

# Employee Tuition Wavier

## Log in to PeopleSoft HCM

Log in [here](#), click the BSC tile



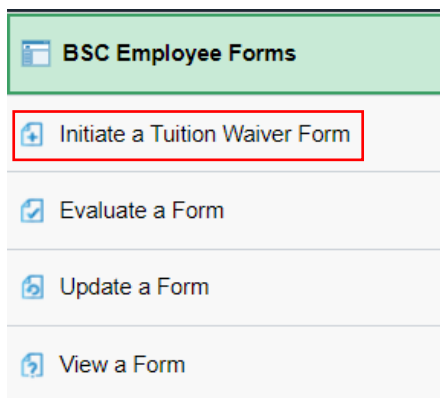
## Employee Forms Tile

The form can be found on Employee Self Service Homepage in your campus tile and Employee Forms tile



## Tuition Waiver Form

On left-hand side of screen, click "Initiate a Tuition Waiver Form"



## The following information will default

- Date
- Name
- Email Address
- Empl ID
- Empl Rcd/Position Descr
- Campus of Employment
- Supervisor

Employee Tuition Waiver : Tuition Waiver Info Form ID [REDACTED]

**Employee Info**

**Employees are eligible to have tuition waived for up to three classes per calendar year.**

- Please refer to SBHE policy 820, [Waivers and Tuition Assistance](#)

**Instructions:**

- Complete the form below and submit it.
- Once submitted, the form will be routed for approval.
- Contact your supervisor if you have questions.
- [Click Here](#) for Instructions

Date 08/01/2022

Name [REDACTED]

Email Address [REDACTED]

Empl ID [REDACTED]

Empl Rcd [REDACTED]

Supervisor [REDACTED]

Campus of Employment BSC Bismarck State College

\*Campus of Enrollment

## Complete form

### Campus of Enrollment

**Calendar Year** – select from the drop down the Calendar Year of class

**Semester** – Select from the drop down the Semester of class

**Subject** – Enter Subject

**Course Number** – Enter Course Number

**Number of Credits** – Enter Credit of Course

**Class Number** – Enter Class Number

**Mode of Instruction** – In Person or Online if a combination of both enter In Person

**Acknowledgement** – You MUST certify that you read and acknowledge the tuition waiver policy before submitting the form.

### Course information

Enter course(s) to be applied to tuition waiver for the term (maximum of 3 courses per calendar year).

**Calendar Year** – select from the drop down the Calendar Year of class

**Semester** – Select from the drop down the Semester of class

**Subject** – Enter Subject

**Course Number** – Enter Course Number

**Number of Credits** – Enter Credit of Course

**Class Number** – Enter Class Number

**Mode of Instruction** – In Person or Online if a combination of both enter In Person

Year of Waiver	*Semester	*Subject	*Course Number	*Course Title	*Number of Credits	*Class Number	*Mode of Instruction	Insert A Row	Delete A Row
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input data-bbox="1442 533 1466 564" type="button" value="+"/>	<input data-bbox="1528 533 1552 564" type="button" value="-"/>

### Additional Information

Enter additional information such as class day/time. (Ex: M-W-F 10:00 - 11:00)

\*Additional Information

### Acknowledgement

I certify that I have read and understand the Tuition Waiver/Assistance policy and procedures as referenced above. I certify under penalties of perjury and subject to disciplinary action, up to and including termination, that I am eligible for this tuition waiver. Further, I, as the employee and student authorize and/or acknowledge the following:

- the release of any employee or student information, pertinent to decide eligibility for this request, to appropriate NDUS institutions and departments
- in accordance with IRS regulations, employee tuition waivers valued over \$5,250 per calendar year may be taxable to the employee. Applicable federal, state and social security taxes will be deducted on the employee's paycheck on a pro-rated basis during the semester. (Subject to change to comply with federal and state laws)
- in accordance with federal regulations, the tuition waiver or assistance may be used as a financial resource and become part of the student's financial aid package. Financial aid may need to be adjusted if the amount of the tuition waiver or assistance, along with other financial aid, exceeds the total cost of attendance.

### Action Items

Acknowledgement
1 <input type="radio"/> No I certify that I have read and understand the Tuition Waiver/Assistance policy and procedures as referenced above.

## Submit Form

Once you have submitted the form it will be routed for approval. You will receive an email from the Student Finance office when your Tuition Waiver has been applied.

Contact your supervisor if you have any questions

Questions about tuition waiver form can be directed to:

BSC Student Finance

Shanwia Gertz (Student Finance Coordinator)

701-224-2451 or 701-224-2678

[Shanwia.Gertz@bismarckstate.edu](mailto:Shanwia.Gertz@bismarckstate.edu) or [BSC.StudentFinance@bismarckstate.edu](mailto:BSC.StudentFinance@bismarckstate.edu)