Tuition Remission Benefit:
Self-Service Tuition Waiver Request Process

Approval Process
Confidential Business Information

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Data Standards adapted from General Person Data Standards, Document Number GP001, by New Mexico State University’s Institutional Research, Planning & Outcomes Assessment (IRP) Department.

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Information Non-disclosure at NMSU

New Mexico State University maintains the confidentiality and security of records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act (HIPPA), and the Gramm-Leach-Bliley Act GLBA, in addition to other federal and state laws. These laws pertain to the security and privacy of personal academic, medical and financial information, along with identifying information such as social security numbers.

**Family Educational Rights and Privacy Act of 1974 (FERPA) Policy:**
http://research.nmsu.edu/compliance/IRB/resources.html#3
FERPA protects students' records. FERPA requires post-secondary educational institutions and agencies to conform to fair information practices in their handling of student data. Among the provisions of the act are the requirements that data be used only for intended purposes and that those responsible for student data take reasonable precautions to prevent misuse of it. Examples include Social Security Numbers, grades, date of birth, etc.

**Health Information and Portability Accountability Act (HIPAA):**
http://research.nmsu.edu/compliance/IRB/resources.html#7
HIPPA protects all medical records and other individually identifiable health information used or disclosed in any form, whether electronically, on paper, or orally.

**Gramm-Leach-Bliley (GLB) Act:**
GLBA protects private, non-public information of individuals. Private, non-public information consists of information such as name, Social Security Number, date and location of birth, gender, credit card numbers and driver’s license numbers.

Within NMSU, employees are authorized access to University records only to the extent necessary to perform their official university duties, and are responsible for protecting such information against unauthorized access or disclosure.

The New Mexico State University Policy Manual, **Chapter 2** General Operating Policies, Section 2.90 contains specific information related to disclosure of records and information.

Examples in this manual may have personal data altered or blacked out to ensure privacy.
Accessing the Tuition Waiver Form

The Tuition Waiver form is accessible on Banner Self-Service. Self-Service is accessed through My.NMSU.

1. Once logged into My.NMSU, click on the Employee link.
2. In the Banner Self-Service portlet, click on the Employee link to expand the folder options.
3. Select the Tuition Waiver - Employee/Spouse option.

Approving/Declining Employee Requests

1. Select Access authorize request(s) to approve/decline an employee’s waiver request.
a. Select **Access my request(s)** to submit your own waiver – refer to Employee/Spouse Process document for instructions.

A listing of all your employees will be shown.

1. Click the **Authorize** link to view an employee's request.
Review the course information provided to ascertain whether there will be a work related conflict. Courses with no date & time listed are web-based courses.

1. Select **Authorize** to approve the request.
2. To decline a request...
   a. Select a reason for the decline from the drop down list. If you select **other** you will be prompted to input a reason. Please ensure reason is appropriate and valid.
   b. Click **Decline** to deny the request - **NOTE: ONCE YOU DECLINE A REQUEST, THE REQUEST CAN NOT BE RESUBMITTED UNLESS A CHANGE IN COURSE SCHEDULE IS MADE!**
1. Once approved/declined, the status will be reflected and you will not be able to edit the request.

2. Click on **See authorization information** to review the request.
Help

For additional information regarding the Tuition Remission Benefit, click the Help button in the tuition waiver request form for Frequently Asked Questions and links to additional documentation.

For additional information or assistance, the following contacts are provided.

Contacts
HRS Service Center  575-646-8000  hrhelp@nmsu.edu
HRS Benefit Services  575-646-8000  benefits@nmsu.edu
Treasury Services  575-646-4019  treassvcs@nmsu.edu
ICT Help Desk  575-646-1840  help_admin@nmsu.edu