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;

Items for approval will be listed in TUportal, under the ‘Banner’ tab;
Once the Graduate Tuition Remission Request is Approved/Declined the requester will receive one of the following emails:

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.

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.