How to initiate a Tuition Assistance request in HCM:
This job aid outlines the process for FTE, Research Grant, and Time Limited employees to request Tuition Assistance.

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<td>This process is governed by policy HR 1.61.</td>
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To be eligible for tuition assistance, faculty and staff must be:
- Employed for at least 30 hours per week in an FTE, Research Grant or Time Limited position. OR have appointment as an ROTC affiliate.
- Have successfully completed six months of employment at USC.
- Have been admitted to the University of South Carolina through the appropriate admission process.

Steps:
1. From the Employee Self Service page, click the Tuition Assistance tile.
   a. This tile will only appear for eligible employees based on the above listed criteria.
The Tuition Assistance program offers eligible faculty and staff free tuition for up to 16 credit hours per academic year (8/16/xxxx-8/15/xxxx).

2. Click the **Create New Tuition Asst Form** option from the left-hand menu.

The Tuition Assistance Request Form auto-populates Employee Information based on the primary job in HCM and Enrollment Data from Banner. Enrollment data feeds into the HCM system nightly from Banner for actively enrolled students.
NOTE: If you have not yet completed the admissions process and registered for classes through Self-Service Carolina OR if you registered for classes on the same day that you are initiating the Tuition Assistance Request form, you must certify that you have completed the admission process.

Click the I **Certify I have completed admissions process** drop-down menu and select Yes. Note that no enrollment data will appear, but you can proceed with the request.

- If you select No the form does not allow you to add course information as noted in steps 3-6 below. Attempting to submit the form after selecting No in this question will present the error message shown here.
3. Click the Requested Semester drop-down menu button and select the applicable semester.

Upon selecting the semester in step 3, the remaining fields in the Request Period section of the form auto-populate.

4. Enter all fields in the Course Information section. Course #, Title of Course, Credit Hours, Course Start Date and CRN are all required fields.
   a. If requesting tuition assistance for more than one course in the semester, click the plus + button and complete all information for the additional class(es).

5. Click the Course will be taken for drop-down menu button and select the appropriate option.
6. Click the **Will course be taken during work hours?** Drop-down menu button and select the appropriate option.
   a. Selecting Yes will open an additional field to provide details about making up hours missed from work.

The **Tuition Assistance Tracking – Current Academic Year** section of the form shows all initiated Tuition Assistance Request forms and will calculate the total for requested credit hours to assist you with tracking the 16 credit hour limit.

There are no required attachments to this form.

7. Click the **Submit** button to route this request to your supervisor for approval.
8. Click the **View Approval Route** button to confirm the request is with your supervisor for approval.

If your Tuition Assistance Request form is pending supervisor approval 5 calendar days after submission, system logic will automatically route the request to your area’s College/Division or Campus HR team for review and approval. Once your supervisor or HR contact approves the request it is routed to the campus Bursar’s office for final approval.

9. Click the **Done** button.
To check the status of your submitted Tuition Assistance requests, click the **View My Tuition Asst Form** option from the left-hand menu.

If you received an email alerting you that your form was Recycled from someone in the workflow, click the **Update My Tuition Asst Form** option to review and resubmit as applicable.
University of South Carolina
HCM Employee Resources
Tuition Assistance Request

You will receive automated email notifications during the workflow. Sample emails are shown here for the below actions:

- Initial submission confirmation.
- Your Tuition Assistance request has been recycled back to you for edits (be sure to review the comments to see what edits are needed).
- Final approval by your Campus Bursar’s Office.

Cheers to being a lifelong learner!