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:

1. Requested  You have submitted your waiver successfully
2. WFMO Approval  WFMO has to approve documents show 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 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.