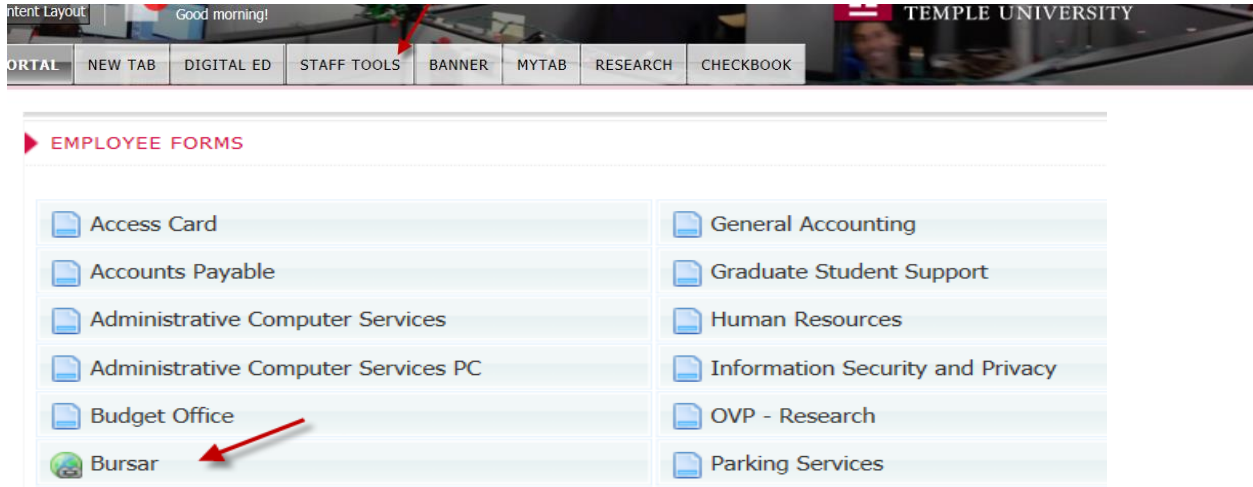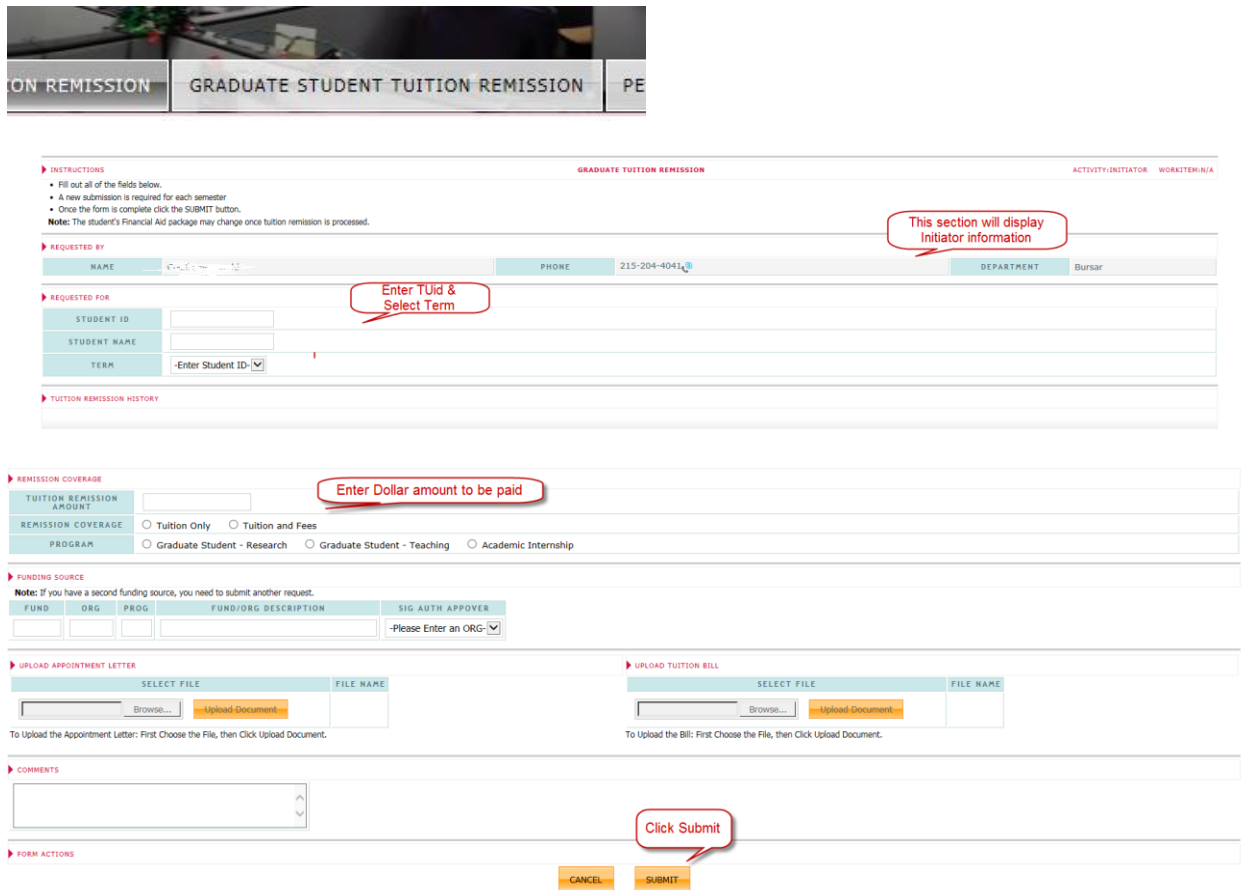# Graduate Tuition Remission Process

