

**Tuition Remission Benefit:
Self-Service Tuition Waiver Request Process
Employee/Spouse 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.

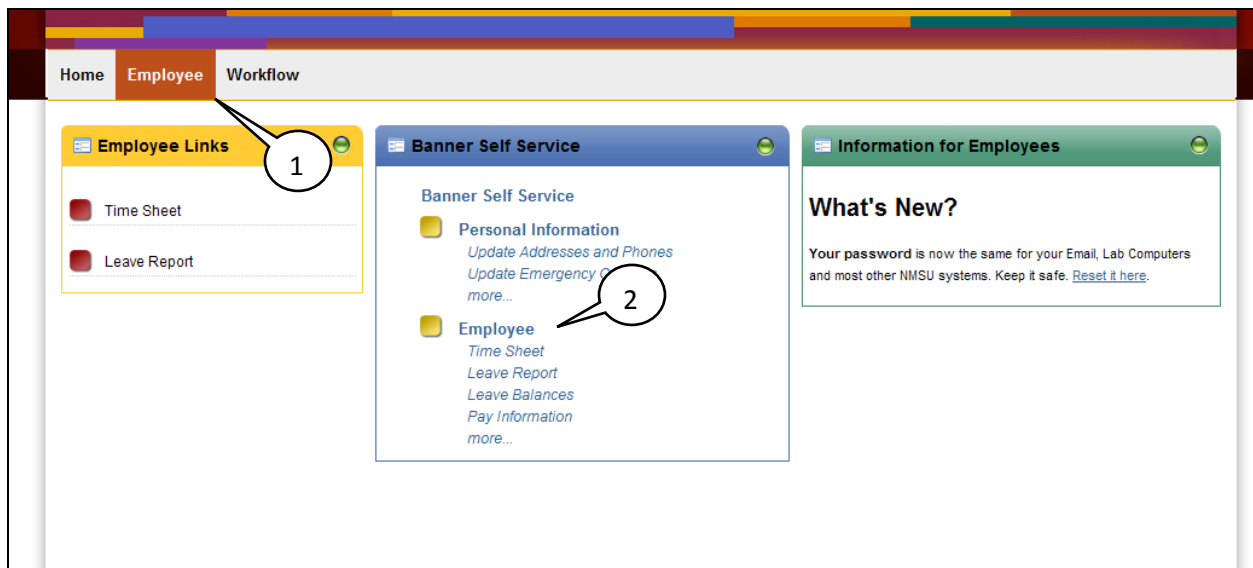
Within NMSU, employees are authorized access to University records only to the extent necessary to perform their official university duties, and are responsible for protecting such information against unauthorized access or disclosure.

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 – Employee/Spouse** option.

Completing the Tuition Waiver Request

Employee Course Information
 ID: ██████████
 Name: ██████████
 Term: 201110 (2011 Spring)

Please answer the following questions for each class listed below.

Taxability questions

1	Have you completed a bachelor's degree?	Yes <input type="radio"/> No <input type="radio"/>
2	If this class is not part of a degree program, is it related to a hobby, game or sport?	Answer Question "2" Below

Course Information

Course Desig.	Course Num.	C Hrs.	Class Meeting Days	Class Meeting Time	Course Title	Credits Waived
SOC	548	3	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> H <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	-	GD SP TOP: SOC OF CULT/HLTH/BD	3
						2
						Y <input type="radio"/> N <input type="radio"/>

Credits to be Waived: 3
 Tuition Cost Waived: \$ 726.00

Spouse Course Information
 ID: ██████████
 Name: ██████████
 Term: 201110 (2011 Spring)

Please answer the following questions for each class listed below.

Taxability questions

1	Have you completed a bachelor's degree?	Yes <input type="radio"/> No <input type="radio"/>
2	If you have completed a bachelor's degree, could this class be part of a graduate degree program?	Answer Question "2" Below

Course Information

Course Desig.	Course Num.	C Hrs.	Class Meeting Days	Class Meeting Time	Course Title	Credits Waived
COMM	265G	3	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> H <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	-	PRNCPLS-HUMAN CMNCTN	3
						2
						Y <input type="radio"/> N <input type="radio"/>

Credits to be Waived: 3
 Tuition Cost Waived: \$ 171.00

Yes No Select the check box to agree to let your spouse or domestic partner participate in the STAFF TUITION WAIVER benefit.

Note: If unmarried, spouse information will not be visible. If either the employee or the spouse or qualified domestic partner is not enrolled in classes, their course information will be blank and the taxability questions will not be active.

All courses may be subject to federal and state tax withholding. Taxability is determined by degree level of the person and the type of course taken. For additional information, contact Treasury Services.

