



Tuition Waiver Workflow Processing

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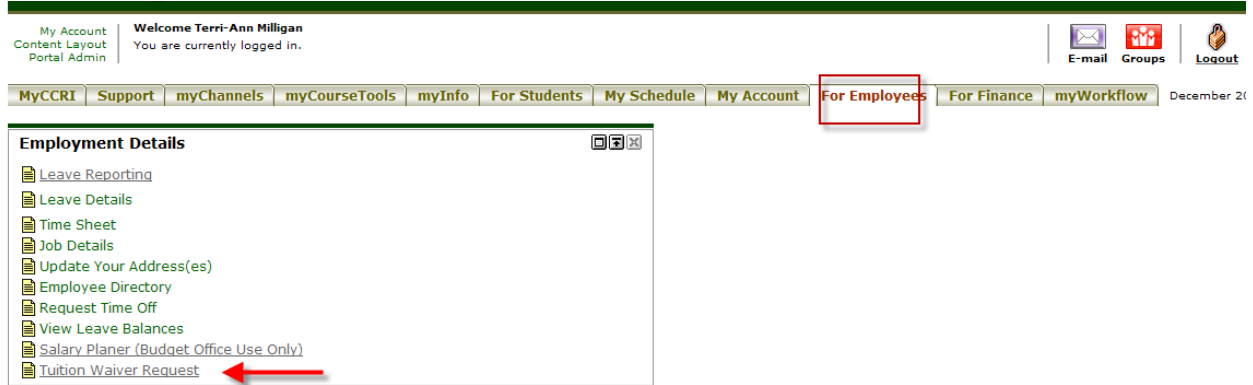
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Accessing the Workflow System via MyCCRI Self Service

Log into MyCCRI via CCRI’s website

Click on the “ForEmployee” tab to access the tuition waiver request form

Click on the “Tuition Waiver Request” to start the approval process



Completing a Tuition Waiver Workflow for yourself

The screenshot shows the 'Authorization for Tuition Waiver' form. It includes instructions for completing the form and a partially filled form with the following information:

I. Employee Information:

Date of Request:	05/23/2018
Employee Name:	Terri-Ann Milligan
CCRI ID:	92025595
Department:	Human Resources
Date of Birth:	
Full-Time:	Yes
Currently on LWOP:	No
State of Residence:	RI

II. Student Information:

Waiver Type:	Please select waiver type ▼
Semester Enrolling:	Please select term ▼

Self:

Courses are offered outside normal working hours, or
 during normal working hours (please complete justification as stated below in Attendance Policy).

Justification:
(if during normal working hours)

For courses during work hours, the course information must be filled in.

Course Title 1:

Meeting Day(s) 1: (Ex. Mo, We, Th)

Meeting Time 1: (Ex. 10-11)

Course Title 2:

Meeting Day(s) 2: (Ex. Mo, We, Th)

Meeting Time 2: (Ex. 10-11)

Course Title 3:

Meeting Day(s) 3: (Ex. Mo, We, Th)

Meeting Time 3: (Ex. 10-11)

I am taking: Graduate level classes (level 400 and up) Undergraduate level classes

I am currently a: Matriculating student Non-matriculating student

Use the drop down and select the Waiver Type
Use the drop down and select the Semester Enrolling
Click the Self Button and indicate whether the course is offered outside the normal working hours or during. If you select during normal working hours, you will need to provide an explanation.
Indicate whether you are taking graduate or undergraduate courses.

Scroll down to read the Board of Education’s Policy about the Tuition Waiver

III. Board of Education Policy:

1. Tuition waiver is applicable to full-time non-classified employees of the Board of Education, according to the following, unless specifically designated otherwise in a collective bargaining agreement.
2. Waiver of fees shall be limited strictly to tuition. The individual must pay all other fees, book, supplies, travel, and other expenses.
3. Tuition or course charges for institutions under the jurisdiction of the Board of Education may be waived for eligible employees. This waiver applies to the employee's spouse or domestic partner, as defined in RIGL §36-12-1, and legal (as defined by IRS regulations) dependents who are pursuing courses in a regular study program for credit at the first baccalaureate level only.
4. In the event of an employee's death, the tuition waiver benefit shall be provided for those spouses or domestic partners, as defined in RIGL §36-12-1, and legal dependents who have been accepted or are enrolled at the time of such death and who maintain continuous enrollment.
5. However, pursuant to RIGL §16-97.7 no employee of the Board of Education, his or her spouse, domestic partner or dependent, shall receive a tuition waiver as a result of employment status with the Board of Education, without first consenting to the public disclosure of the existence and amount of the waiver. This applies to any tuition waivers, including, but not limited to any waiver at the Community College of Rhode Island, Rhode Island College, and/or the University of Rhode Island.
6. Only full-time employees are eligible.
7. If an employee is on leave without pay neither the employee nor his or her spouse or domestic partner, as defined in RIGL §36-12-1, or legal dependents are eligible for tuition waiver unless specifically approved by the institution.
8. Tuition waivers are not applicable to non-credit courses.


