



ONLINE TUITION WAIVER Tutorial (‘eTuition Waiver’)

Salt Lake Community College
Banner Human Resources Self-Service

eTuition Waiver Training - 2

- This presentation is to educate staff and faculty employees on how to access and submit an online tuition waiver ('eTuition Waiver') for themselves and their qualifying dependents. Included in this presentation are step-by-step instructions on how to:
 - Access the eTuition Waiver through SLCC mySLCC > Employee tab > Employee Student Forms section;
 - Submit eTuition Waivers for themselves and eligible dependent(s);
 - View eTuition Waivers previously submitted;
 - Locate information concerning eTuition Waiver processing timelines;
 - Access tuition and fee balances owing; and
 - Be knowledgeable about exceptions to the eTuition Waiver and how it may relate to the them or their eligible dependent(s).

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- *At the present time, the eTuition Waiver is available only to full-time staff and faculty and their eligible dependent(s).*
- When fully implemented, the eTuition Waiver process will serve the majority of employees and eligible dependents each semester. A paper waiver will always need to be completed and submitted to the Human Resources department for the following groups:
 - Retired staff/faculty and/or their eligible dependents;
 - Early retirees and their eligible dependents;
 - Board of Trustee members and their eligible dependents.
- If you fall into one of the paper waiver groups listed above, you will still need to register for classes and fill out the *Request for Tuition Exemption/Waiver* form found on the HR web page [HR Forms Web Page](#). After registering and completing the form (including necessary signatures) you will need to turn it in to the front desk, Human Resources, AAB 201, Redwood Campus.

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- eTuition Waiver Process:

- Full-Time Employees and Eligible Dependents:

All full time employees expecting to use a tuition waiver for themselves and/or qualifying dependents, in a particular semester, must submit the request using the eTuition Waiver through mySLCC. The waiver cannot be submitted online until the employee and/or dependent has registered for classes.



Note: Only the employee may submit eTuition Waivers. Eligible dependents of full-time employees do not have access to the online system.

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- Adjunct Faculty and Dependents:

Under Construction -- Must complete a paper *Request for Tuition Exemption/Waiver* form at the present time.

- Staff Part-Time:

Under Construction -- Must complete a paper *Request for Tuition Exemption/Waiver* form at the present time.

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- Additional Information:
 - Non-credit courses usually do not qualify for an exemption/waiver. An individual requesting a ‘non-credit’ exemption/waiver should contact the program coordinator. Registration for non-credit courses requires the approval of the program coordinator prior to the first session of class. For further information regarding program coordinators call 801-957-5200.

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- Additional Information:
 - The employee and their supervisor will receive an email when the eTuition Waiver has been submitted. The supervisor should take the appropriate action to approve or deny in a timely manner. Follow-up by the employee with their supervisor may be required to ensure the eTuition Waiver is approved prior to the payment closing date.
 - It is the responsibility of the employee to cancel any class that may be denied prior to the payment closing date.
 - Fall tuition waivers cannot be submitted until July 1 or later. The application will not allow you to successfully submit the waiver until that date.
 - Employees should follow scheduled payment deadlines to avoid late fees and penalties.
 - The eTuition Waiver must be approved by the supervisor online before it can be processed
 - Refer to the [Academic Calendar](#) for dates.



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- The following pages will show you how to navigate mySLCC and the eTuition Waiver in order to submit a tuition waiver.

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Login to MyPage
using your
username and
Password

Salt Lake Community College

[Reset Password](#)

Sign in to your account

Password

Stay Signed In

[First Time Users](#)
[Look Up Your Student Number \(S#\)](#)
[Need Help Logging In?](#)

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Click on the EMPLOYEE Tab. You will see the Tuition Waiver link and may begin.

mySLCC

HOME ADVISOR **EMPLOYEE** TIME & LEAVE RESOURCES NEW STUDENT ACADEMICS & RECORDS ADVISING TUITION & FINANCIAL AID REGISTRATION CAMPUS LIFE

MySLCC > Employee

Banner Forms Access

Banner Forms

Note: Works best with Internet Explorer or Firefox.