Employee Section

1. Answer question 1: "Have you completed a bachelor's degree?"
 - a. If the answer is no, question 2 will become inactive.
2. If yes, refer to question 2: "If this class is not part of a degree program, is it related to a hobby, game, or sport?"
 - a. Answer question 2 for each course enrolled in.

Tuition Remission Benefit – Employee/Spouse Process

Employee Course Information
 ID: ██████████
 Name: ██████████
 Term: 201110 (2011 Spring)

Please answer the following questions for each class listed below.

Taxability questions

1	Have you completed a bachelor's degree?	Yes <input type="radio"/> No <input type="radio"/>
2	If this class is not part of a degree program, is it related to a hobby, game or sport?	Answer Question "2" Below

Course Information

Course Desig.	Course Num.	C Hrs.	Class Meeting Days	Class Meeting Time	Course Title	Credits Waived
SOC	548	3	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> H <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	-	GD SP TOP: SOC OF CULT/HLTH/BD	3

Credits to be Waived: 3
 Tuition Cost Waived: \$ 726.00

Spouse Course Information
 ID: ██████████
 Name: ██████████
 Term: 201110 (2011 Spring)

Please answer the following questions for each class listed below.

Taxability questions

1	Have you completed a bachelor's degree?	Yes <input type="radio"/> No <input type="radio"/>
2	If you have completed a bachelor's degree, could this class be part of a graduate degree program?	Answer Question "2" Below

Course Information

Course Desig.	Course Num.	C Hrs.	Class Meeting Days	Class Meeting Time	Course Title	Credits Waived
COMM	265G	3	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> H <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	-	PRNCPLS-HUMAN CMNCTN	3

Credits to be Waived: 3
 Tuition Cost Waived: \$ 171.00

Yes No Select the check box to agree to let your spouse or domestic partner participate in the STAFF TUITION WAIVER benefit.

Spouse/Qualified Domestic Partner Section

1. Answer question 1: "Have you completed a bachelor's degree?"
 - a. If the answer is no, question 2 will become inactive.
2. If yes, refer to question 2: "If you have completed a bachelor's degree, could this class be part of a graduate degree program?"
 - a. Answer question 2 for each course enrolled in.
3. Select Yes or No to allow your spouse to participate in the Tuition Remission Benefit program.

Certification & Submission

Certification Statement

Required: Please read and check the box below to submit your request.

I certify that I have answered the questions above truthfully and I am aware of the potential tax implications of this benefit.

Click on the Request Authorization button below to submit the tuition waiver request. Please note that any changes made to the class schedule(s) listed above will require re-submission of the tuition waiver request.

To Jon Hunner

1. Read the **Certification Statement** and check the box.
2. Click the **Request Authorization** button.
 - a. If the supervisor listed is not correct or is unavailable for the duration of the submission process, contact Benefits Services at 575-646-8000 for assistance **prior to** submitting your request.

Your selection indicates that you do not agree to let your spouse or domestic partner participate in the STAFF TUITION WAIVER benefit.

Estimated Tax on Tuition Cost Waived \$ 239.96

Certification Statement

Required: Please read and check the box below to submit your request.

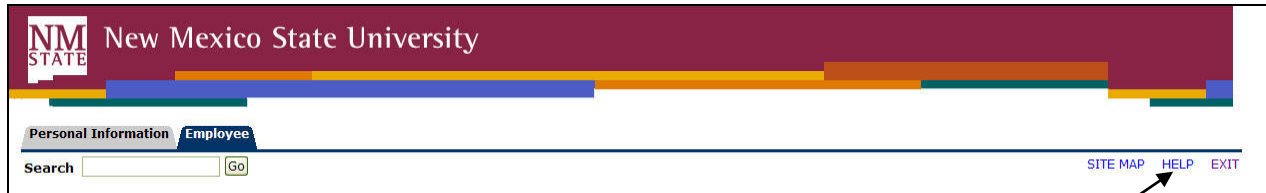
I certify that I have answered the questions above truthfully and I am aware of the potential tax implications of this benefit.

Click on the Confirm Authorization button below to submit the tuition waiver request. Please note that any changes made to the class schedule(s) listed above will require re-submission of the tuition waiver request.

To Jon Hunner

1. Review the estimated tax amount. Taxes are deducted from the employee's paycheck in a lump sum payment.
2. Click the **Confirm Authorization** button. **NOTE: ONCE SUBMITTED, YOU CAN NOT MAKE CHANGES TO YOUR TUITION WAIVER REQUEST UNLESS YOU CHANGE YOUR CLASS SCHEDULE.**

Help



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