Scroll down to read the Attendance Policy, then confirm you agree to the terms clicking on the box and hitting the submit button

Attendance Policy
Employees are expected to enroll in courses outside of normal work hours. Employees must receive prior approval from their department supervisor to participate in courses during their normal work schedule. Final approval will be contingent upon the submission of a statement by the department supervisor which verifies that the time required for class attendance will be charged either to vacation or personal leave or to an adjusted work schedule. The adjusted work schedule must indicate how the time is to be made up. This statement must be forwarded to the Office of Human Resources along with the Authorization for Tuition Waiver.

Be aware that all or part of your tuition waiver may be taxable per the IRS guidelines.

IF A FUTURE AUDIT REVEALS THAT INCORRECT INFORMATION WAS GIVEN, THE EMPLOYEE WILL BE HELD FINANCIALLY RESPONSIBLE FOR COURSES TAKEN AND MAY BE SUBJECT TO DISCIPLINARY ACTION.

By checking this box, I acknowledge that I have read and accept the Tuition Waiver terms and conditions.

Submit Waiver 

RELEASE: 8.0

Upon submission you will receive an email notification confirming that the waiver request has been routed to the appropriate department for approval.

Authorization for Tuition Waiver

I. Employee Information:

Date of Request: 11/26/2012
Employee Name: Terri-Ann Milligan
Banner ID: 92025595
Department: Human Resources
Date of Birth:
Full-Time: Yes
Currently on LWOP: No
State of Residence: RI

II. Student Information:

Waiver Type: CCRI
Term: Fall 2012
Student: Self
Courses Offered: Outside normal working hours
Level: Undergraduate
Matriculating: No

Thank you for submitting your tuition waiver request. Once your tuition waiver has been approved, you will receive an email notification that you can keep for your records.

If the class is during work hours the waiver that you are submitting is for a class during normal working hours, the tuition waiver workflow will go to your supervisor for their approval, and then to the Office of Human Resources for their approval. You must also complete an Alternative Work Arrangement form and have it signed by the appropriate individuals as indicated on the form. The form can be found on the HR forms webpage. http://www.ccri.edu/hr/persforms/Alternative_Work_Arrangement.pdf

Once the waiver is approved, a copy of the approved waiver will be sent to the appropriate Bursar's Office, (CCRI, RIC or URI) for the waiver to be applied to your account. You will also receive a copy of the email being sent to the Bursar's office for your records. You are still responsible for any fees associated with the course or courses you are taking.

Completing a Tuition Waiver Workflow for a Spouse/Domestic Partner

Use the drop down arrow to select the Waiver Type

Use the drop down arrow to select the Semester Enrolling

I. Employee Information:

Date of Request:	11/09/2012
Employee Name:	Terri-Ann Milligan
Banner ID:	92025595
Department:	Human Resources
Date of Birth:	
Full-Time:	Yes
Currently on LWOP:	No
State of Residence:	RI

II. Student Information:

Waiver Type:

Semester Enrolling:

Spouse/Domestic Partner:

Select Dependent:

In program of study? Yes No

List Program:

Currently holds a Bachelor's degree? Yes No

List all existing degrees held:

Use the drop down box to Select Dependent

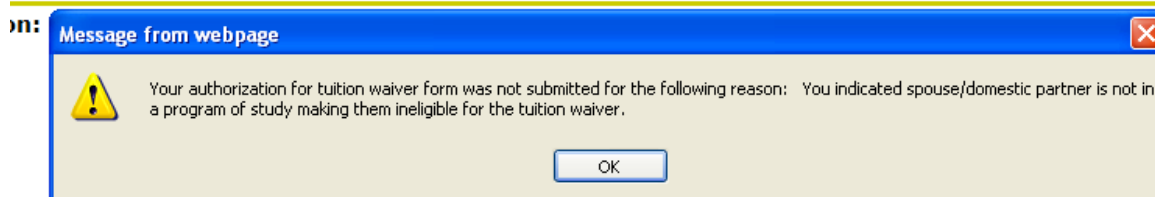
Indicate if in a program of study (Y/N)

List the program of study your Spouse/Domestic Partner is enrolled in

Indicate if they current hold a Bachelor's degree (Y/N)

List all the degrees they currently hold

If you enter information that might make your spouse/domestic partner ineligible for the tuition waiver, you will receive an error message. See sample below. If you believe you are getting this message in error, contact the Office of Human Resources at 401-825-2311.



