

Tuition Waiver – Electronic Form

Quick Guide

Version 2



2024

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A. Tuition Waiver

All benefits-eligible faculty and non-faculty employees (including part-time employees regularly working in excess of 19.5 hours a week) are eligible to receive a tuition waiver after successfully completing six months of continuous employment from his or her date of hire. An employee is not eligible for a tuition waiver during a leave of absence, except for the purpose of an approved practicum leave that is required for degree completion, still dependents are eligible for tuition waiver.

For the purpose of this policy, "Family Members" are defined as an employee's spouse, domestic partner and children. Family Members are eligible to receive a tuition reduction after the employee's successful completion of six months of continuous employment from his or her date of hire. A child of two eligible NSU employees is entitled to receive only one tuition reduction per class or program. The definition of "Family Member" is applicable to University School, Mailman Segal Center and Camp Nova programs.

An employee's first priority is the successful completion of his or her job responsibilities. Accordingly, permission to attend classes during an employee's regularly scheduled working hours is at his or her supervisor's discretion.

For employees hired before July 1, 2010, application and registration fees will be waived until June 30, 2020. Employees hired after June 30, 2010 may receive a tuition waiver for a maximum of two classes per semester. After June 30, 2020, all employees, regardless of hire date, may receive a tuition waiver for a maximum of two classes per semester.

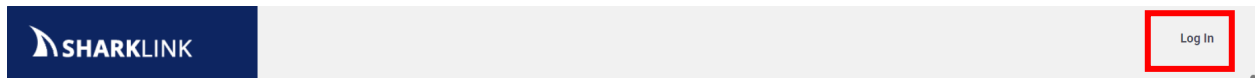
The Tuition Waiver form must be submitted to the Office of Human Resources at the time of registration, but no later than two weeks after the published start date of the class.

For TUITION WAIVER/TUITION REDUCTION POLICIES and also for general information regarding the tax consequences of receiving a tuition benefit please visit <http://www.nova.edu/hr/tuition-waiver-policy.html>

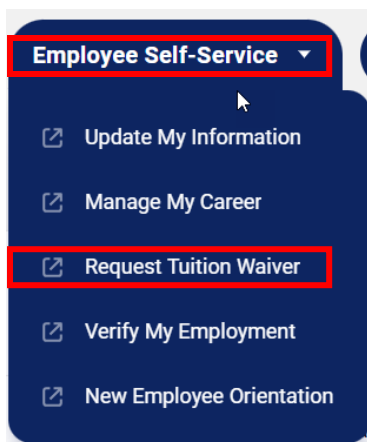
B. How to access Tuition Waiver/ Reduction Form.

Tuition Waiver will be completed for one employee or dependent at a time.

1. Select a Browser –**Google Chrome (tuition Waiver form is not working in any other browser).**
2. Go to <https://sharklinkportal.nova.edu/>
3. Click **Log In** on top right



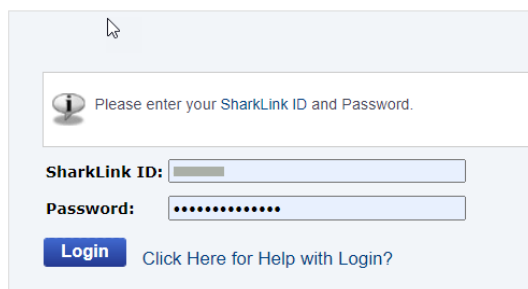
4. Click on Self Service Banner and select Request Tuition Waiver from drop down.



5. Enter login credentials for Webstar.

Login to WebSTAR

Home



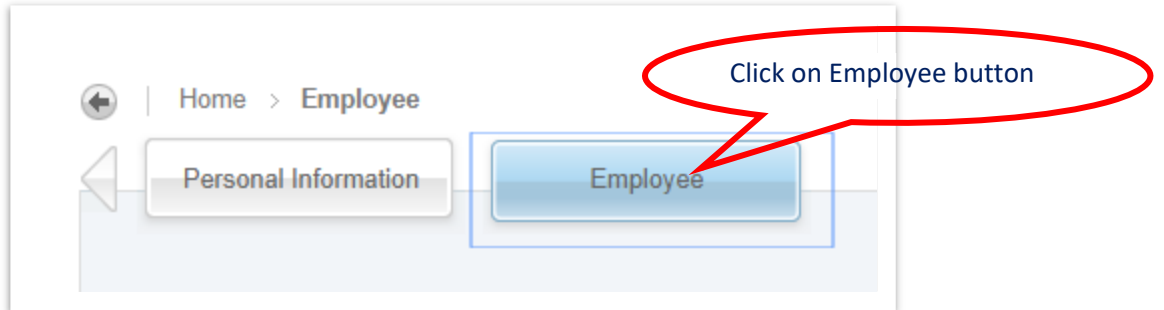
Please enter your SharkLink ID and Password.

