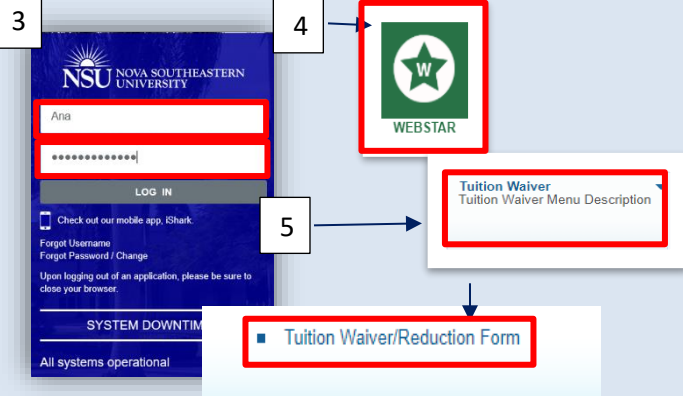


Tuition Waiver Quick Reference Guide v1.0

1 Tuition Waiver/ Reduction Form Access

All benefits-eligible faculty and non-faculty employees (including part-time employees regularly working in excess of 19.5 hours a week) are eligible to receive a tuition waiver after successfully completing six months of continuous employment from his or her date of hire. **Note:** For TUITION WAIVER/TUITION REDUCTION POLICIES and also for general information regarding the tax consequences of receiving a tuition benefit please visit <http://www.nova.edu/hr/tuition-waiver-policy.html>.



Note: Google Chrome (this is required browser for this form)

Tuition Waiver Access:

- 1- Select a Browser – we recommend **Google Chrome** (tuition Waiver form is not working in any other browser for now).
- 2- Go to <http://SharkLink.nova.edu>.
- 3- Type Username, Password and click on Login button.
- 4- Click on WEBSTAR.
- 5- Click on Employee Tab → Tuition Waiver → Tuition Waiver/Reduction Form.

2 Tuition Waiver- Yourself- NSU

The following example shows how employee submit a Tuition Waiver for himself/herself for NSU school.

* Required

Employee NSU ID	Employee NSU ID
Employee Name	Employee Name
Employee Title	Unknown
Date of Hire	16-AUG-2004
Center/Division Name	R Patel Coll of Hlth Care Sciences
Primary Department	113661 Doctor of Philosophy, PT
* Telephone Number	

Please select one below:
 Self Spouse Don

Choose a school:
 NSU Ma

Select a semester/term: 201820-Fall 2017

I attest that the registered course(s) covered by this waiver is/are NOT held during my regularly scheduled work hours. I understand my supervisor will receive a system-generated email that includes the days/times of the course(s).

I attest that the registered course(s) covered by this waiver IS/ARE held during my regularly scheduled work hours and I have discussed this with, and obtained the approval of, my supervisor. I understand my supervisor will receive a system-generated email that includes days/times of the course(s) and that their online approval is required.

- 1- Type Telephone Number.
- 2- Select Self.
- 3- Choose NSU School.
- 4- Select Term.
- 5- Attest if the registered courses are **NOT held** or are **held** during the regularly scheduled working hours.
- 6- Read a portion of tuition waiver policy in the form and confirm checking the box that the information provided in the form is true and accurate and acknowledge that you have read and agree to abide by the Tuition Waiver/ Reduction Policies.

From the Tuition Waiver/Reduction Policies

Once a course has started, employees who drop, withdraw, receive a grade lower than "C" or Fail in a Pass/Fail setting will not be eligible to receive a Tuition Waiver/Reduction for the following applicable term. To become re-eligible for a tuition waiver in subsequent terms, the employee must have a GPA of at least 2.0 or be in good standing as defined by the program. The dollar amount of tuition waiver/reduction may be considered taxable income (see policy for more information). Upon termination, for any reason, prior to the end of a course as it appears in WISS/IAS, the employee will reimburse the University for the full amount of course(s) and applicable fees(s) for which the employee/family member is presently enrolled. Please note that Audit course(s) are not tuition waiver eligible. *Tuition Waiver/Reduction entries must be submitted prior to, or no later than two (2) weeks after, the start date of class. Late online entries cannot be submitted.

I attest that the information provided above is true and accurate and I acknowledge that I have read and agree to abide by the Tuition Waiver/Reduction Policies.

Submit Cancel / Refresh page

information provided in the form is true and accurate and acknowledge that you have read and agree to abide by the Tuition Waiver/ Reduction Policies.

