Tuition Remission Benefit:
Self-Service Tuition Waiver Request Process

Employee/Spouse Submission Process
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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](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](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.
Completing the Tuition Waiver Request

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.
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

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.

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