SharkLink ID:

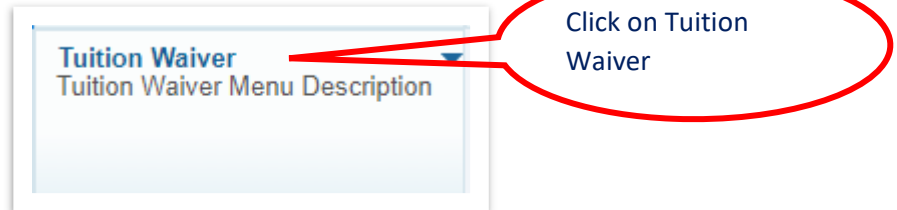
Password:

Login [Click Here for Help with Login?](#)

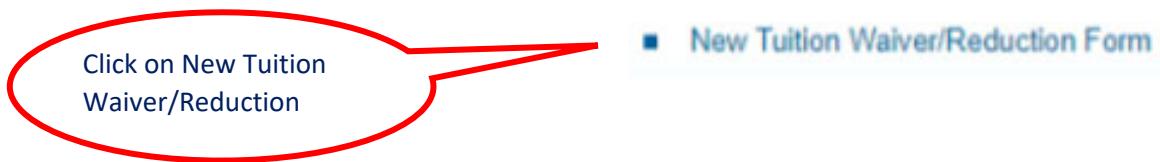
6. Click on **“Employee”** button.



7. Select **“Tuition Waiver”** option.



8. Click on **“New Tuition Waiver/Reduction Form”** option.



1. How to create a Tuition Waiver for yourself - NSU

2. Verify your information as pre-populated in the form is correct. For questions please email hr4u@nova.edu.

a. In the tuition form you will find a red asterisk (little star *****) next to some fields to indicate **required fields**.

* Required

Employee NSU ID N [redacted]
Employee Name [redacted]
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 [redacted]

Type Telephone Number, notice **telephone number is mandatory**

3. Type **Telephone Number**, the telephone number field is mandatory.

4. Select **Self**.

Verify Student information is correct.

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 [redacted] E [redacted] s

5. Select School, ex. **NSU** option.

6. Select the **Registration Term**.

Select NSU

* Choose a school:

NSU NSU University School

* Select a semester/term 202520-Fall 2024

Select Term

7. Verify the courses registered for the term selected are correct. If the courses displayed are not correct, please adjust your registration before submitting the tuition waiver request.

If you find any inconsistency with your information please contact HR4U@nova.edu

Select courses

Courses registered

| Select | CRN | Level | Subject | Course | Start Date | End Date | Day of Week | Begin Time | End Time | Waiver % | Prereqs |
|--------------------------|-------|---------------|---------|--------|-------------|-------------|-------------|------------|----------|----------|--------------------------|
| <input type="checkbox"/> | 21908 | Masters - CEC | CISC | 0500 | 21-AUG-2017 | 10-DEC-2017 | ONLINE | | | 80 | <input type="checkbox"/> |
| <input type="checkbox"/> | 21910 | Masters - CEC | CISC | 0501 | 21-AUG-2017 | 10-DEC-2017 | ONLINE | | | 80 | <input type="checkbox"/> |
| <input type="checkbox"/> | 21925 | Masters - CEC | CISC | 0502 | 21-AUG-2017 | 10-DEC-2017 | ONLINE | | | 80 | <input type="checkbox"/> |
| <input type="checkbox"/> | 22028 | Masters - CEC | ISEC | 0615 | 21-AUG-2017 | 10-DEC-2017 | ONLINE | | | 80 | <input type="checkbox"/> |

a. If you select a semester/term, where you have not registered courses, the **** No Registered Courses Found ****, will be displayed in the form.

*** Choose a school:**

NSU NSU University School

*** Select a semester/term** 202520-Fall 2024

*** No Registered Courses Found ***

8. Select registered courses

Remember:

- a) 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.
- b) Employees hired after June 30, 2010 may receive a tuition waiver for a maximum of two classes per semester. After June 30, 2020, all employees, regardless of hire date, may receive a tuition waiver for a maximum of two classes per semester.
- c) Day Of weeks
- d) Tuesday = T
- e) Thursday = R
- f) Sunday = U
- g) Saturday = S

8. Check the **Prereqs box** to indicate whether a course is a pre-requisite for your program.

A prerequisite classes is a specific course or subject that you must complete before you can take another course at the next grade level.

