

# HOW TO SUBMIT A TUITION WAIVER

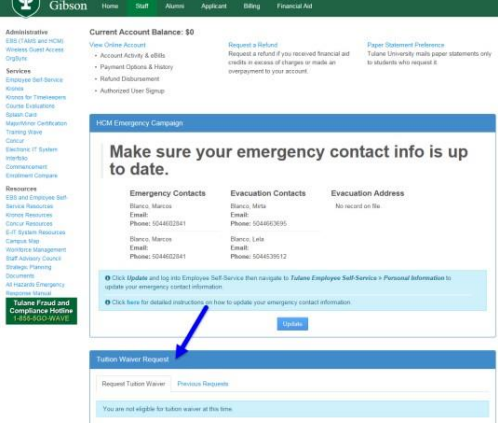
## Submitting an employee waiver

To create an **employee waiver**, the eligible employee

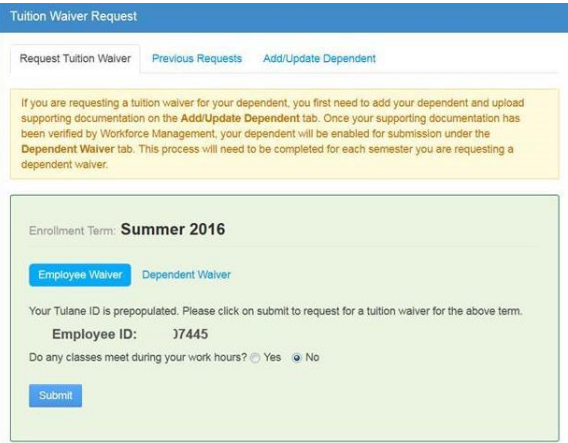
1. First login to “[Gibson Online](#)” using your username and password



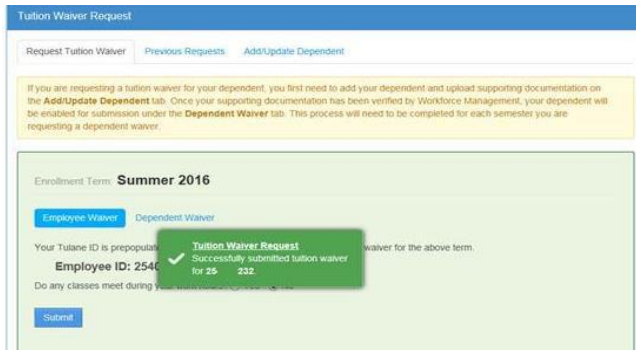
2. Under the Staff or Faculty tab, click on “Tuition Waiver Request”



3. Select “Employee Waiver”
4. NOTE: Eligibility is based on your status as of the date you are submitting a Tuition Waiver
5. Answer the question, “Do any classes meet during your work hours?” by selecting the appropriate response
6. Click “Submit” button



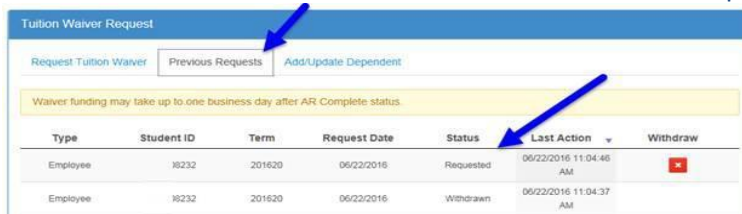
You will receive a message regarding the submission – see below:



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

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Requested</li> <li>2. WFMO Approval</li> <li>3. Approved</li> <li>4. Declined</li> <li>5. AR Complete</li> </ol> | <p>You have submitted your waiver successfully</p> <p>WFMO has to approve documents show student is a dependent</p> <p>WFMO approved documents and employee can now submit waiver</p> <p>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.</p> <p>Accounts Receivable has posted the waiver</p> |
|--|---|

If you decide to withdraw the waiver prior to posting you can click the button under “Withdraw” -- the button will be removed and the waiver “Status” will be updated.



If you are not eligible for the waiver you will see this message;



If you are eligible to use the tuition waiver as an employee but are NOT eligible for dependent waiver your screen will NOT include the Add/Update Dependent tab.

