
**Tuition Remission Dependent Child Request
Document and Routing Help
Revised July 10, 2013**

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 **Controller & Treasurer - Account Services** group for **Next Recipient to Handle**.)

DOCUMENT ROUTING:

1. This eForm requires no approvals.
2. Account Services will enter the information in Banner and finalize the eForm.