9. Attest if the registered courses are **NOT held** or are **held** during the 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

10. Read a portion of Tuition Waiver Policy in the form and confirm by 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](#)



11. Click on **“Submit”** button to submit the form or click on Cancel/Refresh page button to Cancel information and clear the form.

2. How to create a Tuition Waiver for Dependents - NSU

1. Verify your information as pre-populated in the form is correct. For questions please email hr4u@nova.edu

a. In the tuition form you will find a red asterisk (little star *****) next to some fields to indicate **required fields**.

* Required

Employee NSU ID N [REDACTED]
Employee Name [REDACTED]
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 [REDACTED]

Add Telephone Number, notice **telephone number is mandatory**.

2. Type **Telephone Number**, the telephone number field is mandatory.
3. Select dependent (Spouse, Domestic Partner, Child Eligible Tax Dependent, or Child Ineligible Tax Dependent).
4. Verify the **dependent name**, and the **Student Major** are displayed in the form. If you have more than one dependent, select the dependent name for the current Tuition Waiver.

* 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 N01672999 Frances Ellison N00454934 Martina Kusi-Mensah

Student Major:

5. Select School, ex. **NSU** option.
6. Select the **Registration Term**.
7. Click on in “**Add a class**” button. Type the **CRN**. If the course displayed does not show as registered, please request your dependent adjusts their registration before submitting the tuition waiver request.

Notice the following:

- a. The **CRN** will pull up the course information.
- b. You can use the “**Remove**” button in case you need to remove or delete a course.

* 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: N01672999 Frances Ellison
N00454934 Martina Kusi-Mensah

Student Major: Computer Science

Select School

* Choose a school:

NSU NSU University School

Select Term

* Select a semester / term 202520-Fall 2024

Add a class

Add a class

| CRN | Level | Subject | Course | Starts | Ends | Status | Prereqs |
|-------|---------------|---------|--------|-------------|-------------|------------|---------------------------------|
| 22160 | Masters - CEC | CISC | 0680 | 21-AUG-2017 | 10-DEC-2017 | Registered | <input type="checkbox"/> Remove |

Type CRN

Remove course if you need it

8. Check the **Prereqs** box to indicate whether a course is a pre-requisite for your program.

A **prerequisite class** is a specific course or subject that you must complete before you can take another course at the next grade level.

9. Attest if the registered courses are **NOT held** or are **held** during the 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

10. Read a portion of Tuition Waiver Policy in the form, and confirm by 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.

Check the box

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**

Click **Submit**

11. Click on "**Submit**" button to submit the form or click on "**Cancel/Refresh page**" button to Cancel information and clear the form.

Or

7. Select **Academic Year**

8. Select **Year**.

Home > Employee > Tuition Waiver > Tuition Waiver/Reduction Form

Employee NSU ID N00211129
Employee Name Nelsia King
Employee Title 995580-00-Administrative Coordinator I
Date of Hire 25-JAN-2016
Center/Division Name HPD-College of Health Care Sciences
Primary Department 113661 Doctor of Philosophy, PT
Telephone Number

*** 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: N01461117 Shauntae Roberts

Select University School

*** Choose a school:**
 NSU NSU University School

*** Choose a type:**
 CAMP ACADEMIC YEAR

*Select a year.

9. 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

Check the box

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

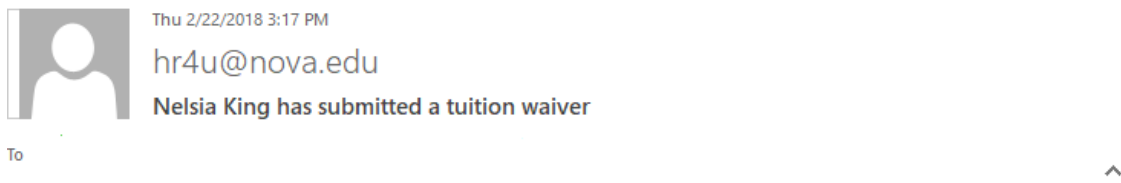
Click in the **Submit** button

10. Click on “**Submit**” button to submit the form or click on **Cancel/Refresh page** to Cancel information and clear the form.

4. Types of emails, for Supervisor, Shared Services Department, Financial Aid and Payroll

a. Informational notifications/emails.

The informational emails are sent only to inform. We recommended that when you receive one of these emails, the email should be reviewed, to ensure that there is no error or ambiguity in its information.



Dear Bini Litwin,

Nelsia King has submitted a tuition waiver for a dependent.

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu.

Office of Human Resources

b. Task notifications/emails

The tuition waiver form send notification for tasks , basically with these notifications the system is remind you what task you need to do in order to complete your part in the workflow .

