



Benefits & Wellness

Human Resources

Employee Tuition Assistance Online Application Instructions

PURPOSE:

This document will provide step by step instructions on how to use the online Tuition Benefit Application to process a request for the Employee Tuition Assistance benefit.


PROCEDURE:

To get started, log into Academica.

Navigate to **Resources > Employee Resources > Employee Self-Service**.

Click on **Tuition Benefit** to launch the online application. You'll arrive at a screen that looks like the picture below. Note the sections below:

1. If you've never used this online application before, you'll see "No Existing Applications Found."
2. All of your relevant employee data is populated in the green box. Be sure to verify that it is all correct and if it isn't, contact HR Client Services for assistance.
3. If you have not enrolled in any courses, these buttons will be disabled. If you have enrolled, one or both buttons will be enabled (as seen on next page).
4. Your eligibility for the Employee Tuition Assistance benefit is summarized at the bottom of the screen and is based on the data in the green box related to your employment.

 **WAYNE STATE UNIVERSITY**

Tuition Benefit Application

1. No Existing Applications Found.

2. Employee Information

3. Fall 2019 Winter 2020

4. You are Eligible for this Benefit!
Employee class: 'PN' with appointment percent: 100 is eligible for maximum 2 classes or 6 credits.
No class registration found for Fall 2019.
No class registration found for Winter 2020.

To Begin Your Tuition Benefit Application:

If you have enrolled in courses, you'll notice that one or both semester buttons will be enabled (section 2 below).

Click on the button for the semester that you'd like your tuition assistance applied to.

WAYNE STATE UNIVERSITY

Tuition Benefit Application

1 No Existing Applications Found.

Employee Information


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3 You are Eligible for this Benefit!
Employee class: 'NC' with appointment percent: 100 is eligible for maximum 2 classes or 6 credits.
No class registration found for Winter 2020.

Within the application screen, you'll see sections 1-5:

1. Your employee information along with your tuition eligibility information.
2. The courses you are enrolled in are displayed for the semester you've selected. Click the box under "Selected" for the course(s) you would like to have your tuition assistance applied to.
3. Certify whether you are a graduate student meeting the criteria noted by clicking **Yes** or **No**.
4. If you want to modify your original application, click the **Revised Application** box.
5. When completing a revised application, you must enter comments explaining why you are submitting the revisions. Human Resources must review your comments along with your application to ensure that your application is handled properly.

Once you have completed sections 2 & 3, click the **Submit** button at the bottom of the screen. **Note:** if you are submitting a revised application you must complete sections 2-5.

 **WAYNE STATE UNIVERSITY**

Tuition Benefit Application

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Based on your Eclass: NC and appointment percent: 100,
you are eligible for maximum: 2 classes or 6 credits.

Fall 2019

08/28/2019 to 12/17/2019

2

Selected	CRN	Credits	Dept	Number	Course Title
<input checked="" type="checkbox"/>	15374	3	ADR	3070	Intm Life Drawing
<input checked="" type="checkbox"/>	19250	3	AH	5560	ST: Baroque Art

3

I am a graduate student, actively engaged in teaching or research and enrolled in a degree-seeking graduate program?

☐ Yes ☒ No

4

☐ Revised Application (change to originally submitted application)?


5

Enter optional comment to the reviewer.

I'll be registering for another course soon and may be revising this application in the near future

On the next screen you should read the Summary of Program Rules:

1. It is mandatory that you check the box next to each rule after reading it to acknowledge your understanding and acceptance of the rule. All rules must be read and checked.
2. Read the Employee Promissory Note and type your name **exactly as it appears** in this section of the application to confirm you've read and agree to the terms. Click the **Agree** button to continue.

 **WAYNE STATE UNIVERSITY**

Tuition Benefit Application

SUMMARY OF PROGRAM RULES:

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- ☒ **ELIGIBLE EMPLOYEE** - An employee must be an eligible employee with a hire date on or before the last day of the Open Registration Period for the term for which benefits are requested.
- ☒ **REASONS FOR FORFEITURE OF BENEFIT** - The employee must remain on the WSU payroll until the end of the term for which benefits are requested, or benefits will be forfeited. The employee is required to successfully complete the courses. The employee must earn a passing grade for undergraduate courses of "D" or better and for graduate courses of "C" or better, or benefits will be forfeited. Benefits will be forfeited if the employee drops, withdraws, or takes an incomplete.
- ☒ **TAXATION OF BENEFIT** - Graduate level courses may be subject to income tax. Certain graduate students classified as research assistants who are actively engaged in teaching AND research will be exempt from taxation on graduate coursework.
- ☒ **OTHER** - The Tuition Benefit is calculated on tuition, omnibus fee, and registration fee. The student is responsible for all other charges.
- ☒ The student must abide by all rules established by the Registrar or Student Accounts Receivable.

