



Tuition Waiver Application Instructions for Dependent, Spouse, or Civil Union Partner

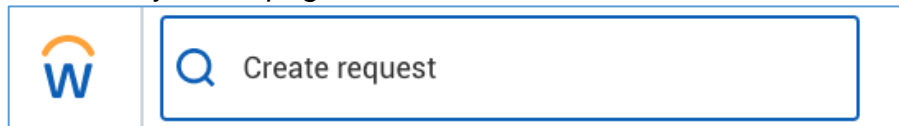
The following describes the process of submitting a tuition waiver application for a dependent, spouse, or civil union partner through Workday. This process is only for active employees with a dependent, spouse, or civil union partner that meet all of the appropriate eligibility requirements. Visit the Tuition Waiver/Reimbursement web page for more information:

<https://www.montclair.edu/human-resources/benefits/tuition-waivers/>

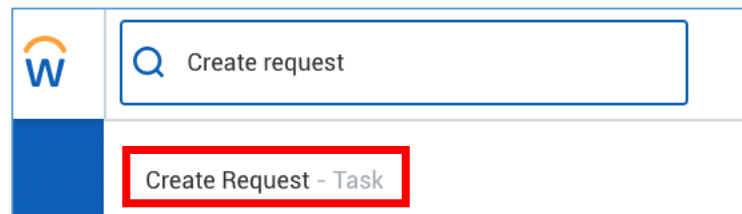
If you have any questions about tuition waiver eligibility or the application process/policy contact the Benefits team (benefits@montclair.edu).

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 **Dependent, Spouse, Civil Union Partner Tuition Waiver Application**
OR
you can select **All → Dependent, Spouse, Civil Union Partner Tuition Waiver Application**.

Make sure the request type you select says Dependent, Spouse, Civil Union Partner.

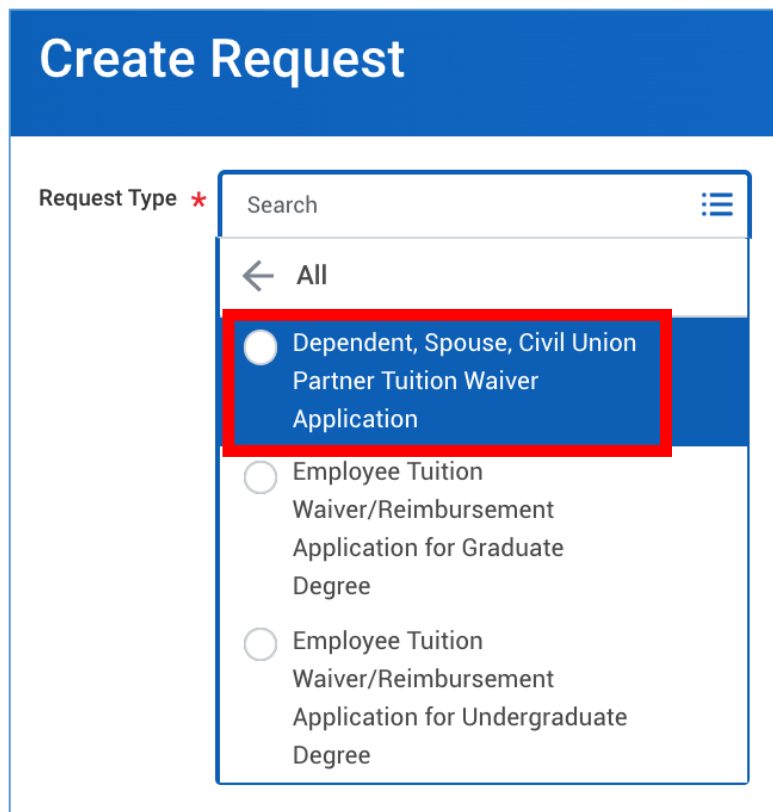
Create Request

Request Type *

Search

← All

- Dependent, Spouse, Civil Union Partner Tuition Waiver Application
- Employee Tuition Waiver/Reimbursement Application for Graduate Degree
- Employee Tuition Waiver/Reimbursement Application for Undergraduate Degree