These task could be – Approve or deny, complete a section in Banner, attach document etc. After you have complete your task, click on the Submit button, the flow will continue his path

- i. What to do when you receive a task notification or email.
 1. Read the information received.
 2. Click on the **Workflow Task link**.
 3. The Tuition Workflow will open a new screen, follow the instructions.

Remember Tuition Waiver (phase 1) is replacing the Tuition Waiver in paper, the tasks basically are similar of the tasks that you were doing before manually.



ESStuitionwaiver@nova.edu

Tue 2:33 P

Frances Ellison has submitted a tuition waiver

Dear Financial Aid Team,

The student Frances Ellison N01672999 has submitted a tuition waiver for the following course(s).

| | |
|----------------------|-----------------|
| Employee ID | N01672999 |
| Employee Name | Frances Ellison |
| Student ID | N01672999 |
| Student Name | Frances Ellison |
| Student Relationship | Self |
| Student Level | Masters - CEC |

| Academic Term | Level | Subject | Course | Start Date | End Date | Day(s) of Week | Begin Time | End Time | Waiver% | Prereq |
|---------------|---------------|---------|--------|------------|-----------|----------------|------------|----------|---------|--------------------------|
| 201830 | Masters - CEC | CISC | 0650 | 26-FEB-18 | 30-APR-18 | W | 0600 | 0800 | 100 | <input type="checkbox"/> |
| 201830 | Masters - CEC | CISC | 0500 | 05-MAR-18 | 02-MAY-18 | R | 1400 | 1500 | 100 | <input type="checkbox"/> |

Please click on this **WF Task link** to Approve/Deny this request.

Click here and follow the instructions

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email

5. Example of emails/notification

a. Emails for Employees

1- When employee submit a tuition Waiver - Self



Tue 2/20/2018 6:45 PM

hr4u@nova.edu

Your tuition waiver has been submitted

To

Dear Nelsia King,

Your tuition waiver request for the following course(s) has been submitted and email(s) will follow with status updates:

| Academic Term | Level | Subject | Course | Start Date | End Date | Day(s) of Week | Begin Time | End Time | Prereq |
|---------------|---------------|---------|--------|------------|-----------|----------------|------------|----------|-------------------------------------|
| 201820 | Masters - CEC | ISEC | 0615 | 21-AUG-17 | 10-DEC-17 | ONLINE | | | <input checked="" type="checkbox"/> |
| 201820 | Masters - CEC | CISC | 0502 | 21-AUG-17 | 10-DEC-17 | ONLINE | | | <input checked="" type="checkbox"/> |

You have acknowledged that the registered course(s) are not held during your regularly scheduled working hours.

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu.

Office of Human Resources

2- When Tuition Waiver has been approved by the Office of Human Resources



Tue 2/20/2018 6:44 PM

hr4u@nova.edu

Your tuition waiver has been approved.

o

Dear Nelsia King,

Your tuition waiver request for the following course(s) has been approved by the Office of Human Resources:

| Academic Term | Level | Subject | Course | Start Date | End Date | Day(s) of Week | Begin Time | End Time | Prereq |
|---------------|---------------|---------|--------|------------|-----------|----------------|------------|----------|-------------------------------------|
| 201820 | Masters - CEC | ISEC | 0615 | 21-AUG-17 | 10-DEC-17 | ONLINE | | | <input checked="" type="checkbox"/> |
| 201820 | Masters - CEC | CISC | 0502 | 21-AUG-17 | 10-DEC-17 | ONLINE | | | <input checked="" type="checkbox"/> |

OHR Comment: Approved.

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu. Office of Human Resources

3- When employee is on Leave



Fri 2/23/2018 7:42 AM

hr4u@nova.edu

Your tuition waiver is pending approval

To



Dear Frances Ellison,

Your tuition waiver request for the following course(s) is pending approval as our records indicate you are currently on a leave of absence. Email(s) will follow with status updates:

| Academic Term | Level | Subject | Course | Start Date | End Date | Day(s) of Week | Begin Time | End Time | Waiver | Prereq |
|---------------|---------------|---------|--------|------------|-----------|----------------|------------|----------|--------|-------------------------------------|
| 201830 | Masters - CEC | CISC | 0502 | 28-FEB-18 | 04-MAY-18 | S | 0500 | 0630 | 50 | <input checked="" type="checkbox"/> |
| 201830 | Masters - CEC | CISC | 0500 | 05-MAR-18 | 02-MAY-18 | R | 1400 | 1500 | 50 | <input type="checkbox"/> |
| 201830 | Masters - CEC | CISC | 0501 | 12-MAR-18 | 30-APR-18 | M | 0800 | 0930 | 50 | <input checked="" type="checkbox"/> |
| 201830 | Masters - CEC | CISC | 0650 | 26-FEB-18 | 30-APR-18 | W | 0600 | 0800 | 50 | <input type="checkbox"/> |

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu.

