

## Instruction for completing the on-line tuition waiver form

1. Save the online tuition waiver form to your desktop.
2. Complete the top section about the employee
3. If the waiver is for the employee skip section two, if the waiver is for a spouse or dependent child complete this section about the student
4. Complete the academic year and anticipated course load that the waiver student is anticipating
5. Sign the form. This is completed via your digital signature that is stored on your local computer. If you already have a signature it is as simply as clicking the signature box for employee and once the sign document box appears click sign. If you do not have a digital signature, simply double click the signature box and create one by following the instructions and prompts. Once you have created the signature follow the above instructions to sign the tuition waiver form.
6. Save your document again
7. If the waiver form is for the employee click the e-mail button on the tool bar and e-mail this form to your supervisor, if the waiver is for a spouse of dependent child click the submit to HR button and e-mail the form to HR.