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.

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

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==
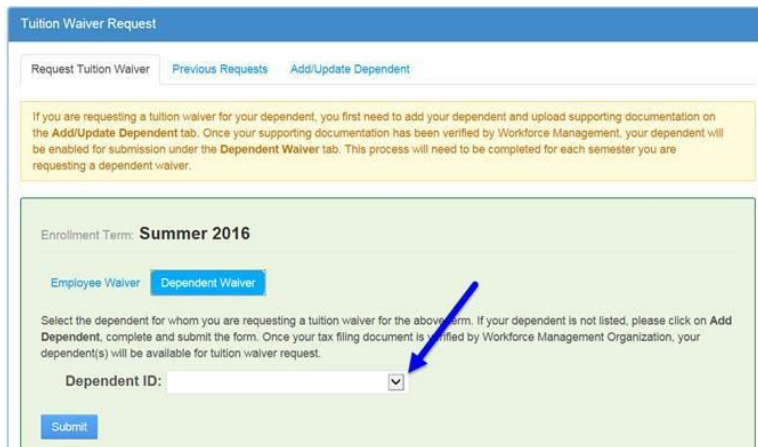
How to complete Step 2: Submitting the Dependent Waiver

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.
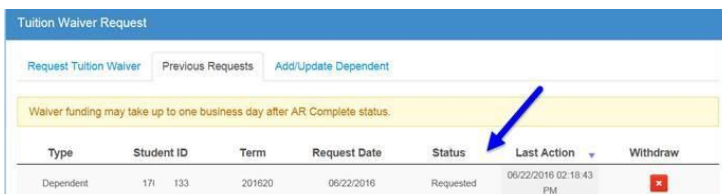Then click "Submit"

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.