- 7- Click on Submit button.

3 Tuition Waiver- Dependents- NSU, MSC, and UNS

Family Members (Dependent) -

For the purpose of this policy, “**Family Members**” are defined as an employee’s spouse, domestic partner and children. Employees must complete an Affidavit of Domestic Partnership to certify domestic partnership. Family Members are eligible to receive a tuition reduction after the employee’s successful completion of six months of continuous employment from his or her date of hire. A child of two eligible NSU employees is entitled to receive only one tuition reduction per class or program. The definition of “Family Member” is applicable to University School, Mailman Segal Center and Camp Nova programs.

- 1- Type telephone number (see Tuition Waiver- Yourself- NSU).
- 2- Select one of the following options: Dependent, Spouse, Domestic Partner, Child Eligible Tax Depended, Child Ineligible Tax dependent.

Remember: If you select Spouse or Domestic Partner, only NSU School will be available to be selected.

- 3- Select one of the following School: NSU, Mailman – Segal Center, University School.

- 4- If you select NSU, you should select the Term and add the CRN (Class).

- 5- If you select Mailman – Segal Center, you should select Program and Term.

Remember: The Term available, depend of the Program selected.

- 6- If you select University Scholl, you will have two options: **CAMP** and **Academic Year**.

Remember: If you select **CAMP**, you will need to select Year and Activity from the drop down menu list, and if you select **Academic Year**, you will need to select the year.

4 Supervisor- Information al Emails and Tasks

In the Tuition Waiver WF, we will be receiving two different kind of emails, a. **Informational email**, you do not need to take any action. Please review this email to ensure that there is no error or ambiguity in its information. B. **Task Notification email**, with this notifications the workflow is remind you, what task you need to do in order to complete your part. These tasks could be – approve or deny, complete a section in Banner, attach document etc.

ESStuTionwaiver@nova.edu Tue 2:33 P

Employee name has submitted a tuition waiver

Dear Financial Aid Team,

The student Student name NSU ID has submitted a tuition waiver for the following course(s).

Employee ID	NSU ID
Employee Name	Employee Name
Student ID	Student ID
Student Name	Student Name
Student Relationship	Self
Student Level	Masters - CEC

Academic Term	Level	Subject	Course	Start Date	End Date	Day(s) of Week	Begin Time	End Time	Waiver%	Prereq
201830	Masters - CEC	CISC	0650	26-FEB-18	30-APR-18	W	0600	0800	100	<input type="checkbox"/>
201830	Masters - CEC	CISC	0500	05-MAR-18	02-MAY-18	R	1400	1500	100	<input type="checkbox"/>

Please click on this [WF Task link](#) to Approve/Deny this request.

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email

Dear Supervisor name,

Nabila King has submitted a tuition waiver for the following course(s) and has acknowledged that the registered course(s) are held during their scheduled working hours:

Academic Term	Level	Subject	Course	Start Date	End Date	Day(s) of Week	Begin Time	End Time	Waiver%	Prereq
201830	Masters - NSU	PUB	5429	17-MAR-18	05-MAY-18	5	1330	1730	80	<input type="checkbox"/>
201830	Masters - NSU	PUB	5469	01-MAR-18	04-MAR-18	ONLINE	-	-	80	<input type="checkbox"/>

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu.

Office of Human Resources

Approve Request
 I am aware that the employee's chosen course(s) are held during scheduled working hours and attendance has been authorized by the Center head. If attending classes during scheduled hours has been deemed an interference with employee's work performance and /or department/center operations and therefore the request for attend classes with application of tuition waiver is denied.

Comments

- 1- If you receive a Task Notification email click on the **WF Task Link**, and you will be opening a webpage where you will have the information that you need in order to complete your task.
 - 2- Click in one of the radio button to approve/deny the Tuition waiver, or simply inform that you complete the task assigned to you.
 - 3- In some cases you have the text area to add a comment.
 - 4- Click on Complete button.
- Note:**
- a. **Save and Close button**, only save data and close the task, but is not sending information to the next step in the workflow.
 - b. Any supervisor can **delegate (proxy)** any task to a selected person.
 - c. If the tasks is approved or denied, the employee will receive an approved or denied email.

Thu 2/22/2018 3:17 PM

hr4u@nova.edu

Employee name has submitted a tuition waiver

To

Dear Supervisor name,

Employee name has submitted a tuition waiver for a dependent.

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu.

Office of Human Resources