

## How to approve tuition exemption waivers for your employees

### Purpose:

The purpose of requiring the supervisor to approve the employee's tuition waiver is to:

1. Assure that the employee is following College policy, and
2. Assure that the supervisor is aware of the employee's plans and that any necessary conversations about scheduling have occurred.

As a refresher, the applicable policy is DEB and it states:

Full-time employees may enroll without charge in up to seven semester hours of credit courses per semester. Tuition and all other fees (except other fees charged for private music lessons, and special fees as designated) are waived for such employees. Only one of these courses may be taken during the employee's regularly scheduled work hours if it is directly job-related, and is approved in writing in advance by the employee's supervisor.

### Approval instructions

1. You will receive an email that states there is an employee tuition waiver available for your approval.
2. Sign into the MyAC Portal.
3. Click on the Reports tab at the top in the dark blue ribbon.
4. Click on Workflow Approvals on the far left.
5. You should see a statement that says how many documents you have to review. Click on the blue wording on this statement to see the documents.
6. Click the word VIEW to review the document.
7. Please review the document. Any questions you have should be directed to your employee before approving.
8. Any notes you have concerning the request should be entered under the Add Comments section in the blue ribbon at the top. You can either type your comments in the space provided or attach a file where indicated. Please remember to hit SAVE to keep your changes.
9. Once you have all of the information you need from your employee and have made any notes you need, chose APPROVE in the blue ribbon at the top. The employee's request will be forward to HR for further approval.
10. HR approves the request and it goes to Financial Aid to be processed.



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