

Employee/Dependent/Spouse/Domestic Partner Tuition Remission Processing

Temple University has implemented a new online system to submit and process Tuition Remission for University employees, dependents, spouses/domestic partners starting Monday, April 7, 2014.

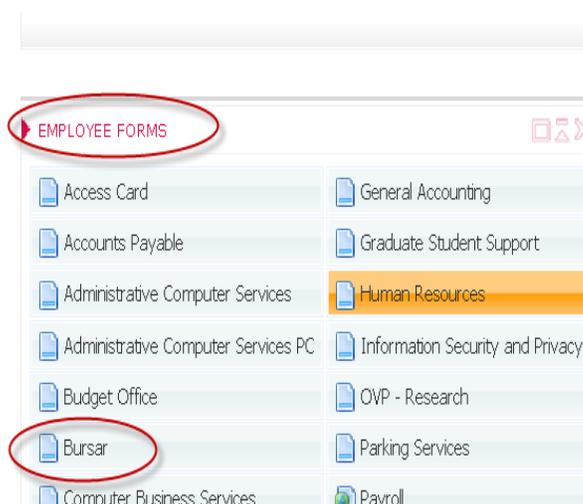
As a result, the Bursar's Office will stop accepting paper Tuition Remission forms for these students.

Once the student has registered, Temple University Employees must log into TUportal to submit the online Tuition Remission form for their Dependent, Spouse, or Domestic Partner or themselves, respectively.

1. Select "STAFF TOOLS"



2. Scroll down to "EMPLOYEE FORMS", click Bursar form



3. Select Tuition Remission Tab

▶ REQUESTED BY

NAME	TUID	PHONE	E-CLASS	
ORG	DEPT	TITLE	45 - AFSCME full-time mthly	

This section will display "Employee Information"

▶ INSTRUCTIONS

- Select the TERM tuition remission will be applied to.
- Select the RECIPIENT type: Dependent, Spouse/Certified Domestic Partner, or Self/Employee.
- Select PROCESS REMISSION next to the name of the student you want to receive tuition remission. If N/A is displayed under Process Remission, the student is not eligible for tuition remission based on the reasons displayed under Reasons for Ineligibility.
- Click the SUBMIT button.

Note: The student's Financial Aid package may change once tuition remission is processed.

▶ REQUESTED FOR

Select Term & Recipient

TERM: 2014 Summer II

RECIPIENT: Dependent Spouse/Certified Domestic Partner Self/Employee

Note: If you are trying to submit tuition remission for a term not listed here, email the Bursar's Office at tutrem@temple.edu. Please include the TUID of the student, requested term, and your contact information.

4. Employee's information will be displayed in the "Requested By" frame

5. Select Term from Drop Down Box

- Select Recipient – Dependent or Spouse/Certified Domestic Partner/Self/Employee
- Once the term and Recipient are selected, employees Dependents are displayed
- Click the Radio button for the student to be processed

PROCESS REMISSION	NAME	RELATION	ESTIMATED SEMESTERS REMAINING	LEVEL	MAJOR	REASONS FOR INELIGIBILITY
<input checked="" type="radio"/>		Daughter	5	UG	Fox School - Marketing	
<input type="radio"/>		Son	-	-		<ul style="list-style-type: none"> We were not able to retrieve student records for this dependent. Please confirm that you have provided the SSN for your Dependent(s) by reviewing this information in SSB: Dependents Information
<input type="radio"/>		Son	-	-		

Note: If your dependent is not listed here, please email the [Benefits Office in Human Resources](#) at benefits@temple.edu or call 215.926.2270.

▶ FORM ACTIONS

Click Submit

Cancel Print Submit

6. Click Submit

- You may select the "Print" option for your records – Please DO NOT send any paper forms to the Bursar's Office
- An e-mail notification will be sent to the **STUDENT** once the tuition remission is posted to their account.

For questions about this new process, please email tutrem@temple.edu.