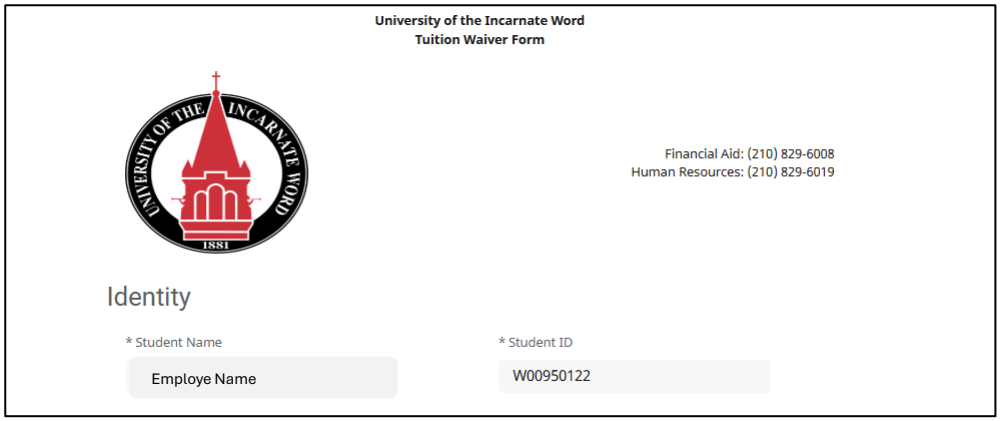
How to Submit a Tuition Waiver

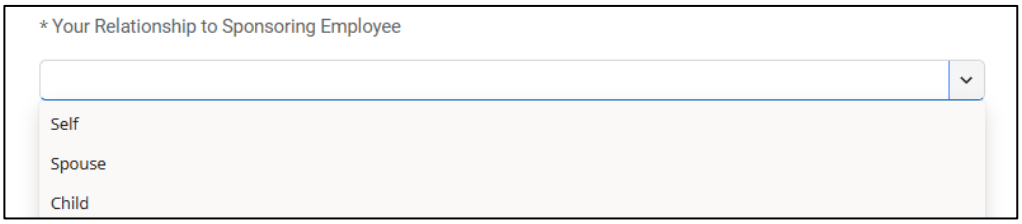
1. Navigate to the Tuition Waiver webpage.

   Important: The student requesting the waiver must start the process as the form automatically pulls in the person and enrollment information of the individual completing the form. Sponsors cannot start or complete the form on the student's behalf.

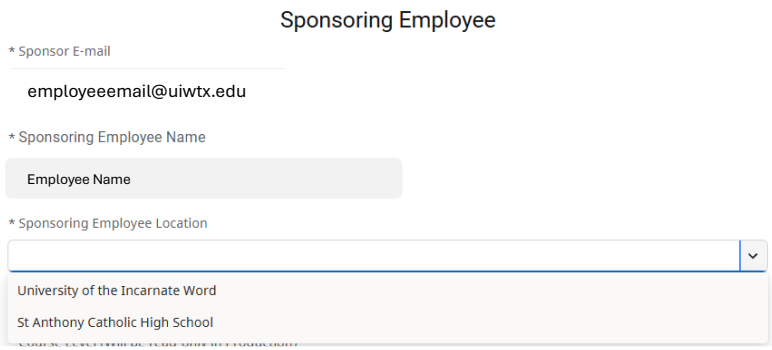
2. The link opens the Tuition Waiver workflow where your information, including your name and Student ID, fills in automatically.



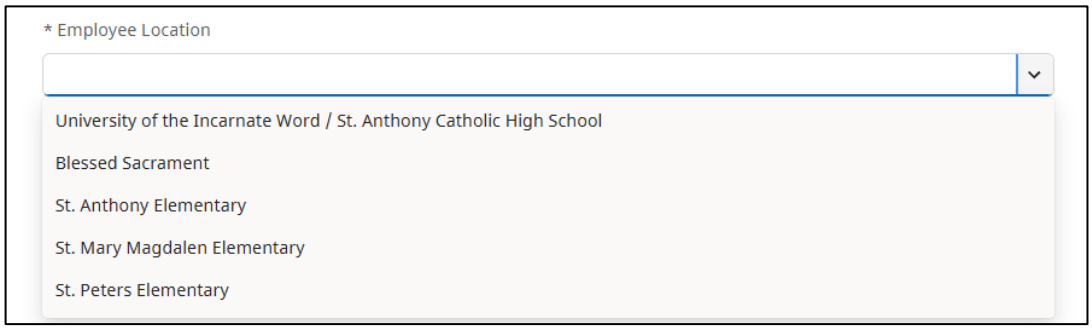
3. Select your relationship to the sponsoring employee. If **Spouse or Child**, move to step **3a**. If selecting **Self**, move to step **3b**.



