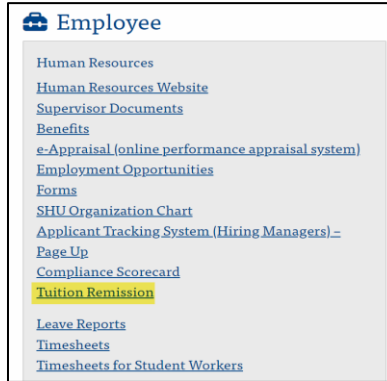


Submitting A Tuition Remission Application

1. Log into **PirateNet**.
2. Click the **Banner Self Service (SSB)** app, then **Employee Dashboard**.
3. Click **Tuition Remission**.



4. Select the semester and dependent to apply Tuition Remission. Click **Submit**.

The screenshot shows a form for selecting the application term and dependent. The 'Tuition Remission Application Term' dropdown is set to 'Spring 2023'. Below it, the question 'Would you like to apply the tuition remission for : *' has three radio button options: 'Self', 'Spouse', and 'Child/Relatives of Clergy'. A 'Submit' button is at the bottom.

5. Review the courses listed and select the boxes to apply **Tuition Remission**, **Job Related Indicator**, or **Lunch Hour Approval Indicator** where applicable. Click **Save**.

The screenshot shows the 'Tuition Remission Application' page. It features a table of enrolled classes for the term Spring 2023. The table has columns for CRN, Course Prefix, Course Title, Credit No., and Schedule Time. There are also columns for 'Apply Tuition Remission', 'Job Related Indicator', and 'Lunch Hour Approval Indicator'. The first row shows CRN 14592 for 'Children's Health and the Law' with checkboxes for all three indicators. The second row shows CRN 14620 for 'FDA Regulation and Liability' with checkboxes for all three indicators. A 'Save' button is at the bottom right, highlighted with a red arrow. A 'Go back to Tuition Remission Application' button is at the bottom center.

CRN	Course Prefix	Course Title	Credit No.	Schedule Time	Apply Tuition Remission	Job Related Indicator	Lunch Hour Approval Indicator
14592	HLTH 7524 OLM	Children's Health and the Law	2	U 0026AM-0027AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14620	HLTH 7560 OCA	FDA Regulation and Liability	3	U 0018AM-0019AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. A pop-up will appear, click **OK**.
7. A confirmation page will load confirming the courses that were included in the application. A confirmation email will also be sent.
8. If an application needs to be submitted for additional dependents, click **Go back to Tuition Remission Application**.

The screenshot shows the confirmation page for the Tuition Remission Application. It states: 'Your Tuition Remission Application has been successfully submitted for the term Spring 2023.' Below this, it lists the submitted courses: 'Children's Health and the Law - HLTH 7524 OLM 14592'. There is a 'Go back to Tuition Remission Application' button at the bottom, highlighted with a red arrow.