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**Tuition Remission Dependent Child Request  
Document and Routing Help  
Revised July 14, 2021**

**Document Purpose:**

This eform is used by an employee to request Tuition Remission for a dependent child per the guidelines of [OP 60-226, Tuition Remission – Dependent Children of Employees](#).

**Document Initiation:**

1. In the *Tuition Remission Dependent Child Request* section of the eForm, complete all necessary fields.
2. Click the **submit** button at the bottom of the eForm. (Note that the *Next Recipient* section is automatically filled in to route the eForm to the HRM Data Services group for Next Recipient to Handle.)

**Document Routing:**

1. The HRM Data Services group should route the eForm to the Controller & Treasurer – Account Services group for Next Recipient to Handle.
2. The eForm requires no approvals.
3. Account Services will enter the information in Banner and finalize the eForm.