

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.

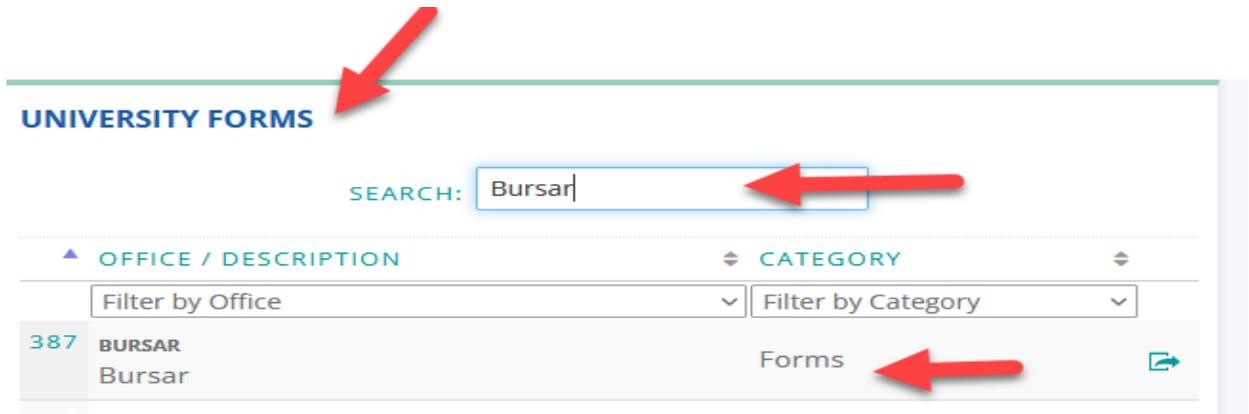
As a result, the Bursar's Office will stop accepting the paper Tuition Remission forms for these students.

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

DEPENDENT TUITION REMISSION | EMPLOYEE TUITION REMISSION | GRADUATE TUITION REMISSION | PETTY CASH VOUCHER

INSTRUCTIONS
NEED WORDING FROM BURSAR - This tuition remission form, when properly completed and authorized, can be used to pay your tuition invoice...
Note: The student's Financial Aid package may change once tuition remission is processed.

REQUESTED BY

NAME	TUID	PHONE
ORG	DEPT	TITLE

REQUESTED FOR

TERM: 2014 Spring | RECIPIENT: Dependent Spouse/Certified Domestic Partner

Note: If you are trying to submit tuition remission for a term not listed here, go to the [Bursar's Office Tuition Remission Page](#) complete a new form and submit a copy to the [Bursar's Tuition Remission Office](#) at tutrem@temple.edu

FORM ACTIONS

Cancel | Print | Submit

- 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**

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	-	-		or

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

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