09/05/1965

Scroll down to fully read the Board of Education's Policy

III. Board of Education Policy:

1. Tuition waiver is applicable to full-time non-classified employees of the Board of Education, according to the following, unless specifically designated otherwise in a collective bargaining agreement.
2. Waiver of fees shall be limited strictly to tuition. The individual must pay all other fees, book, supplies, travel, and other expenses.
3. Tuition or course charges for institutions under the jurisdiction of the Board of Education may be waived for eligible employees. This waiver applies to the employee's spouse or domestic partner, as defined in RIGL §36-12-1, and legal (as defined by IRS regulations) dependents who are pursuing courses in a regular study program for credit at the first baccalaureate level only.
4. In the event of an employee's death, the tuition waiver benefit shall be provided for those spouses or domestic partners, as defined in RIGL §36-12-1, and legal dependents who have been accepted or are enrolled at the time of such death and who maintain continuous enrollment.
5. However, pursuant to RIGL §16-97.7 no employee of the Board of Education, his or her spouse, domestic partner or dependent, shall receive a tuition waiver as a result of employment status with the Board of Education, without first consenting to the public disclosure of the existence and amount of the waiver. This applies to any tuition waivers, including, but not limited to any waiver at the Community College of Rhode Island, Rhode Island College, and/or the University of Rhode Island.
6. Only full-time employees are eligible.
7. If an employee is on leave without pay neither the employee nor his or her spouse or domestic partner, as defined in RIGL §36-12-1, or legal dependents are eligible for tuition waiver unless specifically approved by the institution.
8. Tuition waivers are not applicable to non-credit courses.

Scroll down to read the Attendance Policy, then confirm you agree to the terms by clicking on the box and hitting the submit button

Attendance Policy

Employees are expected to enroll in courses outside of normal work hours. Employees must receive prior approval from their department supervisor to participate in courses during their normal work schedule. Final approval will be contingent upon the submission of a statement by the department supervisor which verifies that the time required for class attendance will be charged either to vacation or personal leave or to an adjusted work schedule. The adjusted work schedule must indicate how the time is to be made up. This statement must be forwarded to the Office of Human Resources along with the Authorization for Tuition Waiver.

Be aware that all or part of your tuition waiver may be taxable per the IRS guidelines.

IF A FUTURE AUDIT REVEALS THAT INCORRECT INFORMATION WAS GIVEN, THE EMPLOYEE WILL BE HELD FINANCIALLY RESPONSIBLE FOR COURSES TAKEN AND MAY BE SUBJECT TO DISCIPLINARY ACTION.

By checking this box, I acknowledge that I have read and accept the Tuition Waiver terms and conditions.

Submit Waiver

RELEASE: 8.0



Upon submission you will receive an email notification confirming that the waiver request has been routed to the appropriate department for approval.

Authorization for Tuition Waiver

I. Employee Information:

Date of Request: 11/26/2012
Employee Name: Terri-Ann Milligan
Banner ID: 92025595
Department: Human Resources
Date of Birth:
Full-Time: Yes
Currently on LWOP: No
State of Residence: RI

II. Student Information:

Waiver Type: RIC
Term: Fall 2012
Student: Spouse/Domestic Partner
Name: Thomas Milligan
Banner ID: 92163200
Date of Birth:
In program of study? Y
List Program: Science
Currently holds a Bachelor's degree? N
List all existing degrees held:

Thank you for submitting your tuition waiver request. Once your tuition waiver has been approved, you will receive an email notification that you can keep for your records.

Once the waiver is approved, a copy of the approved waiver will be sent to the appropriate Bursar's Office, (CCRI, RIC or URI) for the waiver to be applied to your account. You will also receive a copy of the email being sent to the Bursar's office for your records. You are still responsible for any fees associated with the course or courses you are taking.

