Banner Self Service Quick Guide: Employee- Creating & Submitting a Tuition Waiver for Dependents (NSU, UNS)

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 Eligible Dependent Child.
>
>   NOTE: If you do not see your dependent go to the Add/Change Family Members form.

* 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: _____

NSU

> 3. Choose NSU.

* Choose a school:

◉ NSU ○ NSU University School

> 4. Choose Term.

Select a [201820-Fall 2017 ▼]

[Add a class]

> 5. Type CRN.

CRN	Level	Subject	Course	Starts	Ends	Status	Prereqs	
22160	Masters - CEC	CISC	0680	21-AUG-2017	10-DEC-2017	Registered	☐	[Remove]

UNS

3. Select NSU University

4. Select CAMP.

5. Select Year.

6. Select Activity.

Choose a school:
○ NSU ◉ NSU University School

Choose a type:
◉ CAMP   ○ ACADEMIC YEAR

*Select a year. 2024-2025 ▾
*Select an activity from the list. Activity ▾

Activity
Winter Camp/Spring Camp/Kid Day Off
SAT/Travel Abroad
After School Activities
Summer
Summer Scholars
Art Institute

From the Tuition Waiver/Reduct...

Once a course has started, emp... ...e lower than "C" or Fail in a Pass/Fail setting will not be elig...
...eligible for a tuition waiver in su... ...GPA of at least 2.0 or be in good standing as defined by...

7. Read a portion of 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**

8. Click on Submit button.