

**Tuition Remission Benefit:
Self-Service Tuition Waiver Request Process
Dependent Submission 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 (HIPAA), 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:

<http://www.nmsu.edu/manual/documents/07-29-09-policy-manual-final020110.pdf>

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.

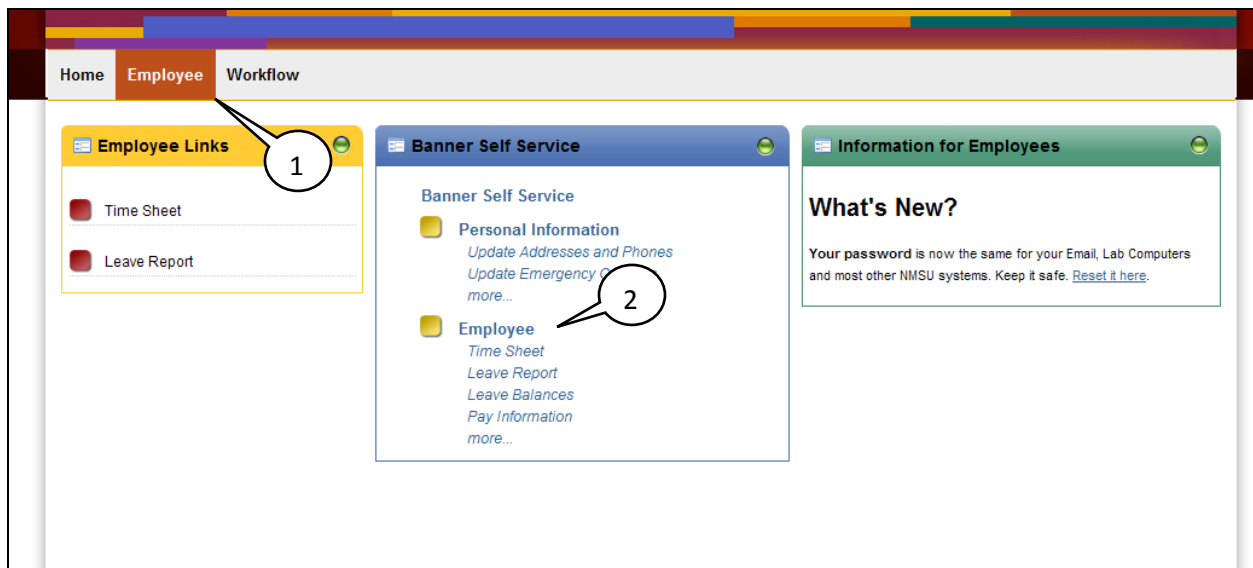
Within NMSU, employees are authorized access to University records only to the extent necessary to perform their official university duties, and are responsible for protecting such information against unauthorized access or disclosure.

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 – Dependent** option.

Completing the Tuition Waiver Request

May 03, 2011 07:45 am

Tuition Waiver Dependents

 Regular employees working 20 hours per week or more are eligible to submit a request for dependent tuition waiver. The benefit offers a 50% reduction in the in-state tuition amount. Only tuition and required fees included in the tuition rate will be covered by this benefit. Students are responsible for payment of remaining balances on the student account.

Tuition Waiver Requests are available online 10 calendar days prior to the start of classes for the semester/session. Online submission will close on the dates listed below. Late submissions are not available and will not be allowed.

- Fall Session - November 1st
- Spring Session - April 1st
- Summer Sessions - August 1st

Questions regarding this program should be directed to Benefit Services at 575-646-8000 or benefits@nmsu.edu.

Qualified dependents must be listed as dependents for benefit purposes through Benefit Services. Below is a list of all dependent children listed with Benefit Services who are currently registered for classes through NMSU. Dependent children not registered for classes will not be listed.

Employee Dependents Information
Term:201110 (2011 Spring)

Dependents Information			
ID	Name	Relation	Information
80037	Kevin Preston	SON	A Lottery scholarship is awarded to your dependent. Please contact Financial Aid at 575-646-4597 or finaid@nmsu.edu .
80037	Ben Preston	SON	Dependent is eligible for this benefit.

Click on the Submit button below to submit tuition benefit eligible dependents.

Dependent Section

1. All dependent children listed with Benefit Services and registered with NMSU for a class or classes will be listed in the Employee Dependents Information section. Lottery scholarship recipients are not eligible for the benefit.
2. Click the **Submit** button. All eligible dependents receive the tuition remission benefit - you cannot select which dependents receive the benefit.

May 03, 2011 07:46 am

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Employee Dependents Information
Term:201110 (2011 Spring)

Dependents Information		
ID	Name	Information
80037	Kevin Preston	SON
80037	Ben Preston	SON

Click on the RETURN button below to return to previous menu.

[RETURN](#)

- Once submitted, the dependent information will change to display the dependent is a participant in the benefit program.

Help

The screenshot shows the top navigation bar of the New Mexico State University website. It includes the 'New Mexico State University' logo and name, a search bar with a 'Go' button, and navigation links for 'SITE MAP', 'HELP', and 'EXIT'. The 'HELP' link is circled in red, and an arrow points to it from the text below.

For additional information regarding the Tuition Remission Benefit, click the **Help** button in the tuition waiver request form.

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