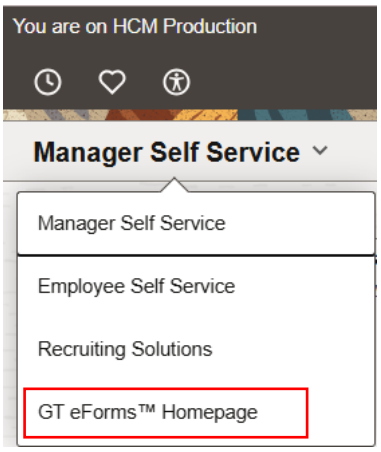
Employee Tuition Wavier

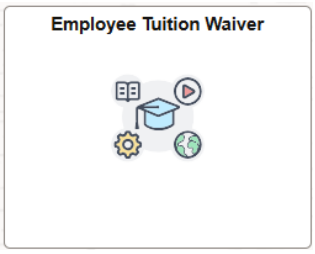
Log in to PeopleSoft HCM

Log in here, switch to the GT eForms Homepage from drop-down in upper left-hand corner



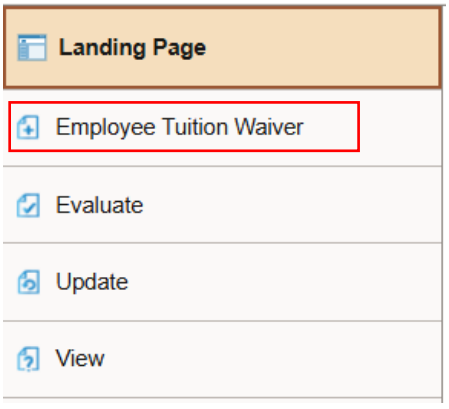
Employee Tuition Waiver Tile

Select the Employee Tuition Waiver tile, DUO will be required to access waiver form



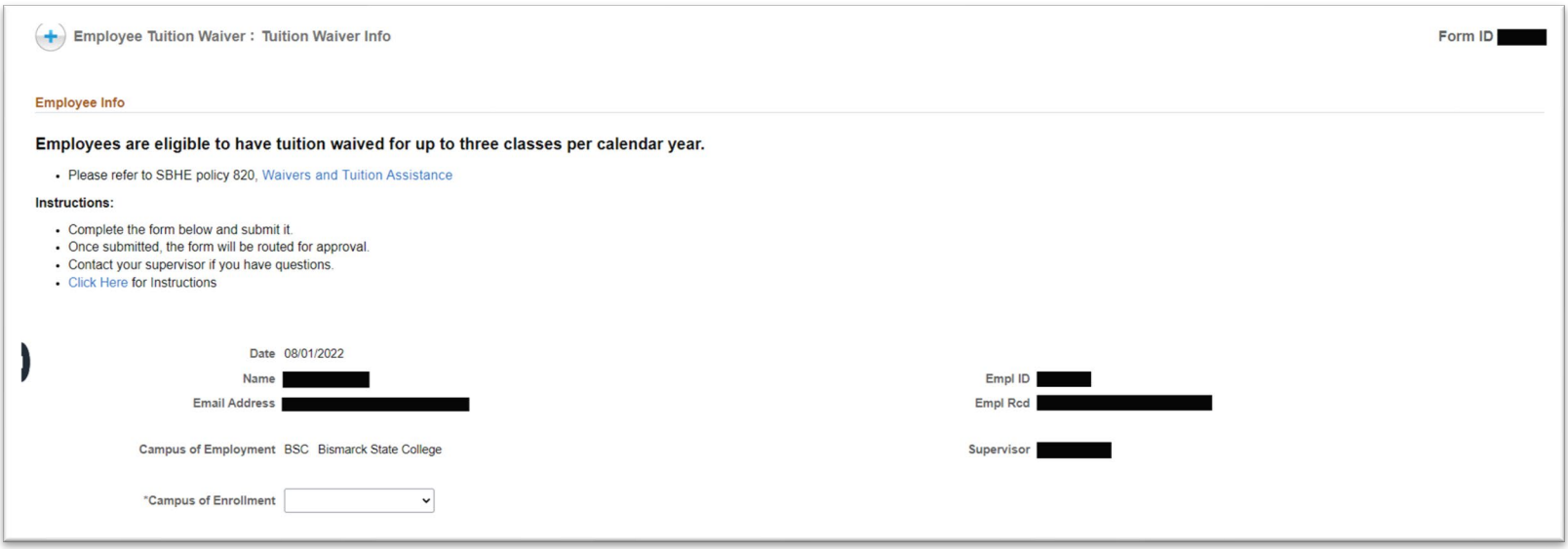
Tuition Waiver Form

On left-hand side of screen, click “Employee Tuition Waiver Form”



