Employee Tuition Waiver

Log in to PeopleSoft HCM

Log in [here](#), click the BSC tile

Employee Forms Tile

The form can be found on Employee Self Service Homepage in your campus tile and Employee Forms tile

Tuition Waiver Form

On left-hand side of screen, click “Initiate a Tuition Waiver Form”
The following information will default

- Date
- Name
- Email Address
- Empl ID
- Empl Rcd/Position Descr
- Campus of Employment
- Supervisor

Complete form

**Campus of Enrollment**
**Calendar Year** – select from the drop down the Calendar Year of class
**Semester** – Select from the drop down the Semester of class
**Subject** – Enter Subject
**Course Number** – Enter Course Number
**Number of Credits** – Enter Credit of Course
**Class Number** – Enter Class Number
**Mode of Instruction** – In Person or Online if a combination of both enter In Person
**Acknowledgement** – You MUST certify that you read and acknowledge the tuition waiver policy before submitting the form.
Submit Form

Once you have submitted the form it will be routed for approval. You will receive an email from the Student Finance office when your Tuition Waiver has been applied.

Contact your supervisor if you have any questions

Questions about tuition waiver form can be directed to:

BSC Student Finance
Shanwia Gertz (Student Finance Coordinator)
701-224-2451 or 701-224-2678
Shanwia.Gertz@bismarckstate.edu or BSC.StudentFinance@bismarckstate.edu