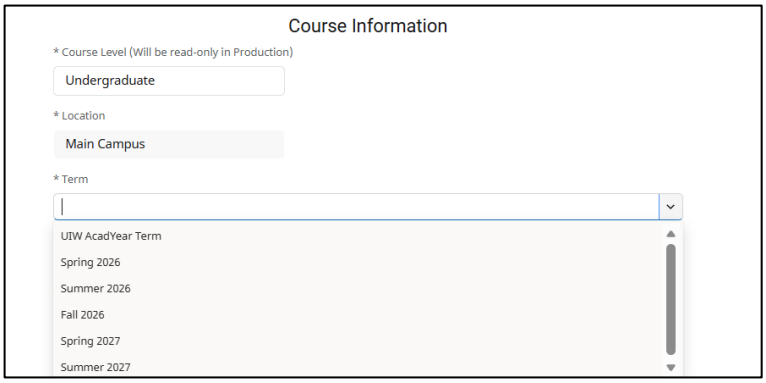
a. **Spouse/Child** – If your relationship to the sponsoring employee is Spouse or Child, enter the sponsor's official UIW email address, then select the sponsoring employee's location from the drop-down menu. Personal email addresses will not be accepted. Continue to Step 4



b. **Self** – If you are an active employee submitting a Tuition Waiver for yourself, select Self, then select your employee location from the drop-down menu. Continue to Step 4.

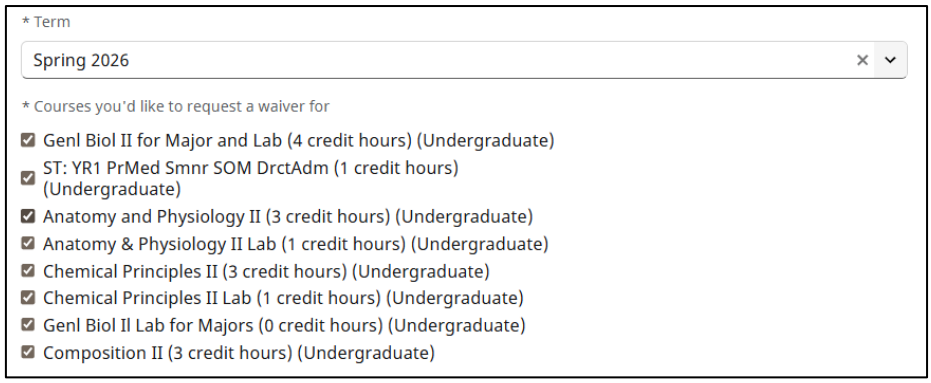


4. Scroll down to the **Course Information** section. Select the term you are requesting the Tuition Waiver for.

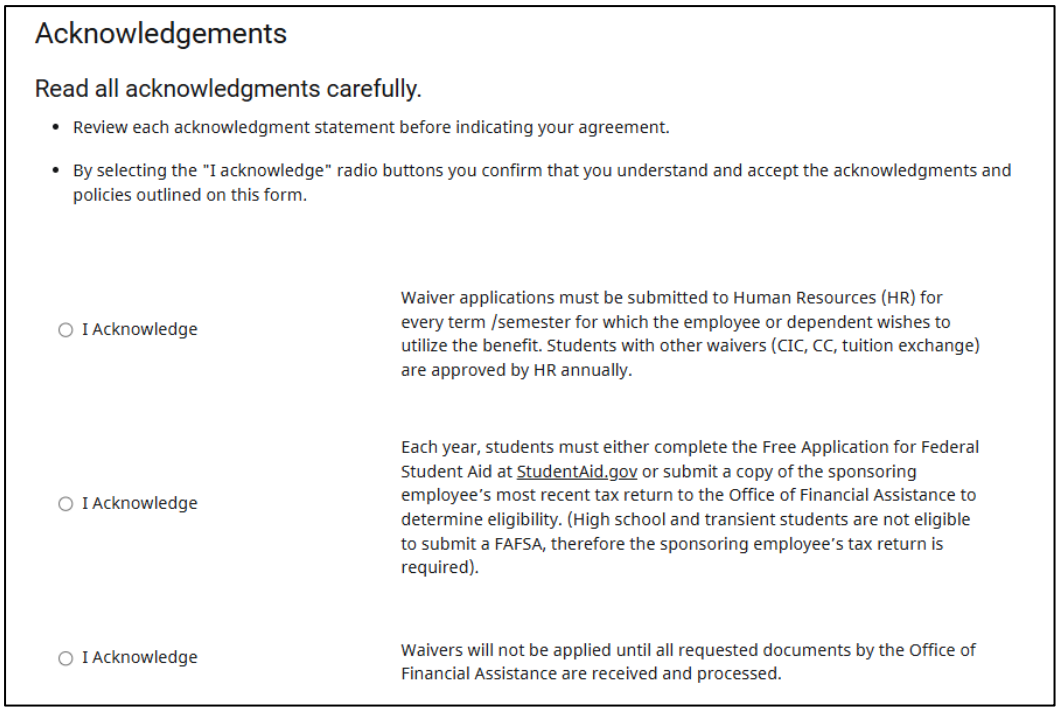


Note: If you are enrolled in a Semester I or Semester II term, select the corresponding full term from the drop-down menu. For example: Fall I 2026 and Fall II 2026 are both under Fall 2026.

