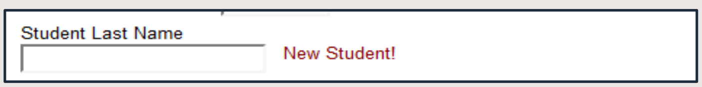
Tuition Waiver Form Instructions

Initiator Instructions

Follow these steps to *initiate* an online Tuition Waiver Form:

1. Login to your *myNEU* account.
2. Click on **Services and Links.**
3. Click on **Tuition Waiver Form** under the **HRM Benefits & Service** box.
4. The *Employee NUID* should auto-populate based on your ***myNEU*** login details. This field cannot be edited. If this does not happen, enter in your Employee NUID.
5. Hit the tab key and *Employee First Name* and *Employee Last Name* will automatically populate.
6. Select the correct *Position Number* for the employee from the dropdown populated from the NUID entered. *The Hire Date* displayed on the form will auto-populate to the 'Adjusted Hire Date' in Banner based on the *Position Number*.
7. Hit the tab key and enter the *Student NUID*. If you are the student, this information will still need to be provided. Once your NUID is input into the *Student NUID* field, the *Relationship* field should update to 'Self'.
8. If the student is listed as a beneficiary of the employee in Banner, then *Student First Name*, *Student Last Name* and *Student's Relationship to Employee* will auto-populate.
9. If the student is **NOT** list as a beneficiary of the employee, then *Student First Name*, *Student Last Name* and *Student's Relationship to Employee* will need to be completed. And, the '**New Student**' flag will also pop-up. This flag is to let the relevant approvers know that the student is not a listed beneficiary.

10. If HRM does not have the required documentation, it will need to be attached to the form and the *Appropriate document attached/sent to HRM* section will need to be completed.
11. The second section, relating to **Period & Program for Tuition Waiver** will need to be completed using the dropdown lists available for the *Academic Term*, *Academic Year* and *Applicable School or Program* fields.
12. In order to complete the third section, **University Enrollment Information**, the employee will need the *Course Registration Numbers* (*CRN*s) to complete this section. The *CRN* will need to be populated in the *CRN* field. Depending on your browser, you may experience difficulty populating this section. We recommend using Internet Explorer, Google Chrome or Mozilla Firefox.
13. Hit the tab key, this will auto-populate the *Course No., Course Name* and *Credit Hours* fields (based on the *CRN* value entered).

    Please note: the course fields will populate based on a combination of the *CRN, Academic Year* and *Academic Term* fields. If one of the fields has an incorrect value, then incorrect course data will be returned.
14. If the form is for an employee, the *Job-related* and *Course During Workday* fields will need to be populated. This will ensure that it is sent to a supervisor for approval or not included in taxable income (only if course is job-related).
15. If the form is **NOT** for an employee, the *Job-related* and *Course During Workday* fields will be disabled.

16. The Job Related form and Tuition Waiver paper forms, have been combined. As a result, employees will need to complete the *Supervisor Approver* field, as well as provide an electronic signature for the Job Related conditions.
17. If supervisor approval is required, the Initiator will have to enter the last name of their supervisor using the *Search by Last Name* field. This will allow them to select the correct supervisor from the dropdown list that will become available in the *Supervisor Approver* field.
18. The *Supervisor Approver* field will only be available for selection if the Academic program is graduate level or doctorate level AND 'Yes' is selected for the *Job Related* or *Course During Workday* fields.
19. The employee must then sign the form using the **Employee Signature** button. If any of the courses are job-related, the employee must also sign the form using the **Employee Job Related Signature** button.
20. To submit the form, select the **Go** button at the bottom of the form, with **Submit*** as the default position of the drop-down next to it.
21. You will receive an email with a PDF of the submitted form for your records.
22. If you would like to save the form, please select **Save** from the dropdown options and click **Go**.
23. Once the form has been saved, it can be accessed for completing via the initiator's (i.e. the employee's) inbox in Liquid Office. If you have problems accessing your Liquid Office inbox, please contact the ITS Help Desk at 617.373.4357 for assistance.

***NOTE:** If you have made an error AFTER submitting a form, please contact those you will be routing the form to.

If you have any questions, please contact the HRM Customer Service Center (CSC) at **617.373.2230**.

Frequently Asked Questions

1. **Can I track the status of my tuition waiver form?**
   Yes, you will be able to track the status of the tuition waiver form from the time it is submitted until it is processed by Student Accounts. After your tuition waiver has been approved by HRM, the status should be ***Approved*** and after Student Accounts has processed it, the status should be ***Processed***. You can track the status of your tuition waiver form via this link:

   https://neuforms3.neu.edu/lfserver/TuitionWaiverStatusForm

   Please note that, when supervisor approval is required, the status will still be ***Needs Approval*** as HRM will need to approve it for the status to change.

2. **Can I still submit a paper form?**
   No, tuition waiver forms will no longer be available.

   If you are a retiree, PT faculty member, or a beneficiary of a retiree or deceased employee, please contact the HRM Customer Service Center (CSC) at **617.373.2230**.

3. **Can I save my form and complete it at a later stage?**
   Yes, you will be able to save your form and complete it when needed as per the instructions above. If you have any access problems, please contact the ITS Help Desk at 617.373.4357.

4. **Who should I contact for account related queries?**
   Please contact the Student Accounts team at 617.373.2270 for account related queries as they will have the most up to date information.

5. **Where can I find more information regarding the Tuition Waiver benefit?**
   More information on the university's benefits policies can be found on the HRM Benefits website. For specific information on tuition, please visit the Tuition Benefits page.

Approver Instructions

Follow these steps to *approve* an online Tuition Waiver Form:

1. Click on **the link** in the automated email you receive requesting your approval. The email will come from lqofcadm@neu.edu OR no-reply@neu.edu. These email addresses should be added to your 'Safe Senders' list, or the emails will sometimes be sent to your **Junk Mail** folder.
2. Login using your **myNEU** credentials.
3. Review all details of the **Tuition Waiver Form**, ensuring everything is correct:
    a. HRM / Student Accounts will need to ensure the courses for the submitted are covered.
        - If the *Applicable School or Program* is **Graduate School**, and the course is an Online MBA course or an Executive MBA then these must not be waived as they are not covered by the tuition waiver benefit.
4. Enter any *Comments* based on what is appropriate for the submitted Tuition Waiver Form.
5. Select the *Approver Signature* button in the lower left corner to provide your electronic signature and click OK to sign the form.
6. To approve the form, select the **Go** button at the bottom of the form, with **Submit*** as the default position of the drop-down next to it.
7. You will receive an email with a PDF of the submitted form for your records.

***NOTE:** To reject the form, select **Reject** in the drop-down. The submitting employee will receive the form and be able to make the appropriate corrections before resubmitting the form.

To delete the form, select **Cancel** in the drop-down, if the form is not valid. The form will be deleted and the employee will have to resubmit their form.

If you have made an error submitting a form that should have been rejected or cancelled, or have any questions please contact the HRM Customer Service Center for help: **617.373.2230**.