EMPLOYEE CERTIFICATION:

By typing or signing my name below, I certify that I am an eligible employee of Wayne State University and that the above information is complete and accurate and I am familiar with the eligibility and forfeiture requirement.

EMPLOYEE PROMISSORY NOTE:

In consideration for being allowed to register and attend classes at Wayne State University pursuant to the University's Tuition Assistance Benefit Program during the Year 2019 Term Fall I,


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 in the event I fail to satisfy any of the requirements for Employee Tuition Assistance Benefits, promise to pay to Wayne State University, upon demand, a sum equivalent to the tuition benefit. I authorize Wayne State University to collect this sum from any amounts due to me from Wayne State University including, but not limited to, compensation in the form of salary and/or wage payments up to the maximum amount allowed by union contract, University policy and other applicable law, until the entire amount of my obligation has been satisfied. By typing or signing my name below, I certify that I have read and understand this agreement and agree to be bound by its terms.

Decline

Agree

The following screen confirms that you've completed the application process and that it has been placed in the HR portal for processing. To move back to your main screen, click **Dashboard**.

 **WAYNE STATE UNIVERSITY**

Tuition Benefit Application

Thank you for submitting your application.

Dashboard

Once you return to your main screen you will be able to:

1. See your recent application submissions.
2. Click **View all submissions** to review your prior submissions.

The screenshot shows the Wayne State University Tuition Benefit Application interface. A red box highlights the 'Previous Applications' table, and a red circle with the number '1' points to the 'Pending' status of the application. Another red circle with the number '2' points to the 'View all submissions' link below the table.

Previous Applications:						
First Name	Last Name	AccessId	Semester	Credit Hours	Submitted On	Status
Tony	Thomas	0000000000	Fall 2019	6	11/08/2019	Pending

[View all submissions](#) [Click to view detail.](#)

Employee Information

Employee	0000000000	AccessId	0000000000
Executive Secretary	0000000000	AccessId	0000000000
President	0000000000	AccessId	0000000000

Fall 2019 Winter 2020

You are Eligible for this Benefit!
Employee class: 'NC' with appointment percent: 100 is eligible for maximum 2 classes or 6 credits.
Limit 1 PENDING application for Fall 2019 semester.
No class registration found for Winter 2020.

Here is an example of the confirmation email that you will receive upon submission.

The screenshot shows an email from TuitionBenefit No Reply <no-reply@wayne.edu> to Tonya Thomas. The subject is 'TuitionBenefit: your application has been received'. The email body contains the following text:

Thank you for submitting your application for **Fall 2019** which was submitted on 2019-11-08 14:40:31.


Application was submitted by user: [redacted] on 2019-11-08 14:40:31.

For up to the minute updates please visit:
<https://tuitionbenefit.appstest.wayne.edu>

Please do not reply to this email message.

To Make Changes to your Pending Application

Click the word **Pending** to open the application.

 **WAYNE STATE UNIVERSITY**


Tuition Benefit Application

All Applications submitted by [redacted]

ID	First Name	Last Name	AccessId	Semester	Credit Hours	Submitted On	Status
48	[redacted]	[redacted]	[redacted]	Fall 2019	6	2019-11-08 14:40:31	Pending

[Dashboard](#)

Clicking "Pending" will allow you to view all the details of the submission, along with the option to withdraw the submission. To withdraw the submission, click the **Withdraw** button. Your request will be sent to the HR portal and no further action is required.

 **WAYNE STATE UNIVERSITY**

Tuition Benefit Application

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First Name	Last Name	Semester	Status	Action
[redacted]	[redacted]	Fall 2019	Pending	Withdraw

AccessId	Level	GRAD	Credit Hours	Submitted On
[redacted]	UG	NO	6	2019-11-08 14:40:31

Revised	Comment to reviewer
NO	I'll be registering for another course soon and may be revising this application in the near future

Max Classes	Max Credit Hours
2	6

Selected	CRN	Credits	Dept	Number	Course Title
YES	15374	3	ADR	3070	Intm Life Drawing
YES	19250	3	AH	5560	ST: Baroque Art

[View all submissions](#) [Dashboard](#)

Here is an example of the confirmation email that you will receive upon submission of the withdrawal.

From: TuitionBenefit No Reply <no-reply@wayne.edu>

Sent: Thursday, April 16, 2020 3:15 PM

To: |

Subject: TuitionBenefit Withdraw Confirmation

You have withdrawn your Tuition Assistance request for **Spring/Summer 2020** which was submitted on 2020-04-10 16:42:32.

Application was withdrawn by user: **AA1234** on 2020-04-16 15:14:33.

To submit new request please visit:

<https://tuitionbenefit55.appstest.wayne.edu>

Please do not reply to this email message.