Personal Information

- ▶ [Change Your Mailstop](#)
- ▶ [Change Security Question](#)
- ▶ [View Address\(ea\) and Phone\(s\)](#)
- ▶ [View E-mail Address\(es\)](#)
- ▶ [View Emergency Contacts](#)
- ▶ [Update Emergency Contacts](#)
- ▶ [Social Security Number Change Information](#)
- ▶ [Name Change \(PDF\)](#)

Employment Details

- ▶ [Benefits & Deductions](#) - Update or view your retirement plans, health insurance information, flexible spending accounts, miscellaneous deductions; change your beneficiary information; access open enrollment.
- ▶ [Pay Information](#) View your direct deposit breakdown, earnings and deductions history, pay stubs
- ▶ [Tax Forms](#) - W-4 and W-2 Information
- ▶ [Current and Past Jobs](#)
- ▶ [Time Off Current Balances & History](#)
- ▶ [Web Time Entry](#)

SLCC Systems

- ▶ [Banner Environments](#)
- ▶ [SLCCB/y](#)
- ▶ [Campus Receivable Collector](#)
- ▶ [SharePoint](#)
- ▶ [Web Outlook](#)
- ▶ [Whistleblower Hotline](#)
- ▶ [VPN Remote Access](#)
- ▶ [SAT Suite](#)
- ▶ [STIL Applications](#)

Important Dates

- ▶ [Holiday Schedule \(PDF\)](#)
- ▶ [Academic Calendar](#)



Electronic Personnel Action Form (ePAF)

ePAF Form

Employee Training

- ▶ [Information Technology \(IT\) Training](#)
- ▶ [Register for Training](#)
- ▶ [Required Training Website](#)
- ▶ [Staff Development](#)
- ▶ [Faculty Development](#)

Employee Student Forms

- ▶ [Admission Application](#)
- ▶ [Tuition Waiver \(Full-time employees\)](#)
- ▶ [Tuition Waiver Approval](#)

Key Access Request Forms

- ▶ [Electronic Access Request Form](#)
- ▶ [Key Request Form](#)

Printing Services

[Order Form](#)

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[Personal Information](#) [Alumni Services](#) [Student and Financial Aid](#) [Employee](#)

Search

Employee Tuition Waiver

Full-time Employee

Course registration must be completed prior to entering a tuition waiver. To add a tuition waiver, click the "Add Waiver" button.

I have read the Tuition Exemption/Waiver Instructions. The information provided above is complete and accurate. I certify that I, or my dependent, qualify for the Tuition Exemption/Waiver requested. All Tuition Exemption/Waiver forms require the approval (electronic signature) of the Supervisor. If the applicant is a SLCC retiree or Board of Trustee or a dependent of either, the HR Benefits Department must approve and sign.

| | | |
|-------------------|------------------------|-------------------|
| Name | | Title |
| SID | | SLCC Phone |
| Status | Full-time Employee (A) | Email |
| Supervisor | | |

Semester(s) Available For Waiver Entry

Select "Add Waiver [for available term]"

Semester(s) With Waiver Records

- [Spring Semester 2017 \(201720\)](#)
- [Fall Semester 2016 \(201640\)](#)
- [Summer Semester 2016 \(201630\)](#)
- [Spring Semester 2016 \(201620\)](#)
- [Fall Semester 2015 \(201540\)](#)
- [Summer Semester 2015 \(201530\)](#)
- [Spring Semester 2015 \(201520\)](#)
- [Fall Semester 2014 \(201440\)](#)

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Self-Service Banner

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Employee Tuition Waiver

Waiver submission for Spring Semester 2017 (2017)

Full time staff, faculty, and Board of Trustees are eligible for ten (10) credit hours per semester. The Exemption/Waiver covers both resident tuition and student fees. Qualifying dependents of full time employees are eligible to receive a waiver for resident tuition. These individuals should pay student fees, lab fees, course texts, class fees, and on-site usage fees before the tuition due date. Late fees and collection fees will apply to accounts with delinquent balances.

Authorization: The Department Supervisor verifies eligibility and approves the exemption/waiver form. Married child dependents are not eligible for tuition waivers.

Employee

A tuition waiver has been submitted for the current semester, you may update this waiver if necessary

Dependent

If the desired dependent is not in the list, click [Here](#) to add them.

