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.