

IMPORTANT FACTS ABOUT THE AUTOMATED TUITION EXEMPTION PROCESS

- This new automated system allows employees to submit and track their tuition exemption requests through PAWS.
- Supervisors and department heads can review, approve, return, or disapprove their employees' exemption requests.
- If an employee makes any changes to his/her class schedule after HRM approves his/her exemption request, the employee must submit a new exemption request.
- If the employee does not complete the exemption process within one week of having started the request, the employee will receive an e-mail reminder to complete their request. After one week if the exemption request is still not complete, the employee will receive an e-mail stating that the request has been cancelled.
- Once the exemption request is approved, the employee and the HRSAUTH in the department will receive an e-mail that confirms the approval, as well as details such as class dates and times.
- The exemption applies only to tuition fees. Employees are still subject to pay all fees associated with the courses they are enrolled in.
- The eligibility requirements for the tuition exemption program will remain the same. The requirements are indicated below:
 - Only Professional Staff, Classified/Civil Service staff, and employees who are classified as "Other Academic" are eligible to receive the exemption.
 - The staff member must be employed full time (100% effort) for one year period.