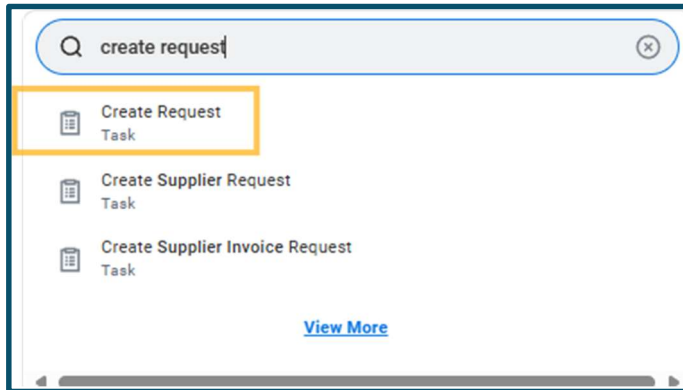


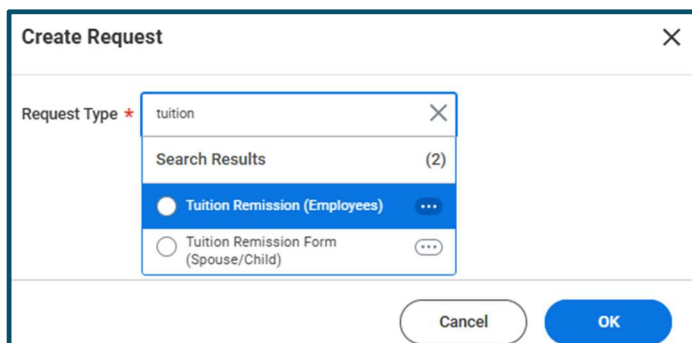
# Tuition Remission Application in Workday

Request tuition remission for courses at Loyola University Maryland in Workday.

1. Login to Workday
2. **Search:** Type “**Create Request**”



3. **Create Request:** Type “**Tuition**” and select the appropriate form
  - Tuition Remission (Employees) if you are enrolled
  - Tuition Remission Form (Spouse/Child) if your spouse or dependent child is enrolled



4. Complete the application. Error messages will display for field data not entered correctly
5. Click “**Submit**”
6. Check your Tasks inbox to review the *Tuition Remission Acknowledgement*
7. Have questions or need help...
  - with tuition costs, fees, and registration contact SAS at x5047
  - with the benefit and eligibility contact Benefits & Wellness at x 1365

## Important Information Regarding Graduate Courses

- Newly enrolled employees (for their own courses) must submit a completed [Repayment Agreement](#)
- Spouse's graduate tuition is taxable to the employee
- Employee's graduate tuition will be taxed on amounts that exceed \$5,250 **UNLESS** the course(s) maintains or improves skills required for the employee to perform their current job responsibilities.
  - Certify by completing the Request for [Determination of Working Condition Fringe Treatment](#) form.