ONLINE TUITION REMISSION REQUEST INSTRUCTIONS

The Tuition Remission Application Process has been automated. The automated process will provide a more efficient and convenient way for employees to apply for this benefit. Please note that you will need to make application for each semester you and/or your student is enrolled in classes and eligible.

Follow the instructions below to log in and apply.

- **Log into your computer and navigate to either the myMU Portal or your Ultipro Home Page**
  - **In myMU, "HR - Tuition Remission Request" can be found under "Forms" or "I Need To"**
  - **On the Ultipro Homepage, the "HR Tuition Remission Request" can be found under "Benefits Info" on the left navigation**
- **Student must be enrolled in class(es) prior to beginning the request form**
- **The following browsers are supported: Google Chrome, Firefox, Safari, and Microsoft Edge**

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1. "Here is Your Information" is Step 1. Employee information including name, title, department and employee ID will populate on the form.
2. "Please Choose the Term" is Step 2. From the drop down menu select the semester for which you are requesting the TR benefit.
3. From the drop down menu select the person for whom the benefit is being requested. The options will be "self", "spouse" or "child/stepchild".
4. If the benefit is for the employee themselves, the student identification number will automatically populate as will the class enrollment information and program of study.
5. If you are choosing the benefit for a spouse or dependent child you will need to have the student identification number. Manually insert student ID (numbers only) and click

"search". The student's information including name, date of birth, program of study, credits and class enrollment will populate.

6. If you are choosing the benefit for yourself and wish to request a flexible schedule, check the corresponding box in Step 3. An option will appear for the employee to manually provide their requested entire schedule to accommodate the class. NOTE: Employees are able to take a maximum of one (1) class during the workday.
7. All requests for flexible schedules must be approved by your Supervisor and Area Vice President or Chair as well as the Office of Human Resources.
8. Be sure to read the Tuition Remission Policy, link available on the form, and acknowledge your understanding of the policy. It is the employee's responsibility to understand the TR benefit and all its criteria. Once completed, click the appropriate check box.
9. Once the form is completed, click "Submit" on the dark grey toolbar at the lower portion of the form.
10. You will receive an email message once your form is properly submitted.
11. You can track your form in the Etrieve Central by clicking on "Activity". From here you can open the form and click on "History" to see the status of your request.
12. Your request cannot be approved without receipt of the required dependent verification such as marriage certificate for spouses and birth certificate and tax forms for dependent children. These documents can be uploaded to the "Documents" tab in your Ultipro record. If you have already submitted the birth or marriage certificate for your spouse or child for benefit purposes, you do not need to do so again.
13. Once your request form is reviewed, determination will be made and you will receive an email either approving or denying your request.
14. If approved, a new bill will be issued to the student account processing the tuition remission benefit as outlined in the email.