Office of Human Resources

4- When employee is denied (employee is on Leave)



Fri 2/23/2018 7:45 AM

hr4u@nova.edu

Your tuition waiver has been denied.

To

Dear Frances Ellison,

Your tuition waiver request for the following course(s) has been denied by the Office of Human Resources:

| Academic Term | Level | Subject | Course | Start Date | End Date | Day(s) of Week | Begin Time | End Time | Waiver | Prereq |
|---------------|---------------|---------|--------|------------|-----------|----------------|------------|----------|--------|-------------------------------------|
| 201830 | Masters - CEC | CISC | 0502 | 28-FEB-18 | 04-MAY-18 | S | 0500 | 0630 | 50 | <input checked="" type="checkbox"/> |
| 201830 | Masters - CEC | CISC | 0500 | 05-MAR-18 | 02-MAY-18 | R | 1400 | 1500 | 50 | <input type="checkbox"/> |
| 201830 | Masters - CEC | CISC | 0501 | 12-MAR-18 | 30-APR-18 | M | 0800 | 0930 | 50 | <input checked="" type="checkbox"/> |
| 201830 | Masters - CEC | CISC | 0650 | 26-FEB-18 | 30-APR-18 | W | 0600 | 0800 | 50 | <input type="checkbox"/> |

OHR Comment: approved 2/23/18

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu. Office of Human Resources

5- When employee has submitted a Tuition Waiver for ineligible dependent (denied by Payroll)



Thu 2/22/2018 3:04 PM

payrolltax@nova.edu

Tuition Waiver for ineligible dependent - Denied

To

Cc

Employee NSU ID : @Emp_Id
Employee Name : Frances Ellison
Tuition Waiver Type : NSU UNDERGRADUATE / MSC
In eligible Dependent NSU ID : N00004733
In eligible Dependent Name : Roderick Natta

- 6- When Payroll approve a Tuition Waiver for dependent in a program at Mailman Segal Center for Human Development



Mon 2/26/2018 11:06 AM

payrolltax@nova.edu

Your Tuition Waiver has been approved

To

Cc

Dear Employee,

The tuition waiver request for your child/dependent (insert student/dependent name) has been approved for the following program at Mailman Segal Center for Human Development.

Term: @rterm

Program selected:

MSC Comment: ok and processed 2/26

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu.

7- When Tuition Waiver has been denied for Mailman Segal Center for Human Development

Dear Frances Ellison,

The tuition waiver request for your dependent Roderick Natta has been denied for the following program at Mailman Segal Center for Human Development.

Academic Year: 2018

Type: Camp

Activity: After School Activities

UNS Comment: not approved 2/27

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu.

- 8- When Tuition Waiver has been approved by Supervisor and the employee has the registered course(s) are held during your regularly scheduled working hours

Hello Frances Ellison,

Your tuition waiver request for the following course(s) has been approved by your supervisor and email(s) will follow with status updates:

| Academic Term | Level | Subject | Course | Start Date | End Date | Day(s) of Week | Begin Time | End Time | Waiver% | Prereq |
|---------------|---------------|---------|--------|------------|-----------|----------------|------------|----------|---------|--------------------------|
| 201830 | Masters - CEC | CISC | 0650 | 26-FEB-18 | 30-APR-18 | W | 0600 | 0800 | 100 | <input type="checkbox"/> |
| 201830 | Masters - CEC | CISC | 0500 | 05-MAR-18 | 02-MAY-18 | R | 1400 | 1500 | 100 | <input type="checkbox"/> |

You have acknowledged that the registered course(s) are held during your regularly scheduled working hours.


Your supervisor is aware that your chosen course(s) are held during scheduled working hours and attendance has been authorized by the Center Head.

Supervisor comment: ok 2/27

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu.

Office of Human Resources

- b. Emails for Supervisors,
 1- When employee has submitted a Tuition Waiver for dependent.

 Thu 2/22/2018 3:17 PM
 hr4u@nova.edu
 Nelsia King has submitted a tuition waiver

To


Dear Bini Litwin,

Nelsia King has submitted a tuition waiver for a dependent.

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu.

Office of Human Resources

- 2- When employee has submitted a Tuition Waiver and the registered course(s) are not held during their scheduled working hours.

