Employees, Dependent/Spouse/Domestic Partner Tuition Remission Processing

Please be advised that the University has implemented a new online system to submit and handle Tuition Remission for University dependents and spouses starting for the Spring 2014 semester.

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

Once the student has registered, Temple University Employees will log into TUportal to submit the online Tuition Remission for either their Self, Dependent, Spouse, or Domestic Partner.

- Select “STAFF TOOLS”

- Scroll down to “UNIVERSITY FORMS”, search Bursar, click on Forms

- Select Dependent/Spouse Tuition Remission Tab

- Employee’s information will be displayed in the” Requested By” frame
- Select Term from Drop Down Box
- Select Recipient – Self, Dependent or Spouse/Certified Domestic Partner
- Once the term and Recipient are selected, employees Dependents are displayed
- Click the Radio button for the Dependent would like processed

- **Click Submit**

<table>
<thead>
<tr>
<th>PROCESS REMISSION</th>
<th>NAME</th>
<th>RELATION</th>
<th>ESTIMATED SEMESTERS REMAINING</th>
<th>LEVEL</th>
<th>MAJOR</th>
<th>REASONS FOR INELIGIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗</td>
<td>Daughter</td>
<td>S</td>
<td>UG</td>
<td>Fox School - Marketing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Son</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Son</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td>* 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</td>
</tr>
</tbody>
</table>

*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**

- **Cancel**
- **Print**
- **Submit**

- Student will receive an e-mail notification once the tuition remission is posted to the student account.