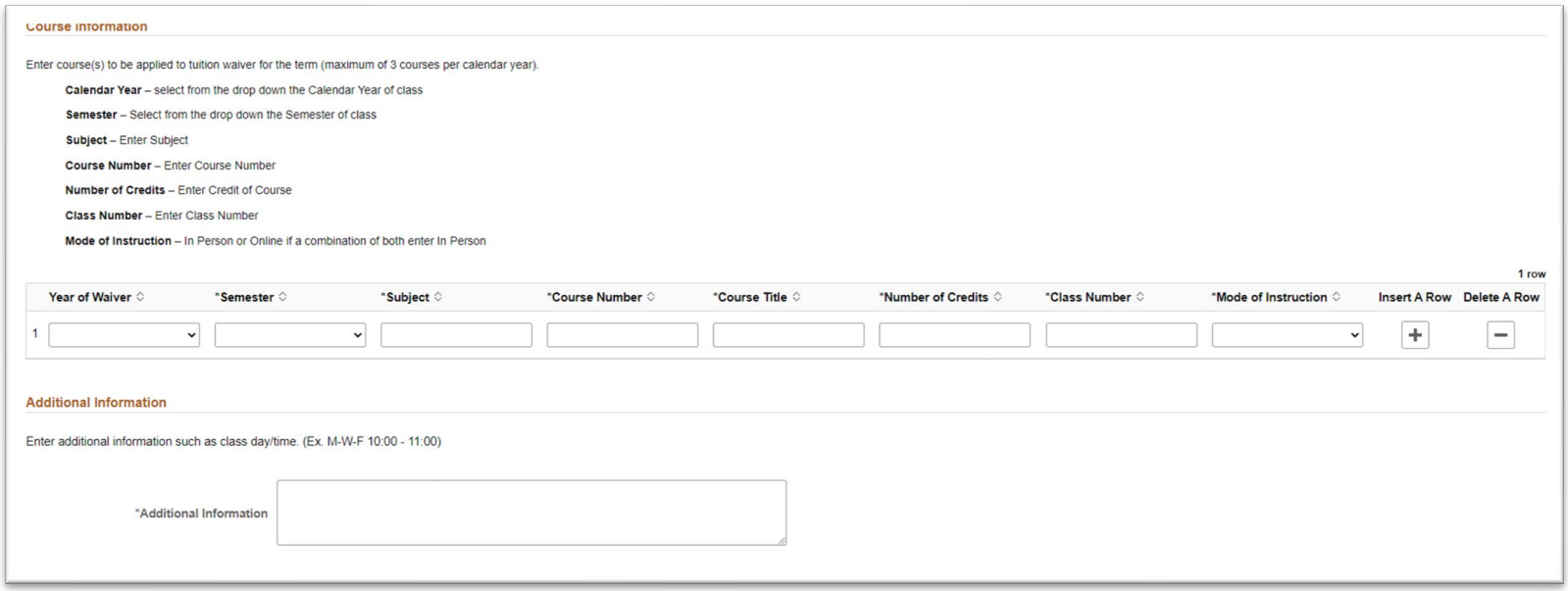
The following information will default

- 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.



Course Information

Enter course(s) to be applied to tuition waiver for the term (maximum of 3 courses per calendar year).

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

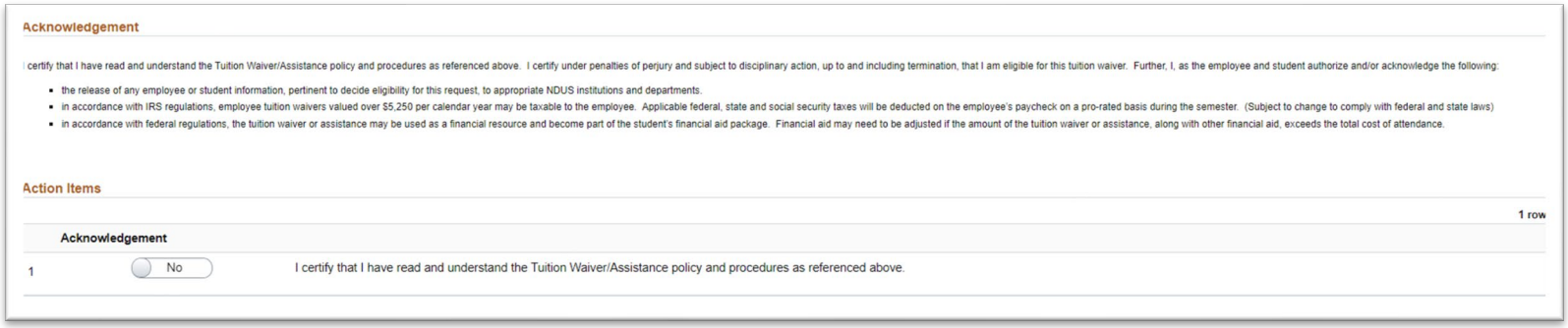
1 row

	Year of Waiver	*Semester	*Subject	*Course Number	*Course Title	*Number of Credits	*Class Number	*Mode of Instruction	Insert A Row	Delete A Row
1									+	−

Additional Information

Enter additional information such as class day/time. (Ex. M-W-F 10:00 - 11:00)

*Additional Information



Acknowledgement

I certify that I have read and understand the Tuition Waiver/Assistance policy and procedures as referenced above. I certify under penalties of perjury and subject to disciplinary action, up to and including termination, that I am eligible for this tuition waiver. Further, I, as the employee and student authorize and/or acknowledge the following:

- the release of any employee or student information, pertinent to decide eligibility for this request, to appropriate NDUS institutions and departments.
- in accordance with IRS regulations, employee tuition waivers valued over $5,250 per calendar year may be taxable to the employee. Applicable federal, state and social security taxes will be deducted on the employee's paycheck on a pro-rated basis during the semester. (Subject to change to comply with federal and state laws)
- in accordance with federal regulations, the tuition waiver or assistance may be used as a financial resource and become part of the student's financial aid package. Financial aid may need to be adjusted if the amount of the tuition waiver or assistance, along with other financial aid, exceeds the total cost of attendance.

Action Items

1 row

	Acknowledgement	
1	No	I certify that I have read and understand the Tuition Waiver/Assistance policy and procedures as referenced above.

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