Requester will select 'Staff Tools' in TUportal, then 'Bursar' under 'Employee Forms'
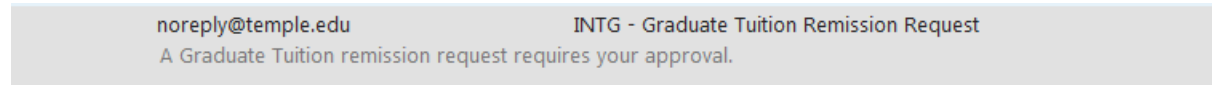

Select 'Graduate Student Tuition Remission Tab'

**Please enter any Special Instructions in 'Comments' box.

Once submitted, "Authorized Approver" receives an email regarding action needed;

noreply@temple.edu   INTG - Graduate Tuition Remission Request
A Graduate Tuition remission request requires your approval.

Items for approval will be listed in TUportal, under the 'Banner' tab;

| MY PORTAL | NEW TAB | DIGITAL ED | STAFF TOOLS | BANNER | MYTAB | RESEARCH | CHECKBOOK |

Click, workflow detail will display

▶ SEARCH

Search... [SELECT 🔍 ▼]

▶ WORKFLOW: MY WORKLIST

	Organization	Workflow Name	Activity	Created	Details
	Root	**GTR - Robert ▬ - 914▬587** **Ready**	Sig Auth	29-Feb-2016 01:50:44 PM	🔍

▶ TU APPLICATIONS

▶ Refresh ▶ Show Entire Worklist ▶ Open Workflow

| DEPENDENT / EMPLOYEE / SPOUSE TUITION REMISSION | GRADUATE STUDENT TUITION REMISSION | PETTY CASH VOUCHER |

Login User: **Cecilia McDonald**

▶ INSTRUCTIONS
- Review the information in the fields below.
- When finished reviewing click the Approve or Decline button.
Note: The student's Financial Aid package may change once tuition remission is processed.

ACTIVITY= SIGAUTH   WORKI

▶ PROGRESS

Requester-Michelle Trasken   Sig Auth-Cecilia Mcdonald   Bursar   Complete
     ①————————————————————————②   ③   ④

▶ REQUESTED BY

| NAME | Michelle Trasken | PHONE | 215-204-7345 | DEPARTMENT | Bursar |

▶ REQUESTED FOR

STUDENT ID	914▬587
STUDENT NAME	Robert ▬
TERM	201603

▶ REMISSION COVERAGE

TUITION REMISSION AMOUNT	967
REMISSION COVERAGE	Tuition Only
PROGRAM	Graduate Student - Research

Verify amount

▶ FUNDING SOURCE

FUND	ORG	PROG	FUND/ORG DESCRIPTION	SIG AUTH APPOVER
100000	22110	01	22110 - Boyer Student Operations	Cecilia Mcdonald

Verify Funding source for accuracy

▶ VIEW ATTACHMENTS

Click Here View Attachments

Verify Student Bill & Appointment Letter are attached

▶ COMMENTS

Declined, Invalid ORG, correction needed

Comments can be added, for example:

▶ FORM ACTIONS

[DECLINE]   [APPROVE]

Click 'Approve' or 'Decline'

- Once the Graduate Tuition Remission Request is Approved/Declined the requester will receive one of the following emails;

Tue 11/17/2015 4:47 PM

noreply@temple.edu

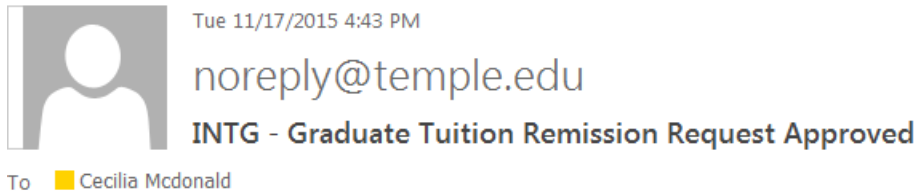**INTG - Graduate Tuition Remission Request Declined**

To ▪ Cecilia Mcdonald
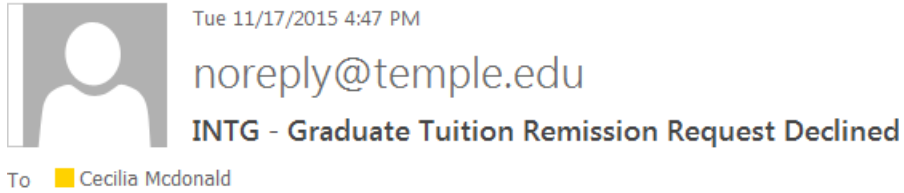
The Graduate Tuition Remission Request was Declined.

Requester Name: Cecilia McDonald
Requester Department: Bursar
Student: Sarah ████
Term: 201603
Fund: 111111
Org: null
Program: 06
Source Description:
Approver: Michelle Trasken
Comments: Need org information.

Do not reply to this email.

- Requester will then need to re-submit a new submission with corrections.

Tue 11/17/2015 4:43 PM

noreply@temple.edu

INTG - Graduate Tuition Remission Request Approved

To ▪ Cecilia Mcdonald

The Graduate Tuition Remission Request was Approved.

Requester Name: Cecilia McDonald
Requester Department: Bursar
Student: Jane ████
Term: 201603
Fund: 100000
Org: 12600
Program: 01
Source Description: 12600 - Tyler:Grad Student Operations
Approver: Michelle Trasken
Comments:

Do not reply to this email.

- Once completed, submission is sent to the Bursar's Office for processing.
- Any questions should be directed to tuitrem@temple.edu.