Employee Tuition Waiver Application



The **Employee Tuition Waiver Application** is used by workers to request tuition waiver for eligible courses taken at UR. For any questions regarding tuition waiver eligibility, contact Total Rewards.

Employee Tuition Waiver

- From the Workday Home Page click on 'Benefits and Pay' under apps, then click on 'Employee Tuition Waiver Application' under suggested Links
- 2. On the Tuition Waiver Application Total Rewards window, select **Request New Waiver Application.**
- 3. Select **check box** next to the course for which you would like to apply the tuition waiver benefit.
- 4. Select Next.
- When requesting waivers for graduate or medical courses, employees will need to respond to all questions located in the Course Information – Graduate or Medical table.
- 6. Review the supervisor information to ensure the correct supervisor is listed.
- 7. Select the check box under Certification to agree to the Certification for the Employee Tuition Waiver terms and conditions.
- 8. Select Submit to Supervisor.

Next Steps: Once you have submitted the request, the process will automatically be routed to your supervisor for review.



Course	Data
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isting Waiver Applications: 1 Allowed Courses: 1

indicate which course(s) listed below you would like to apply the tuttion waiver benefit by clicking the applicable 'Course' checkbox (full-time faculty and staff - maximum of two courses per relevant period), and the staff - maximum of one course per relevant period).

are taking a graduate level course(s), you must answer the questions presented to you after clicking the Next button in order to determine taxability. For the course to qualify as a tax exempt job-related course, the answers of the first two questions must be No, and the answer to inform function must be Yes. Undergraduate courses are non-taxable.

Applications must be submitted within 30 days after the start date of the course(s)

you are registered for music lessons through the Eastman Community Music School, you will need to complete a paper application and email it to tuitionbenefits@ur.cochester.ed

	Cours	e Information 3 item	15								
3		Academic period	Course	Course Title	Course Section	Credit Hours	Course Cost	Course Level	Status	Start Date	End Date
Ŭ		Fall 2023 Warner	EDF 488	Practicum in Online Teaching	EDF 488-1 - Practicum in Online Teaching	3	5,208.00	Graduate	Registered	08/30/2023	12/22/202
		Fall 2023 Warner	EDU 497	Teaching and Learning in Higher Education and Health Care Settings	EDU 497-1 - Teaching and Learning in Higher Education and Health Care Settings	3	5,208.00	Graduate	Registered	08/30/2023	12/22/202
		Spring 2024 Warner	EDU 581	Clinical Teaching in Health Care Professions Education: Teaching and Instructional Methods	EDU 581-1 - Clinical Teaching in Health Care Professions Education: Teaching and Instructional Methods	3 - 4	5,208.00	Graduate	Registered	01/17/2024	05/11/202
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