Banner Self Service Quick Guide: Employee- Creating & Submitting a Tuition Waiver for Yourself (NSU courses)

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

* Required

Employee NSU ID   N_____
Employee Name   _____
Employee Title   996869-00-Human Resources Information Systems Analyst III
Date of Hire   1/22/2024
Center/Division Name   Human Resources
Primary Department   160600 Human Resources Dept
* Telephone Number   [   ]

> 1. Type Telephone Number.

> 2. Select Self.

* **Please select one below:** (refer to the Taxation section of Tuition Waiver/Reduction Policies for more information).

◉ Self ○ Spouse ○ Domestic Partner ○ Eligible Dependent Child ○ DO NOT USE -Ineligible Tax Dep

Student: N_____ E____ ____s

> 3. Select NSU.

* **Choose a school:**

◉ NSU ○ NSU University School

* **Select a semester/term** [202520-Fall 2024 ⌄]

> 4. Select Term.

> 5. Select registered Courses.

> 6. Flag **Prereqs** courses.

Registered Courses:

Select	CRN	Level	Subject	Course	Start Date	End Date	Day of Week	Begin Time	End Time	Waiver %	Prereqs
☐	21908	Masters - CEC	CISC	0500	21-AUG-2017	10-DEC-2017	ONLINE			80	☐
	21910	Masters - CEC	CISC	0501	21-AUG-2017	10-DEC-2017	ONLINE			80	
☐	21925	Masters - CEC	CISC	0502	21-AUG-2017	10-DEC-2017	ONLINE			80	☐
☐	22028	Masters - CEC	ISEC	0615	21-AUG-2017	10-DEC-2017	ONLINE			80	☐

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

* Choose one:

○ 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 on the Human Resource webpage at Tuition Waiver Policy

[Submit] [Cancel]

9. Click on **Submit** button.