Completing a Tuition Waiver Workflow for your dependent(s)

Use the drop down arrow to select the Waiver Type
Use the drop down arrow to select the Semester Enrolling

I. Employee Information:

Date of Request: 11/09/2012
Employee Name: Terri-Ann Milligan
Banner ID: 92025595
Department: Human Resources
Date of Birth:
Full-Time: Yes
Currently on LWOP: No
State of Residence: RI

II. Student Information:

Waiver Type:
Semester Enrolling:

Click on the Dependent button
Use the drop down select the dependent you are completing the Tuition Waiver for
Indicate if in a program of study (Y/N)
List the program of study your dependent is enrolled in
Indicate if they currently hold a degree (Y/N)
List all the degrees held if applicable

Read the Dependency Statement and check the box acknowledging the statement

Dependent:

Select Dependent:

In program of study? Yes No

List Program:

Currently holds a Bachelor's degree? Yes No

List all existing degrees held:

Dependency Statement: I am providing at least 50% of my child's support and am claiming him/her as an exemption on this year's income tax form.

By checking this box, I acknowledge that I have read and accept the dependency statement terms and conditions.

By checking this box, I agree to provide Human Resources with a copy of my **LAST** tax return (cover page showing dependents' name(s) and last page showing signature only).

By checking this box, I agree to provide Human Resources with a copy of my **NEXT** tax return showing that I've claimed this person as my dependent for the year in which they received the tuition waiver (cover page showing dependents' name(s) and last page showing signature only).

Scroll down to fully read the Board of Education's Policy

III. Board of Education Policy:

1. Tuition waiver is applicable to full-time non-classified employees of the Board of Education, according to the following, unless specifically designated otherwise in a collective bargaining agreement.
2. Waiver of fees shall be limited strictly to tuition. The individual must pay all other fees, book, supplies, travel, and other expenses.
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4. In the event of an employee's death, the tuition waiver benefit shall be provided for those spouses or domestic partners, as defined in RIGL §36-12-1, and legal dependents who have been accepted or are enrolled at the time of such death and who maintain continuous enrollment.
5. However, pursuant to RIGL §16-97.7 no employee of the Board of Education, his or her spouse, domestic partner or dependent, shall receive a tuition waiver as a result of employment status with the Board of Education, without first consenting to the public disclosure of the existence and amount of the waiver. This applies to any tuition waivers, including, but not limited to any waiver at the Community College of Rhode Island, Rhode Island College, and/or the University of Rhode Island.
6. Only full-time employees are eligible.
7. If an employee is on leave without pay neither the employee nor his or her spouse or domestic partner, as defined in RIGL §36-12-1, or legal dependents are eligible for tuition waiver unless specifically approved by the institution.
8. Tuition waivers are not applicable to non-credit courses.

Scroll down to read the Attendance Policy, then confirm you agree to the terms by clicking on the box and hitting the submit button

Attendance Policy

Employees are expected to enroll in courses outside of normal work hours. Employees must receive prior approval from their department supervisor to participate in courses during their normal work schedule. Final approval will be contingent upon the submission of a statement by the department supervisor which verifies that the time required for class attendance will be charged either to vacation or personal leave or to an adjusted work schedule. The adjusted work schedule must indicate how the time is to be made up. This statement must be forwarded to the Office of Human Resources along with the Authorization for Tuition Waiver.

Be aware that all or part of your tuition waiver may be taxable per the IRS guidelines.

IF A FUTURE AUDIT REVEALS THAT INCORRECT INFORMATION WAS GIVEN, THE EMPLOYEE WILL BE HELD FINANCIALLY RESPONSIBLE FOR COURSES TAKEN AND MAY BE SUBJECT TO DISCIPLINARY ACTION.

By checking this box, I acknowledge that I have read and accept the Tuition Waiver terms and conditions.

Submit Waiver

RELEASE: 8.0



Upon submission you will receive an email notification confirming that the waiver request has been routed to the appropriate department for approval.

Request for FERPA and Tax information (if necessary) Email

Reply Reply All Forward [icons]

Tuition Waiver Request (CCRI - Fall 2017)- FERPA Release Form Required for [redacted]

humanresources@ccri.edu

To: [redacted]
Cc: Human Resources

Wednesday, July 26, 2017 5:57 P

THIS IS A NOTIFICATION EMAIL ADDRESS - DO NOT REPLY TO THIS EMAIL

Pursuant to the requirements of the recently enacted [RIGL 16-97-7](#), the Board of Education adopted revisions to Section 4.16 of its Personnel Policies. All employees taking classes and their spouses/dependents taking classes and utilizing the tuition waiver are now required to have a FERPA release on file related specifically to EACH TUITION WAIVER.

