Tuition Waiver/Reimbursement Application Instructions for Graduate Degree

The following describes the process of submitting a tuition waiver/reimbursement application through Workday. This process is only for active employees who meet all of the tuition waiver/reimbursement eligibility requirements. Visit the Tuition Waiver/Reimbursement web page for more information: https://www.montclair.edu/human-resources/benefits/tuition-waivers/

If you have any questions about your tuition waiver/reimbursement eligibility or the application process/policy contact the Benefits team (benefits@montclair.edu).

If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

1) Log into Workday.
2) Type Create Request in the Workday search bar. The search bar is in the upper left corner of your Workday home page.

3) Select the first task that shows up called Create Request.

4) In the prompt that appears you can search for Employee Tuition Waiver/Reimbursement Application for Graduate Degree OR
you can select All ➔ Employee Tuition Waiver/Reimbursement Application for Graduate Degree

Make sure the request type you select says Graduate Degree.
5) Click OK at the bottom of the page to start the application.
6) Read the instructions at the top of the page before you begin filling out the application.
7) See pages 5 – 9 for a sample of a completed application.
8) Click submit at the bottom of the page when you finish filling out the application. The application will go through the following approvals before you are notified of the final decision.
   1. Applicant’s Manager/Supervisor
   2. Applicant’s Division Vice President
   3. Employee Benefits within the Division of Human Resources
   4. Human Resources Vice President

You will receive a Workday inbox task if your application is approved
You will be contacted by Employee Benefits within the Division of Human Resources if your application is denied.
Checking the Status of a Tuition Waiver/Reimbursement Application

1) Log into Workday.
2) Type **My Requests** in the Workday search bar. The search bar is in the upper left corner of your Workday home page.

![My Requests search bar](image1)

3) Select the first report task that shows up called **My Requests**.

![My Requests report](image2)

4) You will now see a list of all the requests you have created. Find your tuition waiver/reimbursement application.

Click the blue link under the Request column to view your application. An in-progress request will read **In Progress** in the Status column. The Resolution and Resolution Details columns will be blank. You can click on the blue link under the Request Event column to see where the application is in the approval process.

![Request details](image3)
A denied application will read **Successfully Completed** in the Status column, **Denied** in the Resolution column, and **Denied** in the Resolution Details column.

<table>
<thead>
<tr>
<th>Status</th>
<th>Resolution</th>
<th>Resolution Details</th>
<th>Initiation Date</th>
<th>Completion Date</th>
</tr>
</thead>
</table>

An approved application will read **Successfully Completed** in the Status column, **Done** in the Resolution column, and **Done** in the Resolution Details column.

<table>
<thead>
<tr>
<th>Status</th>
<th>Resolution</th>
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</tr>
</thead>
</table>
Sample Employee Tuition Waiver/Reimbursement Application for Graduate Degree

Application Type: (Required)

- [ ] Tuition Waiver
- [ ] Tuition Reimbursement

Semester: (Required)

- [ ] Fall
- [ ] Winter
- [ ] Spring
- [ ] Summer

Year: (Required)

2020

Employee Classification/Type: (Required)

- [ ] AFT
- [ ] CWA
- [ ] IFPTE
- [ ] PBA
- [ ] AFSCME
- [ ] Manager

Degree Type and Major: (Required)

BA in Psychology

Name of Institution: (Required)

Rutgers University
Was your program of study or certificate program previously approved by Human Resources for participation in the Tuition Waiver Program? (Required)

☐ Yes
☐ No

Provide all of the following information.
1. The name of the program.
2. The date of initial approval.
3. The number of credits previously approved. (Required)

BA in Psychology
January 2020 for the spring 2020 semester
6 credits approved

Are the courses for which you are applying in your degree program? (Required)

☐ Yes
☐ No

Course #1: List the course title, course code, number of credits, and the days/times of class meetings. (Required)

Introduction to Psychology
PSYC101-01
3 credits
Mondays and Thursdays from 5:00pm-6:15pm

Course #2: List the course title, course code, number of credits, and the days/times of class meetings.

Introduction to Statistical Methods in Psychology
PSYC203-05
3 credits
Tuesdays 4:00pm-6:30pm

Course #3: List the course title, course code, number of credits, and the days/times of class meetings.
Course #4: List the course title, course code, number of credits, and the days/times of class meetings.

Course #5: List the course title, course code, number of credits, and the days/times of class meetings.

Course #6: List the course title, course code, number of credits, and the days/times of class meetings.

Course #7: List the course title, course code, number of credits, and the days/times of class meetings.

Do any of these classes take place during your regular work hours? (Required)

- Yes
- No

Indicate how the time will be made up and be specific. (Required)

*PSYC203* starts at 4:00pm so I will start work 30 minutes early every Tuesday to make up the time.
You are required to attach all of the following documents.

1. A current job description.
2. A written statement setting forth how this request is relevant to your current job.
3. A brief recommendation by a supervisor detailing course relevance to job.
4. A course description for each course listed on this application. (Required)

   - **Job Description.docx**
     - Comment

   - **Statement of Job Relevance.docx**
     - Comment

   - **Supervisor Recommendation.docx**
     - Comment

   - **Course Descriptions.docx**
     - Comment

Upload

Are the courses listed on this application required to meet the minimum education requirements of your job? (Required)

- [ ] Yes
- [x] No

Are the courses on this application part of a program of study that will qualify you for a new trade or business? (Required)

- [x] Yes
- [ ] No

Will the courses on this application help you maintain or improve skills used in your current job? (Required)

- [x] Yes
- [ ] No
Are the courses on this application required as a condition to retain your current job or pay rate? (Required)

- Yes
- No

Graduate tuition waiver benefits that exceed $5,250 per year are subject to federal and state taxation. By entering today’s date you are certifying that you have answered the above questions accurately. You understand that if a course is found not to be job-related, you may have to pay taxes on the value of the course. If the value of the course is taxable, you understand that you may owe income tax, FICA payments, and/or penalties and interest, and you agree to assume responsibility for paying these amounts. (Required)

07/25/2020

Additional Information (Optional):