Tuition Waiver Application Instructions for Graduate Degree

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

If you have any questions about your 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.
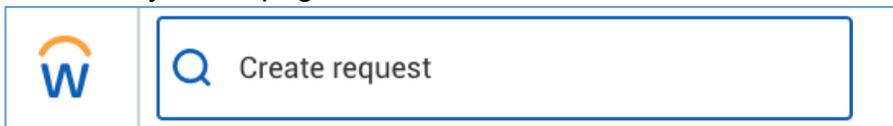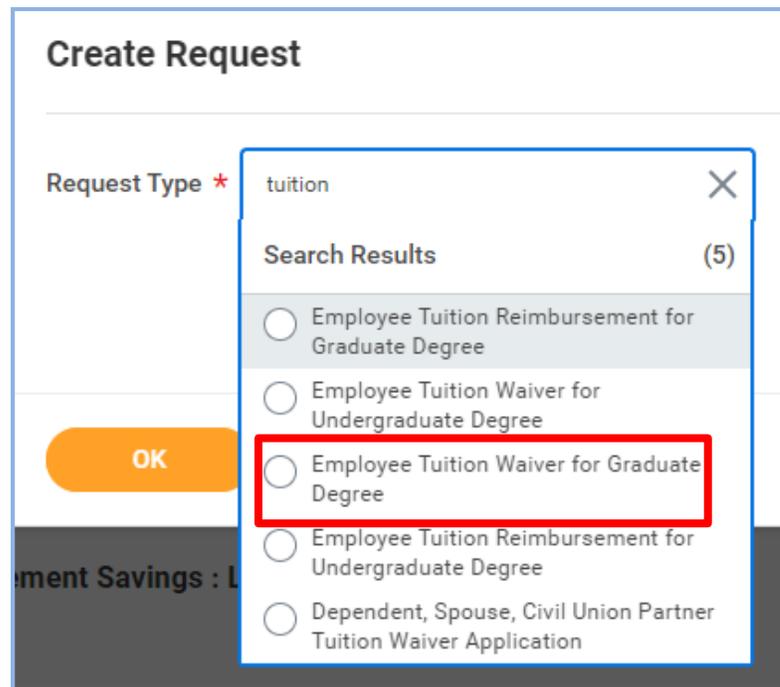

3) Select the first task that shows up called Create Request.
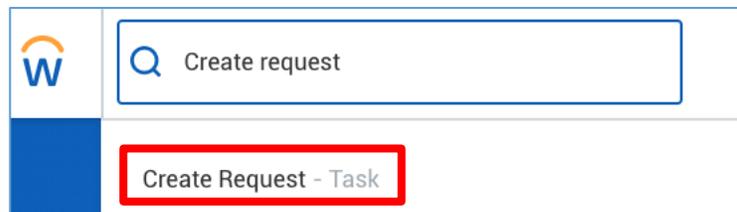
4) In the prompt that appears you can search for **Employee Tuition Waiver Application for Graduate Degree**
OR
you can select **All ➔ Employee Tuition Waiver Application for Graduate Degree**

**Make sure the request type you select says <u>Graduate Degree.</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 – 6 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 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.
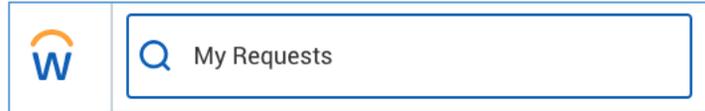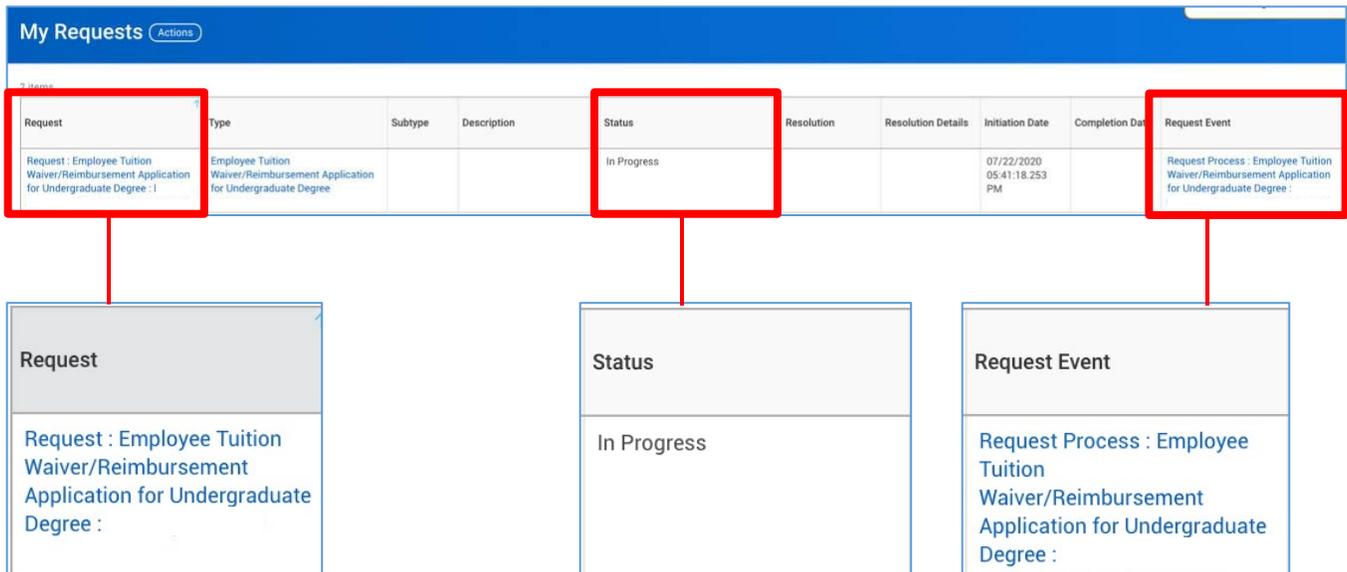

3) Select the first report task that shows up called **My Requests**.
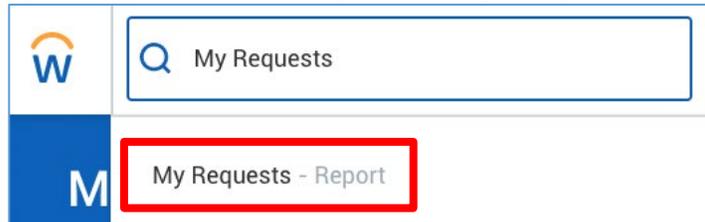
4) You will now see a list of all the requests you have created. Find your tuition waiver/reimbursement application.

   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 Employee Tuition Waiver Application for Graduate Degree

Semester: (Required)

○ Fall
○ Winter
● Spring
○ Summer

Year: (Required)

2024

Employee Classification/Type: (Required)

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

Degree Type and Major: (Required)

Master in Higher Education

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

× Montclair State University Campus

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

○ Yes
● No

Please attach a copy of the acceptance letter into the program.
(Required)

Do any of the courses you are taking this semester take place during your regular working hours?
(Required)

◉ Yes
○ No

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

[   ]

You are required to attach the following document.
1. A brief recommendation by a supervisor.
2. If your waiver is for a doctorate degree attach a copy of your courses.
(Required)

Drop files here

or

Select files

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

○ Yes
○ No

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

○ Yes
○ No

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

○ Yes
○ No

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

○ Yes
○ No

Are the courses on this application required as a condition to retain your current job or pay rate? (Required)

○ Yes
○ No

Additional Information (Optional):

[   ]

1. 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.
2. 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 🗓]