

Submitting a dependent waiver is a two-step process:

Step 1: Verify Banner Info and submit documents for approval

Step 2: Submit the Dependent Tuition Waiver

How to complete Step 1: Verifying Banner Info & WFMO Approval

Log on to Gibson online

Select “Add/Update Dependent”

Complete data fields (enter name as it appears in Banner)

Add supporting document (tax return showing student is claimed on taxes)

Click “Verify Banner Info” you will receive a message verifying you have updated the documents.

The screenshot shows the 'Tuition Waiver Request' form. At the top, there are tabs for 'Request Tuition Waiver', 'Previous Requests', and 'Add/Update Dependent'. A yellow message box states: 'You need to add your dependent and upload supporting documentation in the section below. Once your supporting documentation has been verified by Workforce Management, your dependent will be enabled for submission under the Dependent Waiver tab. This process will need to be completed for each semester you are requesting a dependent waiver.' Below this is the 'Dependent Information' section with fields for First Name, Last Name, Tulane ID, Gender, and Relationship. A 'Support Documents' section shows a file '1. tuition waiver test doc22.docx' has been uploaded. A 'Verify Banner Info' button is visible. At the bottom, a 'Dependent List' table is shown with columns for First Name, Last Name, Tulane ID, Relationship, Gender, Term, Status, and Action. The table contains two rows: one with status 'Declined' and one with status 'New'. A blue arrow points to the 'New' status cell.

First Name	Last Name	Tulane ID	Relationship	Gender	Term	Status	Action
		46 8430	Child	Female	201620	Declined	
Ra	Bi	1: 2133	Child	Male	201620	New	

Then you must click “Submit” for the documents to be sent to WFMO for review and approval.

You will receive another message regarding the submission of the request.

The waiver status will be updated and you can check the status of you waiver at any time by logging on to Gibson and reviewing the Dependent List

This screenshot shows the 'Tuition Waiver Request' form with a different status. A green message box says: 'Tuition Waiver Request: You are updating/validating a dependent's support documents'. The 'Support Documents' section shows the file '1. tuition waiver test doc22.docx' is selected. A blue arrow points to the 'Submit' button at the bottom of the form.

Once WFMO approves your dependent's waiver an email will be sent notifying you of your **next step** --

If you receive an email notifying you that your dependent was declined, an explanation will be provided in the email and instructions included regarding what is needed for you to re-submit the dependent information with the appropriate documentation.

If you receive an email notifying you that your dependent was approved, you **must submit a Tuition Waiver request**

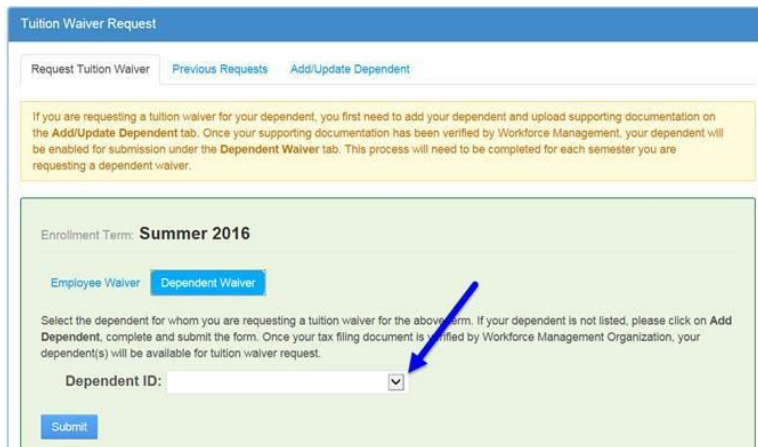
How to complete Step 2: Submitting the Dependent Waiver

Log on to Gibson online

Select "Request Tuition Waiver"

Open the dropdown menu to select the student that you are creating the waiver for in the current semester.

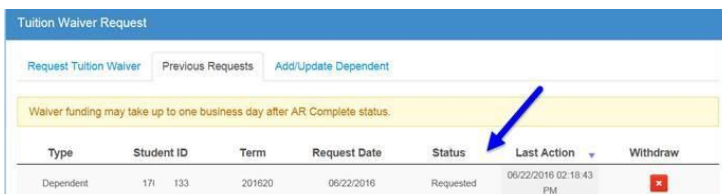
Then click "Submit"



You can click "Previous Request" to view the status of your waiver. The status and definition are below:

- | | |
|------------------|---|
| 1. Requested | You have submitted your waiver successfully |
| 2. WFMO Approval | WFMO has to approve documents that shows a student is a dependent |
| 3. Approved | WFMO approved documents and employee can now submit waiver |
| 4. Declined | WFMO declined the documents submitted and has provided additional information in the notes regarding the reason for declining the documents. The employee must resubmit and provide requested info. |
| 5. AR Complete | Accounts Receivable has posted the waiver |

If you decide to withdraw the waiver prior to posting you can click the button under "Withdraw" -- the button will go away and the waiver "Status" will be updated.



Type	Student ID	Term	Request Date	Status	Last Action	Withdraw
Dependent	171 133	201620	06/22/2016	Requested	06/22/2016 02:18:43 PM	