Benefits & Wellness
Human Resources

Reduced Spouse/Child 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 Reduced Spouse/Child Tuition.
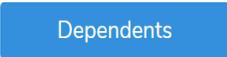
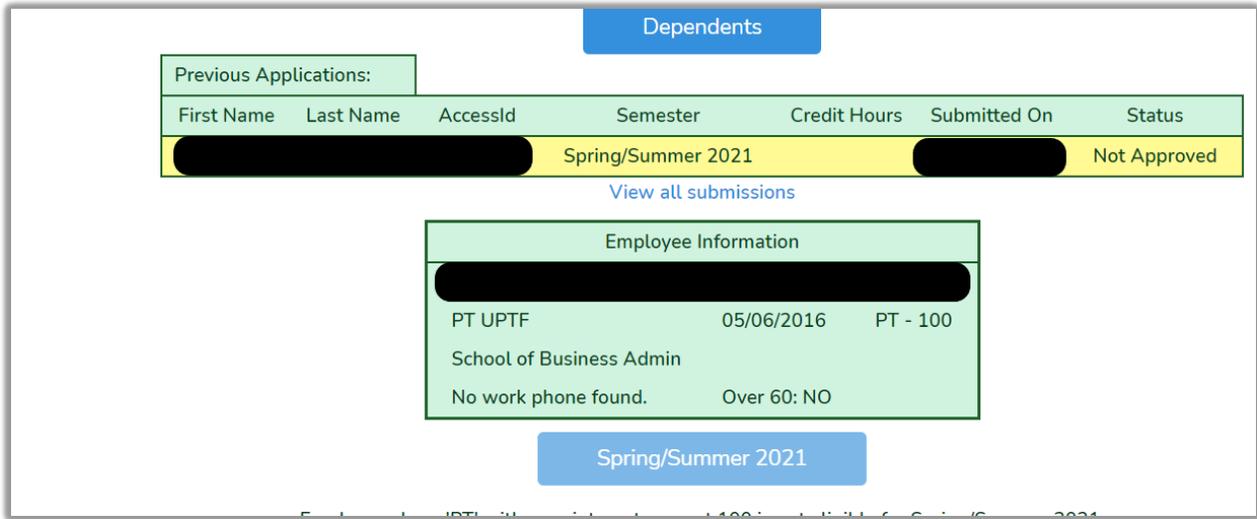**PROCEDURE:**

To get started, log into Academica.

Navigate to **Resources** > **Employee Resources** > **Employee Self-Service** > **Tuition Benefit**

OR

Go to **https://tuitionbenefit.apps.wayne.edu** to process your request

INSTRUCTIONS:

1. Click the **Dependents** button.

2. Once you click the dependent button, you will see the screen below. Click the semester for the dependent that the reduced spouse/child Tuition Benefits should be applied to.

Tuition Benefit Application

This form must be submitted online no later than 10 business days after the Last Day for Tuition Cancellation for the term for which benefits are requested. For further program details see our website:
hr.wayne.edu/tcw/tuition-assistance/spouse-child

Below is the list of dependents and their status for the Tuition Assistance Program, please use the links in the Ineligible Reason/Action column to begin an application for your beneficiary.

Employee Dependents

First Name	Last Name	Banner Id	DOB	Age	Relation	Eligible	Ineligibility Reason/Action
					C	YES	Spring/Summer 2021

Cancel and return to Dashboard

3. Carefully read and click the check box next to each question.

4. Sign (type name) at the Employee Certification box.

5. Hit the **Agree** button to finalize your request

Tuition Benefit Application

Instructions:
Please answer all questions and check each box indicating you have read and acknowledge the program rules.

I, _____ am submitting Spouse/Child Reduced Tuition Benefit request for my dependent: _____ for Spring/Summer 2021 semester.

Is the student claimed as a dependent on the employee's 1040 for the calendar year containing the term for which the tuition benefit is requested?
○ Yes ○ No

(Optional) Enter comment to the reviewer.
Enter comment text here

SUMMARY OF PROGRAM RULES:

- ☐ 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.
- ☐ Spouse/OEP Eligibility: Spouse or Other Eligible Person status must be met as of the first day of classes for the term for which benefits are requested.
- ☐ Forfeiture of Benefit: If the employee does not remain on the WSU payroll until the end of the term for which benefits are requested, the Spouse/Child Tuition Benefit is not forfeited; however, no future Tuition Benefits will be paid by WSU. For certain groups of eligible employees, the enrolled Spouse/Child 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. See your union contract.
- ☐ Taxation of Benefit: Graduate level courses, undergraduate level courses of OEP or Child of OEP and coursework of a person who is not qualified as the employee's tax dependent will be subject to income tax. For definition of tax dependent see Tuition Assistance Spouse Child
- ☐ The Tuition Benefit is calculated on tuition only (no fees); the student is responsible for all other charges. The Tuition Benefit is not available for Spouse/Child for coursework in the MD, JD or PharmD programs. The employee and student must abide by all rules of the Registrar or Student Accounts Receivable.

EMPLOYEE CERTIFICATION:

By typing or signing my name [Please type your legal first and last name here.] , 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.

Cancel and return to Dashboard   Agree to complete submission