 Tue 2/20/2018 6:45 PM
 hr4u@nova.edu
 Nelsia King has submitted a tuition waiver

To

Dear Bini Litwin,

Nelsia King has submitted a tuition waiver for the following course(s) and has acknowledged that the registered course(s) are not held during their scheduled working hours:

| Academic Term | Level | Subject | Course | Start Date | End Date | Day(s) of Week | Begin Time | End Time | Prereq |
|---------------|---------------|---------|--------|------------|-----------|----------------|------------|----------|-------------------------------------|
| 201820 | Masters - CEC | ISEC | 0615 | 21-AUG-17 | 10-DEC-17 | ONLINE | | | <input checked="" type="checkbox"/> |
| 201820 | Masters - CEC | CISC | 0502 | 21-AUG-17 | 10-DEC-17 | ONLINE | | | <input checked="" type="checkbox"/> |

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu.

Office of Human Resources

- 3- When employee has submitted a Tuition Waiver and the registered course(s) are held during their scheduled working hours.

Dear Hector Rhon,

Frances Ellison has submitted a tuition waiver for the following course(s) and has acknowledged that the registered course(s) are held during their scheduled working hours.

| Academic Term | Level | Subject | Course | Start Date | End Date | Day(s) of Week | Begin Time | End Time | Waiver% | Prereq |
|---------------|---------------|---------|--------|------------|-----------|----------------|------------|----------|---------|--------------------------|
| 201830 | Masters - CEC | CISC | 0650 | 26-FEB-18 | 30-APR-18 | W | 0600 | 0800 | 100 | <input type="checkbox"/> |
| 201830 | Masters - CEC | CISC | 0500 | 05-MAR-18 | 02-MAY-18 | R | 1400 | 1500 | 100 | <input type="checkbox"/> |

Please click on this [WF Task link](#) to Acknowledge/Deny this request.

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu.

Office of Human Resources

- c. Email for Shared Services
 - i. Employee on Leave submitted a Tuition



Fri 2/23/2018 7:42 AM

hr4u@nova.edu

Action Required: Tuition Waiver for employee on leave

To **HR4u**



Employee NSU ID: N01672999

Employee Name: Frances Ellison

Please click on this [WF Task link](#) to Approve/Deny this request.

- d. Email for ESS/FA
- i. When employee has submitted a Tuition Waiver.

Dear Financial Aid Team,

The student Frances Ellison N01672999 has submitted a tuition waiver for the following course(s).

| | |
|----------------------|-----------------|
| Employee ID | N01672999 |
| Employee Name | Frances Ellison |
| Student ID | N01672999 |
| Student Name | Frances Ellison |
| Student Relationship | Self |
| Student Level | Masters - CEC |

| Academic Term | Level | Subject | Course | Start Date | End Date | Day(s) of Week | Begin Time | End Time | Waiver% | Prereq |
|---------------|---------------|---------|--------|------------|-----------|----------------|------------|----------|---------|--------------------------|
| 201830 | Masters - CEC | CISC | 0650 | 26-FEB-18 | 30-APR-18 | W | 0600 | 0800 | 100 | <input type="checkbox"/> |
| 201830 | Masters - CEC | CISC | 0500 | 05-MAR-18 | 02-MAY-18 | R | 1400 | 1500 | 100 | <input type="checkbox"/> |

Please click on this [WF Task link](#) to Approve/Deny this request.

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu.

e. Emails for Payroll

- i. Tuition Waiver was submitted for ineligible dependent – Tuition Waiver type MSC UNDERGRADUATE



Mon 2/26/2018 11:05 AM

payrolltax@nova.edu

Tuition Waiver for ineligible dependent

To

Cc

Employee NSU ID : N01672999
Employee Name : Frances Ellison
Tuition Waiver Type : MSC UNDERGRADUATE
In eligible Dependent NSU ID : N00031787
In eligible Dependent Name : Danielle Roth



Mon 2/26/2018 11:05 AM

payrolltax@nova.edu

Tuition Waiver for ineligible dependent

To

Cc

Employee NSU ID : N01672999
Employee Name : Frances Ellison
Tuition Waiver Type : MSC UNDERGRADUATE
In eligible Dependent NSU ID : N00031787
In eligible Dependent Name : Danielle Roth

- f. Emails for University School
- i. Tuition Waiver was submitted an Student / dependent



Tue 2/27/2018 8:15 AM

ESStuitionwaiver@nova.edu

Frances Ellison has submitted a tuition waiver

To

Dear University School Team,

The student Danielle Roth N00031787 has submitted a tuition waiver for the following course(s).

Employee : Frances Ellison N01672999
Student / dependent: Danielle Roth N00031787
Waiver Percent: @WAIV_PERC

Please click on this [WF Task link](#) to Approve/Deny this request.

