

This quick reference guide (QRG) provides instructions for employees on how to create and submit a tuition waiver request in Workday for a spouse or a dependent.

Before you begin, ensure that you have or can access your Employee ID and the Student ID of your dependent or spouse. These IDs can be found on the profile page of the individual in Workday.

ADD DEPENDENT FOR TUITION WAIVER

To request a tuition waiver for a student who is a dependent and/or spouse, the individual must be setup on your employee profile as a dependent. You do NOT need to add the individual to your benefits; however, you do need to setup the individual as a dependent on the benefits tab of your employee profile.

For more information on how to setup a dependent click [here](#).

TUITION WAIVER FOR DEPENDENT OR SPOUSE

To request a tuition waiver for a spouse or dependent from the Workday homepage:

1. Type and select **Create Request** in the search bar.

2. Select Dependent/Spouse Tuition Waiver from the **Request Type** dropdown list.



3. Enter the Student's **ID number**. This should be a nine-digit number from Workday.
4. Enter the student's **Legal Name**.
5. Enter your **employee ID**. This is a seven-digit number which can be found on your employee profile.
6. Click the appropriate response to the **Student's Relationship** to you, the employee. If the student is a child, step-child, or ward, enter their date of birth before continuing to the next step.



Note: For the purpose of tuition waivers, as outlined in [Board Policy 440.1](#), employees who work at a campus that offers undergraduate degree programs are eligible for tuition waiver at their campus of employment. For employees who work at a campus that does not offer undergraduate degree programs, those employees must designate a "home campus" for the purposes of this policy. **The designated "home campus" shall remain the same for the term of employment unless the site of employment changes.**

6. Select your **campus of employment**.
 - If your campus does not offer undergraduate degree programs, answer the follow up question to designate your "**Home Campus**"
7. Select the campus this student is attending and requesting the waiver for from the dropdown list.
8. Select the Academic Period this waiver is for. The Academic Period is captured in two questions, Year & Term.
 - a) Enter the **Year**. For example, if the waiver is for Fall 2025, enter 2025.
 - b) Select the **Term**. For example, if the waiver is for Fall 2025, select Fall.
9. Select the appropriate response to verify dependent status on your employee profile. Reminder, the student must be setup on your employee profile as a dependent to receive a tuition waiver.
 - a) For more information on how to setup a dependent click [here](#).
10. Select the appropriate response to if the student has completed registration for the academic period.

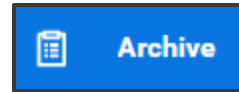


Note: If the student has not completed registration, please do not submit this request. Only submit this after the student has registered.

11. Select the appropriate response to the terms and conditions of the tuition waiver.
12. Click **Submit**.



Note: The status of your request can be checked by accessing your My Tasks inbox and then clicking the Archived folder.



PROCESSING EXPECTATIONS

Dependent/Spouse tuition waivers route through human resources approvals and student finance approvals before they can be applied to the student's account.

Once all approvals have been obtained, the tuition waiver should be applied to your student account within 48 business hours after the request has been officially approved. You will receive an email once the request is officially approved.

Delays most often occur due to invalid student ID number entered on the form. Please ensure the student ID number is correct for timely processing.