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 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.

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

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

5. Hit the button to finalize your request.