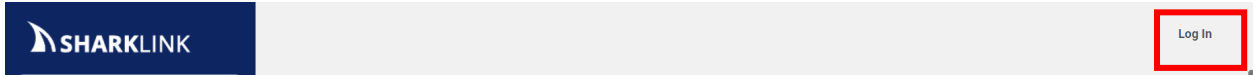
For any questions, please reference the NSU Tuition Waiver policy at:
<http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu.

C. How to access to Tuition Waiver Add/ Change Family Members

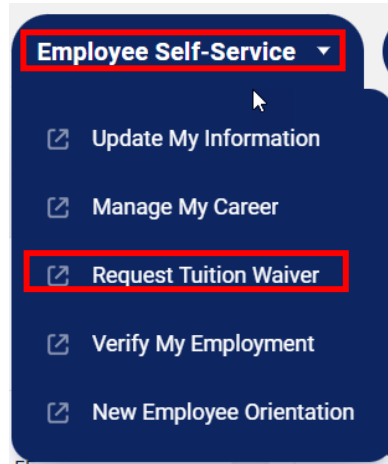
D. Select a Browser –**Google Chrome (tuition Waiver form is not working in any other browser).**

E. Go to <https://sharklinkportal.nova.edu/>

F. Click **Log In** on top right



G. Click on Self Service Banner and select Request Tuition Waiver from drop down.



H. Enter log in credential to get into WebSTAR.

Login to WebSTAR

Home

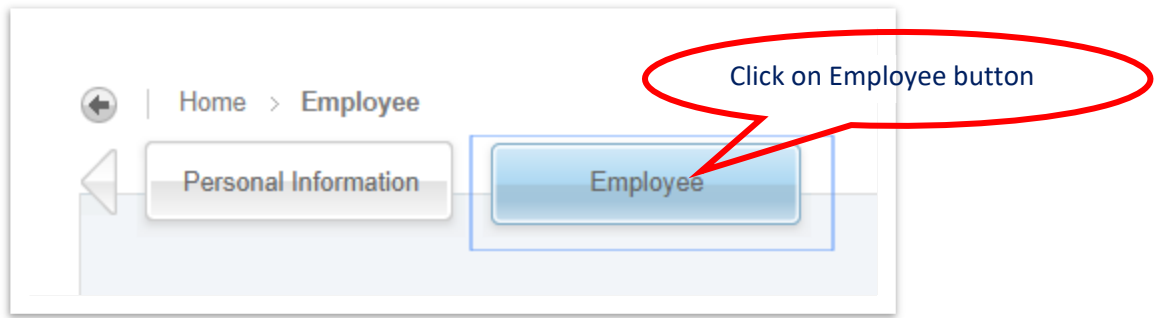
Please enter your SharkLink ID and Password.

SharkLink ID:

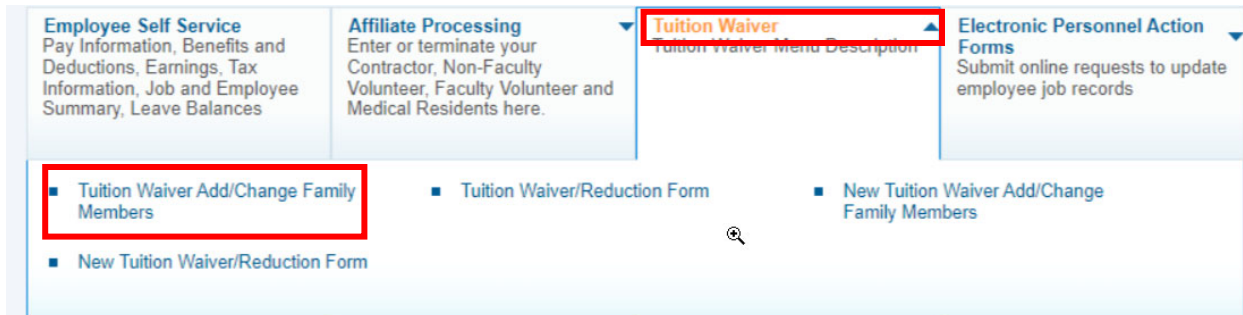
Password:

Login [Click Here for Help with Login?](#)

I. Click on “Employee” button.



J. Click on Tuition Waiver Add/ changes Family Member.



K. Family Member information

Add/Change Family Member

Family Member Information

The tuition reduction benefit is available to qualifying family members of eligible employees who have successfully completed six months of continuous employment. Please register your family member below by selecting the correct Relationship:

- "Eligible Dependent Child" refers to the definition of a "dependent child" in the "Taxation" section of the NSU Tuition Waiver Policy, found online at: <http://www.nova.edu/hr/tuition-waiver-policy.html>
- Selection of "Domestic Partner" relationship requires the Employee to email hr4u@nova.edu an "Affidavit of Domestic Partnership" for certification. The form can be found online at: <http://www.nova.edu/hr/benefits/forms/domesticpartner.pdf>

| NSU ID | Name | Relationship | Action |
|------------------------|--------------------------|----------------------------|---------------|
| NC [input type="text"] | E [input type="text"] is | Self | |
| NC [input type="text"] | M: [input type="text"] | Eligible Dependent Child ▼ | Make Inactive |
| [input type="text"] | [input type="text"] | Eligible Dependent Child ▼ | Add |

University School Campers without NSU ID

| First Name | Last Name | Date of Birth (mm/dd/yyyy) | Relationship | Action |
|---------------------|---------------------|----------------------------|----------------------------|---------------|
| Test | Person | 01/01/2003 | Eligible Dependent Child ▼ | Make Inactive |
| [input type="text"] | [input type="text"] | [input type="text"] | Eligible Dependent Child ▼ | Add |

1. How to add a family member

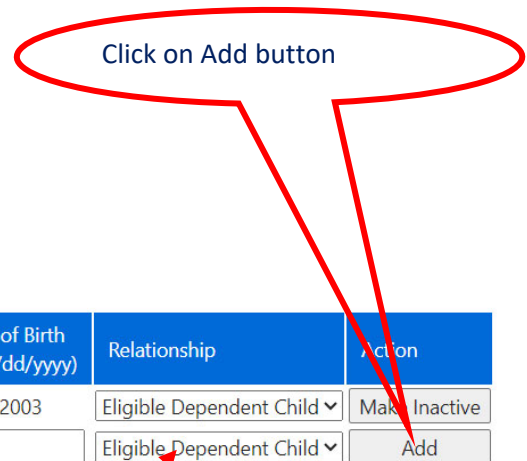
- 1- Enter the NSU ID.
- 2- Select the Relationship
- 3- Click on the "Add" button.

<http://www.nova.edu/hr/benefits/forms/domesticpartner.pdf>

| NSU ID | Name | Relationship | Action |
|--------|------|--------------------------|---------------|
| N | E | Self | |
| NC | | Eligible Dependent Child | Make Inactive |
| | | Eligible Dependent Child | Add |

2. How to Add University Campers without NSU Id

- 1- Type First name.
- 2- Type Last name.
- 3- Type Date of Birth.
- 4- Select Relationship.
- 5- Click on "Add" button.



University School Campers without NSU ID

| First Name | Last Name | Date of Birth (mm/dd/yyyy) | Relationship | Action |
|------------|-----------|----------------------------|--------------------------|---------------|
| Test | Person | 01/01/2003 | Eligible Dependent Child | Make Inactive |
| | | | Eligible Dependent Child | Add |

First Name

Last Name

Date of Birth

Relationship

FAQs

1. time forgiveness program questions
2. How do I obtain my dependent's CRNs
3. How do I obtain my dependent's NSU ID #
4. How long does the process take once submitted
5. Would I be notified of my tuition waiver request status?
6. What should I do if my dep drops a course after submission?
7. How can I cancel my TW after it's been submitted?
 - a. Remove/Add new course
8. What happens if I'm on a Leave of Absence?
 - a. Self and dependents
9. How do I know my eligibility date?
 - a. I was a temp/ADJ/student for 6 months
10. Course starts one day before I hit my 6 months.
 - a. DOH: 07/03 & course begins 07/01
 - i. Policy:
 - ii. The tuition waiver benefit is available to all eligible employees who have successfully completed six months continuous employment.
11. I didn't receive an e-mail that my TW was submitted or approved/denied.
 - a. Pull from WF the steps?
 - b. Last e-mail from FINAID for approval/denial (CC'd HR4U)
12. I feel like the discount is incorrectly reflected on my waiver & I do not want to submit.
13. What does "Prereqs" mean?
14. What does child-eligible vs child-ineligible mean for me?
15. As a supervisor, if I am on vacation/LOA, who will approve in my absence so the EE is not liable for the 2 week deadline?
16. How long will ESS take to process a tuition waiver? Once a tuition waiver reaches ESS, we have 5 business days to approve or deny the waiver.
17. If I drop a course I originally listed on the tuition waiver during drop/add period and add another course in place of it, do I need to resubmit a tuition waiver? Yes, you would check off the courses again.

18. I am the employee and received a denial email from ESS for my dependents tuition waiver, how do I know why it was denied? An employee must get the denial information from their dependent. ESS will send an email only to the dependent explaining why they have been denied a tuition waiver. Reasons could be: failing grade, a withdrawal, not in good standing with college etc.
19. What do I do if I am applying for a tuition waiver for a University School Camp Nova program, and my child is not a student at University School or doesn't have an N#?