How to Enroll: Tuition Waiver

To create a waiver for you, the eligible employee:
1. 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”
   a. Eligibility is based on your status as of the date you are submitting a Tuition Waiver
4. Answer the question, “Do any classes meet during work hours?” by selecting the appropriate response
5. Click “Submit” button
6. You may review the status of the submitted waivers under the “Previous Requests” tab

To create a waiver for a dependent of the eligible employee:
1. Login to “Gibson Online” using your username and password
2. Under the Staff or Faculty tab, click on “Tuition Waiver Request”
3. Select “Add/Update Dependent”
   a. Complete the form by entering dependent’s first name, last name, and TUID number of dependent as it reads in the Banner system. Click “Verify Banner Info” button.
      i. If a valid match exists, you will see a pop up message indicating, “the dependent information is valid.”
      ii. Otherwise, you will receive an error message indicating that “dependent information does not match our records”, and you will not be able to continue until you correct the information.
   b. Select Gender of the dependent
   c. Select the relationship of the dependent – Spouse, or Child
   d. Attach the appropriate documentation to prove dependency
   e. Click “Submit” button.
4. Once your dependent’s eligibility is reviewed, an email will be sent notifying you of your next step:
   a. If you receive an email notifying you that your dependent was declined, an explanation will be provided, and you have to re-submit the dependent with the appropriate documentation.
   b. If you receive an email notifying you that your dependent is approved, you must submit a Tuition Waiver request by following the steps below before the deadline closes:
      a. Login to “Gibson Online” using your username and password
      b. Select the dependent for which the waiver will apply from the dropdown menu
      c. Click “submit”
      d. You will see a pop-up message letting you know the waiver was successfully submitted
5. You may review the status of the submitted waivers under the “Previous Requests” tab