Reviewing/Approving the Tuition Assistance Form

1. You will receive an email notification when an employee has submitted a Tuition Assistance form for your review and approval.

2. To access the form, click on the link provided in the email. This link will route you directly to the approval page.
3. The link will route you to the approval page. Click on **Go to Form** to review the information submitted by the employee.

**Employee Tuition Assistance**

**Supervisor Acknowledgment:**
I certify that: 1. The employee above is a regular, full-time employee who will have been in that status for at least six months on the day the academic semester opens; 2. The employee is not the subject of disciplinary action in the six months prior to the date the semester opens; and 3. Class schedule does not interfere with the employee’s work schedule. If these courses are not for regular credit towards a degree, then my signature also certifies that the course(s) is/are job related.
4. Review the course information provided by the employee on the right side of the form, ensuring employee has completed all fields.

To apply for the UT Dallas (UTD) Employee Tuition Assistance Plan, follow these instructions:

1. Review the Employee Tuition Assistance Plan information on the Human Resources website [http://www.utdallas.edu/hr/benefits/tuition/](http://www.utdallas.edu/hr/benefits/tuition/) for information regarding eligibility requirements and program exclusions.

2. Complete all fields for each course you list. Failure to provide information requested may delay processing or require resubmission of the form.

3. Eligibility covers up to six credit hours per semester.

(A new form is required each semester.)
5. Next, scroll to the bottom of the form and select **Return** to go back to the approver screen.
6. After reviewing the form, you may take one of three actions:

A. If the form has been completed and the employee meets all eligibility requirements as stated in the Supervisor Acknowledgment, click **Approve** to route the form to Human Resources.
After approving the form, the workflow will be updated to show that the form has been routed to Human Resources. No further action is required on your part.
B. If additional information is needed before you can make an approval decision, you may request this information from the employee. To do this, describe what information is needed in the Comment section and click Save Comment, then click Request Information. This will route the form back to the employee to review/edit as needed before resubmitting the form back to you for approval.
The workflow will be updated to reflect your **request for additional information** and display your comment. The employee will receive a notification of your request and have the opportunity to revise and resubmit the form to you.

You will receive an email notification when the employee has resubmitted the form to you for approval. The email will contain a link, which you can click to return to this screen in order to approve or deny the form.
C. If the employee does **not** meet eligibility requirements, you must deny the form. You will be required to input a comment indicating the reason for the denial *before* clicking **Deny**. Do not click on **Save Comment** – your comment will be automatically saved, and the approval process will end.
If you **denied** the form, the workflow will show that the approval process has ended, and the form will not be routed to Human Resources. The comment you provided explaining the reason for the denial will be displayed. The employee will receive an email notification of the denial, along with a link to view the form and your comment explaining the reason for the denial. No further action is required on your part.
## Questions?

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<th>Please contact...</th>
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<tr>
<td>Approving the Employee Tuition Assistance form</td>
<td><a href="mailto:employeerelations@utdallas.edu">employeerelations@utdallas.edu</a></td>
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<td>Eligibility (Employment)</td>
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<td>Registration/Continuing this benefit</td>
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<tr>
<td>Income Taxes</td>
<td><a href="mailto:taxcompliance@utdallas.edu">taxcompliance@utdallas.edu</a></td>
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