

Guide to completing the electronic Tuition Waiver Application

The Tuition Assistance Program is for **eligible** employees only. Please [click here](#) to review the eligibility criteria and applicable policies and procedures.

1. Accessing the electronic application for **Employee Tuition Waiver**

Once registered for the courses, the electronic tuition waiver application can be accessed by logging onto WP Connect > Employee Tab > HR & Payroll Forms > Employee Tuition Waiver.

- ❖ Follow the on-screen prompts to complete the application and select all the classes for the semester that you are qualified to submit the waiver for
- ❖ Click on the 'send email to Supervisor' link to route your form to your supervisor for review and approval
- ❖ Your Supervisor will receive an email notification stating that a tuition waiver application was submitted for their approval. Once the Supervisor electronically approves the waiver through the link provided in the email, the form will be routed electronically to the Payroll Department for processing
- ❖ The Director of Payroll and Benefits or a designee will review the application for eligibility. Once final determination is made, electronic communication will be sent notifying you of the approval status

To remove a course that was added in error or dropped, please contact the Payroll Department at payroll@wpunj.edu.

2. Accessing the electronic application for **Dependent Tuition Waiver**

Once the dependent is enrolled for the courses, the electronic tuition waiver application can be accessed by logging onto WP Connect > Employee Tab > HR & Payroll Forms > Employee Tuition Waiver.

- ❖ Follow the on-screen prompts to complete the application
- ❖ Click on the 'send email to Dependent' link to route the form to your dependent for review and approval
- ❖ Your dependent will then receive an email notification to their campus email address stating that a tuition waiver was submitted for their approval. Once they electronically approve the waiver through the link provided in the email, the form will be routed electronically to the Payroll Department for processing
- ❖ Please also make sure to submit supporting documentation. These can be electronically uploaded through WP Connect > Employee tab > HR & Payroll Forms > [My Document Upload](#)
- ❖ The Director of Payroll and Benefits or a designee will review the application for eligibility. Once final determination is made, electronic communication will be sent notifying you of the approval status

If the dependent is not listed in the drop down, please contact the Payroll Department at payroll@wpunj.edu.