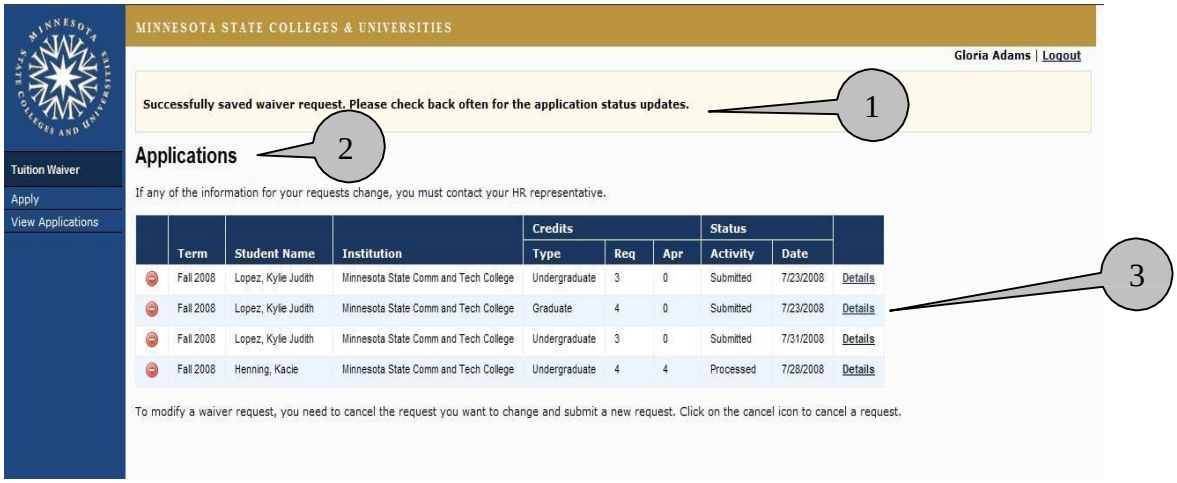
Confirm Information

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.



Applications

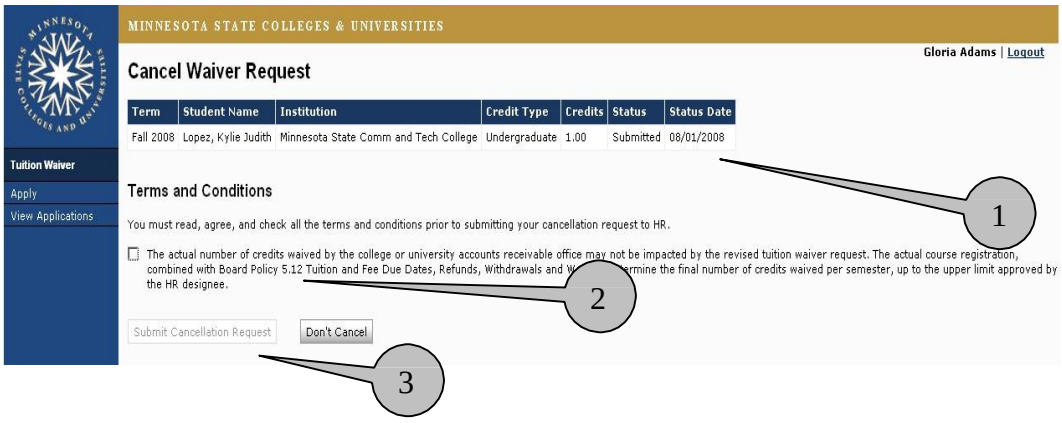
1. Message area letting employee know waiver was saved.
2. Displays summary information of tuition waiver applications that have been submitted to HR.
3. Check the status of your waiver on this page to see when HR has approved it.



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.

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.



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 benefits-and-leaves@mnsu.edu in your HR office.