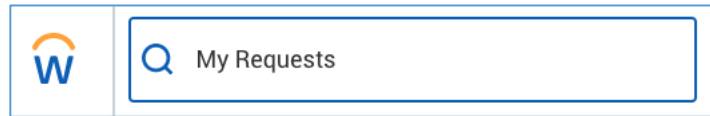
- 5) Click OK at the bottom of the page to start the application.
- 6) Read the instructions at the top of the page before you begin filling out the application.
- 7) See pages 5 – 9 for a sample of a completed application.
- 8) Click submit at the bottom of the page when you finish filling out the application. The application will go through the following approvals before you are notified of the final decision.
 1. Employee Benefits within the Division of Human Resources
 2. Human Resources Vice President

You will receive a Workday inbox task if the application is approved

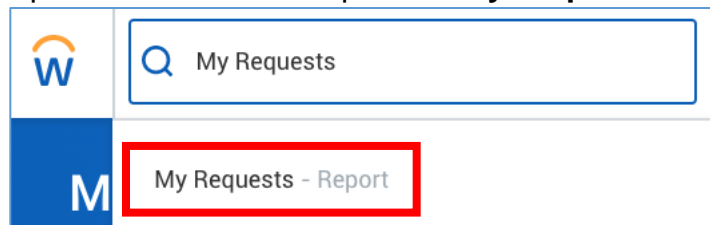
You will be contacted by Employee Benefits within the Division of Human Resources if the application is denied.

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.

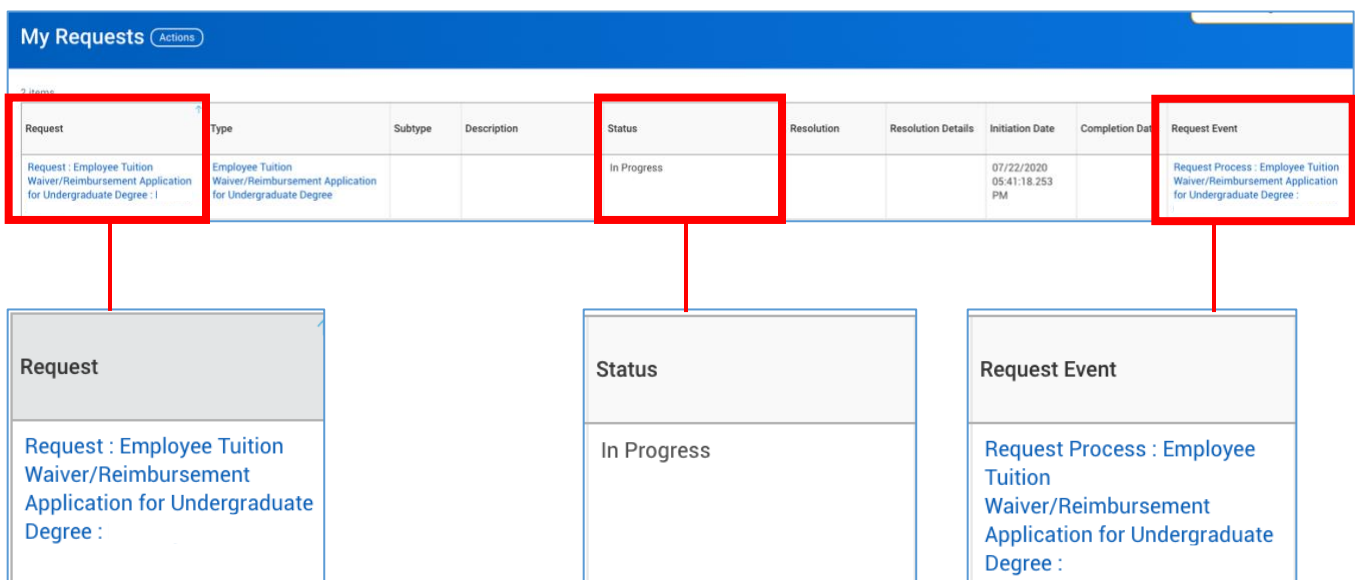


- 3) Select the first report task that shows up called **My Requests**.



- 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.