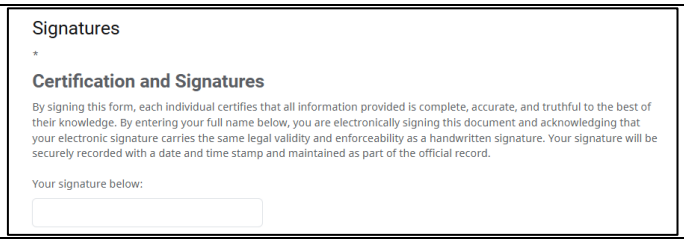
5. Select the course(s) the Tuition Waiver will apply to.



6. Read each acknowledgment and select "I Acknowledge" next to every statement. You cannot continue with the Tuition Waiver until all acknowledgments are selected.



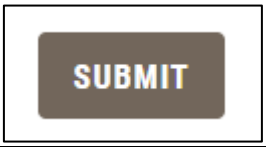
7. To sign the form, type your full name in the field labeled **Your signature below**, then select **Next** in the bottom right corner.



8. You will then be directed to a confirmation page. Review all the information and verify that it is accurate. If you need to adjust the information entered, select **Back** and correct information.



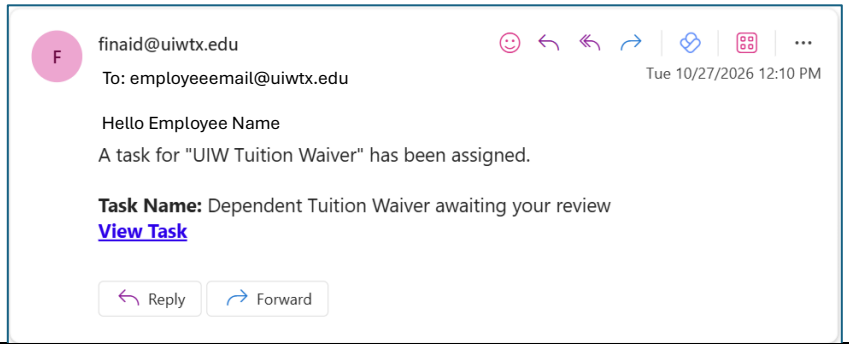
9. Once you have confirmed that everything is correct, select **Submit** to complete your Tuition Waiver.



10. If your relationship to the sponsoring employee is **Child** or **Spouse**, the form will route to the sponsoring employee for approval. The sponsoring employee will receive an email stating that a task has been assigned to them. The sponsoring employee will approve or decline the dependent's Tuition Waiver.

    If you submitted the Tuition Waiver for **Self**, there is no sponsor approval step. Skip to Step 14.

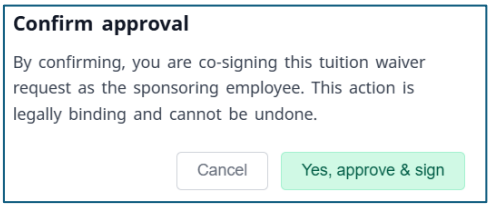
11. **Sponsoring employee**: In the email, select the "View Task" link.



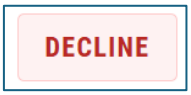
12. On the Tuition Waiver sponsor form, carefully review the information the dependent submitted to make sure it is accurate. If everything is correct, type your full legal name in the electronic signature field. The sponsoring employee must approve or decline the Tuition Waiver. The Tuition Waiver will not move to HR for processing until this step is complete.



Select the “Approve & Sign” button. When prompted to confirm your approval, select “Yes, approve & sign.”



If any of the information is incorrect, select the “Decline” button.



13. After the sponsoring employee approves the Tuition Waiver, the student will receive an email stating that their Tuition Waiver was reviewed and approved by their sponsoring employee and is now under review by HR. The sponsoring employee will also receive an email stating that the Tuition Waiver is under review by HR.

14. HR receives the Tuition Waiver and either approves or declines it. If the Tuition Waiver is approved, the student and sponsoring employee will receive an email stating that their Tuition Waiver has been reviewed and approved by HR and is now under review by Financial Aid.

    If the Tuition Waiver is declined, the student and sponsoring employee will receive an email stating that their Tuition Waiver has been declined by HR.

    Any comments from HR regarding the submitted Tuition Waiver will appear in the email under Human Resources Comments.

15. Financial Aid will review the Tuition Waiver. If Financial Aid approves the Tuition Waiver, the student and sponsoring employee will receive an email that the Tuition Waiver was approved by Financial Aid.

    If the Tuition Waiver is declined, the student and sponsoring employee will receive an email that the Tuition Waiver was declined by Financial Aid.

Any comments from Financial Aid regarding the submitted Tuition Waiver will appear in the email under Financial Aid Comments.

16. After the student and sponsoring employee receive the approval email from Financial Aid, the Tuition Waiver is complete and will be applied to the student's account. No further steps are needed in the workflow.