Click on Submit Waiver for Dependent

Add the name of an eligible dependent here (Page 16)

Click on Submit Waiver for Employee

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SUNGARD HIGHER EDUCATION

Personal Information **Employee** WebTailor Administration

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Employee Tuition Waiver

Tuition Waiver Submission Results

Employee ...
Waiver For ...
SID ...
Semester 201440
Credits Waived 7
Total Waived \$884.75

| SID | Name | Subject | Crse No. | Crse Hrs | Crse Title |
|-----|------|---------|----------|----------|-----------------------------|
| | | ENGR | 1600 | 3 | Engineering the Guitar (ID) |
| | | ENGL | 1010 | 3 | Intro to Writing (EN) |
| | | HLAC | 1057 | 1 | Yoga I (LW) |

The registered for classes appear. Click OK

Your waiver has been submitted; please allow 24 hours for processing. If you are submitting your waiver within 24 hours of the late fee or nonpayment drop deadlines, the waiver may not be processed before the deadlines are applied resulting in late fees or classes being dropped. To check your balance owed, go to SLCC Link, Student Account, Student Payments, View Account Balance, and Account Summary by Term.
Note: Married child dependents are not eligible for tuition waivers. If you submitted a waiver for a child dependent you are responsible to pay back the waiver amount.

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Employee Tuition Waiver

S000
C

Waiver submission for Fall Semester 2014 (201440)

Full-time employees are eligible to receive a waiver of up to 10 credit hours of resident tuition and general student fees. Qualifying dependents of full-time employees are eligible to receive up to 10 credit hours of resident tuition waived.

Married child dependents are not eligible for tuition waivers.

Employee tuition waiver has been submitted for the current semester, you may update this waiver if necessary

Child Not registered for classes

If the desired dependent is not in the list, click **Here** to add them.

Add an eligible
dependent not listed

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Employee Tuition Waiver Add Dependent

Add Dependent

Enter the ID of the eligible dependent.

Dependent SID

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Tuition Waiver Validate Dependent

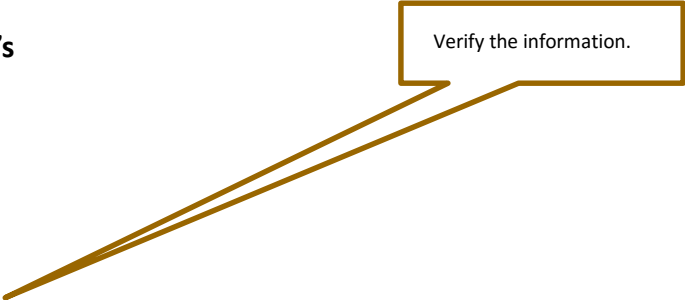
Validate Dependent

A match
was found
for

**Dependent's
Name**

desired
term, is
this
correct?

Verify the information.



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Tuition Waiver Add Dependent

Add Dependent

Dependent's Name was added as a dependent for term 201440.

[return to the Employee screen](#)



Confirmation

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Employee Tuition Waiver

Full-time Employee

Course registration must be completed prior to entering a tuition waiver. To add a tuition waiver, click the "Add Waiver" button.

I have read the Tuition Exemption/Waiver Instructions. The information provided above is complete and accurate. I certify that I, or my dependent, qualify for the Tuition Exemption/Waiver requested. All Tuition Exemption/Waiver forms require the signature of the Supervisor/Division Chair or the HR Benefits Manager, if the applicant is an SLCC retiree or part-time staff.

| | | | |
|---------------|------------------------|-------------------|------------------|
| Name | Stanley Smithwesson | Title | HR Specialist V |
| SID | S00000000 | SLCC Phone | 801-957-0000 |
| Status | Full-time Employee (A) | Email | Stan.SW@slcc.edu |

Semester(s) Available For Waiver Entry

Semester(s) With Waiver Records

[Fall Semester 2014 \(201440\)](#)

Additional Waiver

If an additional waiver needs to be submitted, after a waiver has already been submitted for the semester, click on "Additional Waiver." An individual waiver will need to be submitted for each individual (employee or dependent) receiving a waiver for the semester.

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To view waivers that have been submitted for the current or previous semester, click on the link or another semester, if listed. A list will appear of waivers submitted for the semester showing those who have a waiver record, along with the credit hours and amount waived.

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Employee Tuition Waiver

Employee Classification Error. Please contact Human Resources Department.

Employees that are ineligible to receive a tuition waiver will see this page. If you feel you are eligible for a tuition waiver, and received this page in error, please contact Kristi in the Human Resources Department at ext. 4704.