You the employee, as well as the student, are required to complete a FERPA release, have it notarized, and return it to the HR office as soon as possible.

[Click to view the FERPA release form. A form must be completed for each student.](#)

The forms should not be signed ahead of time, the Notary must be present to witness and notarize the signature.

All signers must bring proper identification to present to the Notary.
Click on the link below to review a list of notary publics at the college.
[CCRI Notary Public Directory](#)

If required, provide Human Resources with a copy of your **LAST** tax return (cover page showing dependents' name(s) and last page showing signature only) and to provide Human Resources with a copy of my **NEXT** tax return showing that I've claimed this person as my dependent for the year in which they received the tuition waiver (cover page showing dependents' name(s) and last page showing signature only).

Once the FERPA form is completed and received by HR, your waiver will be approved and forward to the appropriate Bursar's Office at CCRI, RIC or URI.

Thank you in advance for your attention to this matter.

If you have any questions regarding this email, please contact the **Human Resources office** at 825-2311.

Approval Email Notification

Once the waiver is approved, a copy of the approved waiver will be sent to the appropriate Bursar's Office, (CCRI, RIC or URI) for the waiver to be applied to your account. You will also receive a copy of the email being sent to the Bursar's office for your records. You are still responsible for any fees associated with the course or courses you are taking.

Authorization for URI-Fall 2017 Tuition Waiver for: Evan Simpanen Submitted by [redacted] - Approved

humanresources@ccri.edu

To: Human Resources
Cc: Simon, Jennifer; Milligan, Terri-Ann

THIS IS A NOTIFICATION EMAIL ADDRESS - DO NOT REPLY TO THIS EMAIL

Authorization for Tuition Waiver
(For URI Classes Only)

Date of Request: 07/11/2017	Semester Enrolling: Fall 2017
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I. Employee Information

Name: [redacted]	CCRI ID #: [redacted]
Department: College Police	Are you a full-time employee? Yes
Date of Birth: 05/14/1961	Are you currently on leave without pay? No
State of Residence: RI	
Eclass: C2	

II. Student Information

Dependent:

Name: [redacted]	CCRI ID #:
Date of Birth: 11/21/1996	
In a program of study? Y	List Program: Engineering
Currently has degree(s)? N	List all existing degrees held:

Dependency Statement: I, [redacted], am providing at least 50% of my child's support and am claiming him/her as an exemption on this year's income tax form.

III. BOARD OF EDUCATION POLICY:

- Tuition waiver is applicable to full-time non-classified employees of the Board of Education, according to the following, unless specifically designated otherwise in a collective bargaining agreement.
- Waiver of fees shall be limited strictly to tuition. The individual must pay all other fees, book, supplies, travel, and other expenses.
- Tuition or course charges for institutions under the jurisdiction of the Board of Education may be waived for eligible employees. This waiver applies to the employee's spouse or domestic partner, as defined in RIGL §36-12-1, and legal (as defined by IRS regulations) dependents who are pursuing courses in a regular study program for credit at the first baccalaureate level only.
- In the event of an employee's death, the tuition waiver benefit shall be provided for those spouses or domestic partners, as defined in RIGL §36-12-1, and legal dependents who have been accepted or are enrolled at the time of such death and who maintain continuous enrollment.
- However, pursuant to RIGL §16-97.7 no employee of the Board of Education, his or her spouse, domestic partner or dependent, shall receive a tuition waiver as a result of employment status with the Board of Education, without first consenting to the public disclosure of the existence and amount of the waiver. This applies to any tuition waivers, including, but not limited to any waiver at the Community College of Rhode Island, Rhode Island College, and/or the University of Rhode Island.
- Only full-time employees are eligible.
- If an employee is on leave without pay neither the employee nor his or her spouse or domestic partner, as defined in RIGL §36-12-1, or legal dependents are eligible for tuition waiver unless specifically approved by the institution.
- Tuition waivers are not applicable to non-credit courses.

Attendance Policy
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Be aware that all or part of your tuition waiver may be taxable per the IRS guidelines.
IF A FUTURE AUDIT REVEALS THAT INCORRECT INFORMATION WAS GIVEN, THE EMPLOYEE WILL BE HELD FINANCIALLY RESPONSIBLE FOR COURSES TAKEN AND MAY BE SUBJECT TO DISCIPLINARY ACTION.

1. [redacted], agree to the tuition waiver terms and conditions.

Approvals:
HR Approver: [redacted]
HR Decision Date: 19-Jul-2017 12:25:05 PM

