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.