The screenshot shows the 'My Requests' table in Workday. The table has the following columns: Request, Type, Subtype, Description, Status, Resolution, Resolution Details, Initiation Date, Completion Date, and Request Event. A single row is visible with the following data:

Request	Type	Subtype	Description	Status	Resolution	Resolution Details	Initiation Date	Completion Date	Request Event
Request : Employee Tuition Waiver/Reimbursement Application for Undergraduate Degree :	Employee Tuition Waiver/Reimbursement Application for Undergraduate Degree			In Progress			07/22/2020 05:41:18.253 PM		Request Process : Employee Tuition Waiver/Reimbursement Application for Undergraduate Degree :

Three red boxes highlight the 'Request', 'Status', and 'Request Event' columns. Red lines connect these boxes to callout boxes below the table:

- Request** callout: Request : Employee Tuition Waiver/Reimbursement Application for Undergraduate Degree :
- Status** callout: In Progress
- Request Event** callout: Request Process : Employee Tuition Waiver/Reimbursement Application for Undergraduate Degree :

A denied application will read **Successfully Completed** in the Status column, **Denied** in the Resolution column, and **Denied** in the Resolution Details column.

Status	Resolution	Resolution Details	Initiation Date	Completion Date
Successfully Completed	Denied 	Denied	07/23/2020 10:42:05.739 AM	07/23/2020 10:46:47.951 AM

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

Status	Resolution	Resolution Details	Initiation Date	Completion Date
Successfully Completed	Done	Done	07/22/2020 05:41:18.253 PM	07/23/2020 12:13:12.838 PM

Sample Dependent, Spouse, or Civil Union Partner Tuition Waiver Application

Applicant CWID: (Required)

10234456

Applicant Name: (Required)

Rita Book

What is the nature of your relationship to the applicant? (Required)

- (1st time applicant) Spouse/Party to a Civil Union
- Spouse/Party to a Civil Union
- (1st time applicant) Child
- Child

Attach a certified copy of the applicant's birth certificate verifying that the child is 23 years of age or younger. (Required)



Rita Book Birth Certificate.docx



Comment

Upload

NOTE: Additional documentation is required for first time applicants. This sample below shows a “(1st time applicant) child”.

If you submitted and received approval previously for your child, select “Child”. The attachment is not required when “Child” is selected.

The same applies to the Spouse/Party to a Civil Union options.

An attachment is required for the “(1st time applicant) Spouse/Party to a Civil Union” option. An attachment is not required if you submitted and received approval previously for your family member, so you will select “Spouse/Party to a Civil Union”.

What is the nature of your relationship to the applicant? (Required)



(1st time applicant) Spouse/Party to a Civil Union

Spouse/Party to a Civil Union

(1st time applicant) Child

Child

Attach a certified copy of the applicant's birth certificate verifying that the child is 23 years of age or younger. (Required)

 Rita Book Birth Certificate.docx 



Comment

Is this tuition waiver for a first time applicant? (Required)

Yes

No

Attach the letter of acceptance from the University's Office of Admission. (Required)

 Acceptance Letter.docx 

Comment

Semester: (Required)

- Fall
- Spring
- Summer

Year: (Required)

2020

Employee Classification/Type: (Required)

- AFT
- CWA
- IFPTE
- PBA
- AFSCME
- Manager

Degree Type and Major: (Required)

BA in Psychology

Course #1: List the course title, course code and number of credits. (Required)

Introduction to Psychology
PSYC101-01
3 credits

Course #2: List the course title, course code and number of credits.

Introduction to Statistical Methods in Psychology
PSYC203-05
3 credits



Course #3: List the course title, course code and number of credits.



Course #4: List the course title, course code and number of credits.



Course #5: List the course title, course code and number of credits.



Course #6: List the course title, course code and number of credits.



Course #7: List the course title, course code and number of credits.



Attach course(s) description. (Required)



Course Descriptions.docx



Comment

Upload

Additional Information (Optional):

By entering today's date you are attesting that the applicant's Free Application for Federal Student Aid (FAFSA) form will be provided to the Student Accounts office and that all the information you have provided on this application is accurate. (Required)

07 / 26 / 2020

