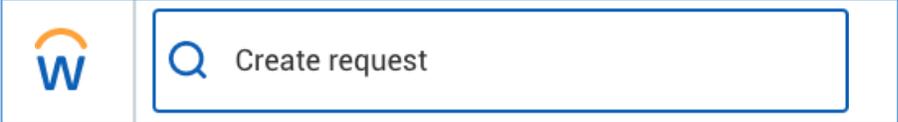# Tuition Waiver Application Instructions for Dependent, Spouse, or Civil Union Partner

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.
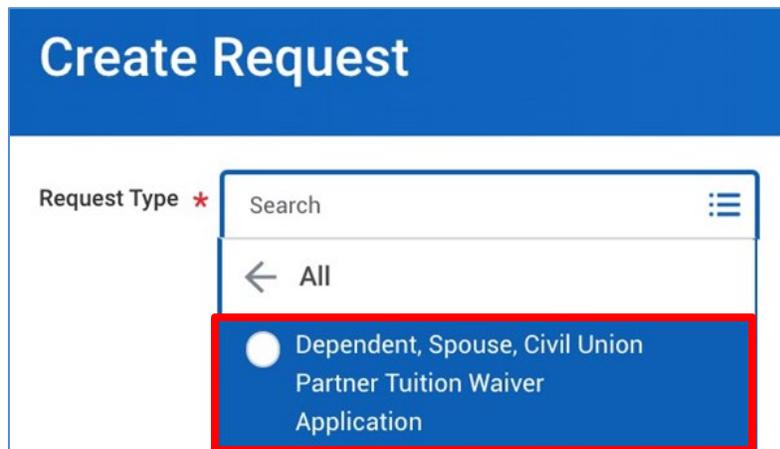

3) Select the first task that shows up called Create Request.
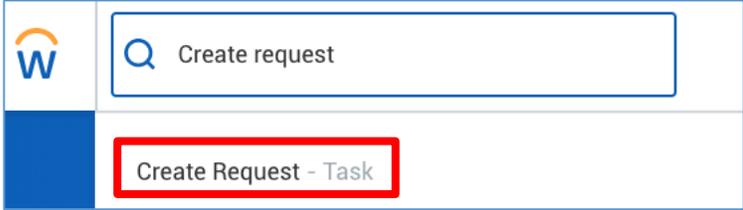
4) In the prompt that appears you can search for **Dependent, Spouse, Civil Union Partner Tuition Waiver Application**
OR
you can select **All ➔ Dependent, Spouse, Civil Union Partner Tuition Waiver Application.**

   Make sure the request type you select says <u>Dependent, Spouse, Civil Union Partner.</u>

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 – 7 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.
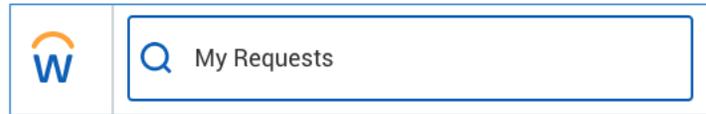
3) Select the first report task that shows up called **My Requests**.
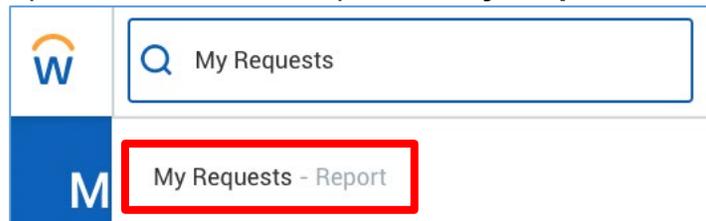
4) You will now see a list of all the requests you have created. Find your tuition waiver/reimbursement application.

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.

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)

[   ]

Applicant Name: (Required)

[   ]

What is your relationship to the applicant (Required)

○ Spouse/Party to a Civil Union

● Child

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

● Yes

○ No

1. Dependents who are not covered under the employee's State Health Benefits plan, the 1040 tax form will be required (remove all income & SSN).
2. Attach the letter of acceptance from the University's Office of Admission..
(Required)

Drop files here

or

(Select files)

NOTE: Additional documentation is required for first time applicants.

If you submitted and received approval previously for your dependent, the acceptance letter is not required for future waivers.

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

If your dependent is covered under the University's health benefits, you can upload a blank document.

Semester: (Required)

◉ Fall
○ Spring
○ Summer
○ Winter

Year: (Required)

2023

Employee Classification/Type: (Required)

○ NJLESA
○ NJSOLEA
○ AFT
○ CWA
○ IFPTE
○ PBA
○ Manager

What campus are your dependent's courses being taken at?
(Required)

Question Body
Is this your dependent's first baccalaureate degree?
(Required)

○ Yes
○ No

Degree Type:
(Required)

○ Bachelors of Arts

○ Bachelors of Science

○ Undecided Undergraduate

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)

MM/DD/YYYY 📅