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

DOCUMENT PURPOSE:

This eForm is used by an employee to request employee Tuition Remission per the guidelines of [OP 60-225, Tuition Remission – Employees](#).

DOCUMENT INITIATION:

1. In the *Tuition Remission Employee Request* section of the eForm, complete all necessary fields.
2. In the *Next Recipient* section, enter the next person or group that the eForm should be routed to, along with the *Action Requested* of **Next Recipient to Approve** or **Next Recipient to Handle** as appropriate.
3. Click the **submit** button at the bottom of the eForm.

DOCUMENT ROUTING:

1. The eForm must be approved by the initiator's department or unit head.
2. The department or unit head, when approving, should route the eForm to the **Controller & Treasurer - Account Services** group with an *Action Requested* of **Next Recipient to Handle**.
3. Account Services will enter the information in Banner and finalize the eForm.