KENT STATE UNIVERSITY
IS TECHNICAL TRAINING

HUMAN RESOURCES - UNIVERSITY BENEFITS
Tuition Fee Waiver Workflow

June 2009
Revised

For additional information regarding Tuition Fee Waiver policies or other questions, contact the University Benefits Office at **benefits@kent.edu** or 330-672-3107. For technical assistance, contact the IS Help Desk at 672-HELP (4357).

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About the Tuition Fee Waiver Workflow

Employees should not begin the process unless they are currently eligible for tuition benefits under university policy 3342-6-09.1 **and** the student is registered for classes. A tuition benefit will not be approved for a student who has not registered for class.

Full-time employees must apply for tuition benefits the first time each student enrolls for classes, and do not have to apply again each semester unless the employee changes departments or employment status; or the student has not taken any classes for three consecutive years.

Part-time faculty members and part-time staff employees must apply for tuition benefits every semester they will utilize the benefit.
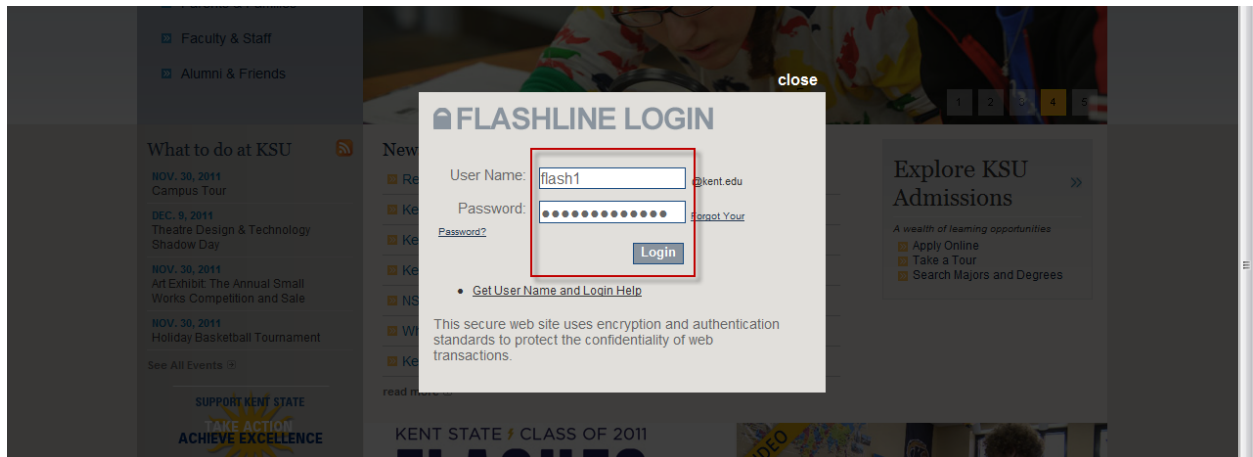
Submitting a Tuition Fee Waiver Workflow

Entering FlashLine

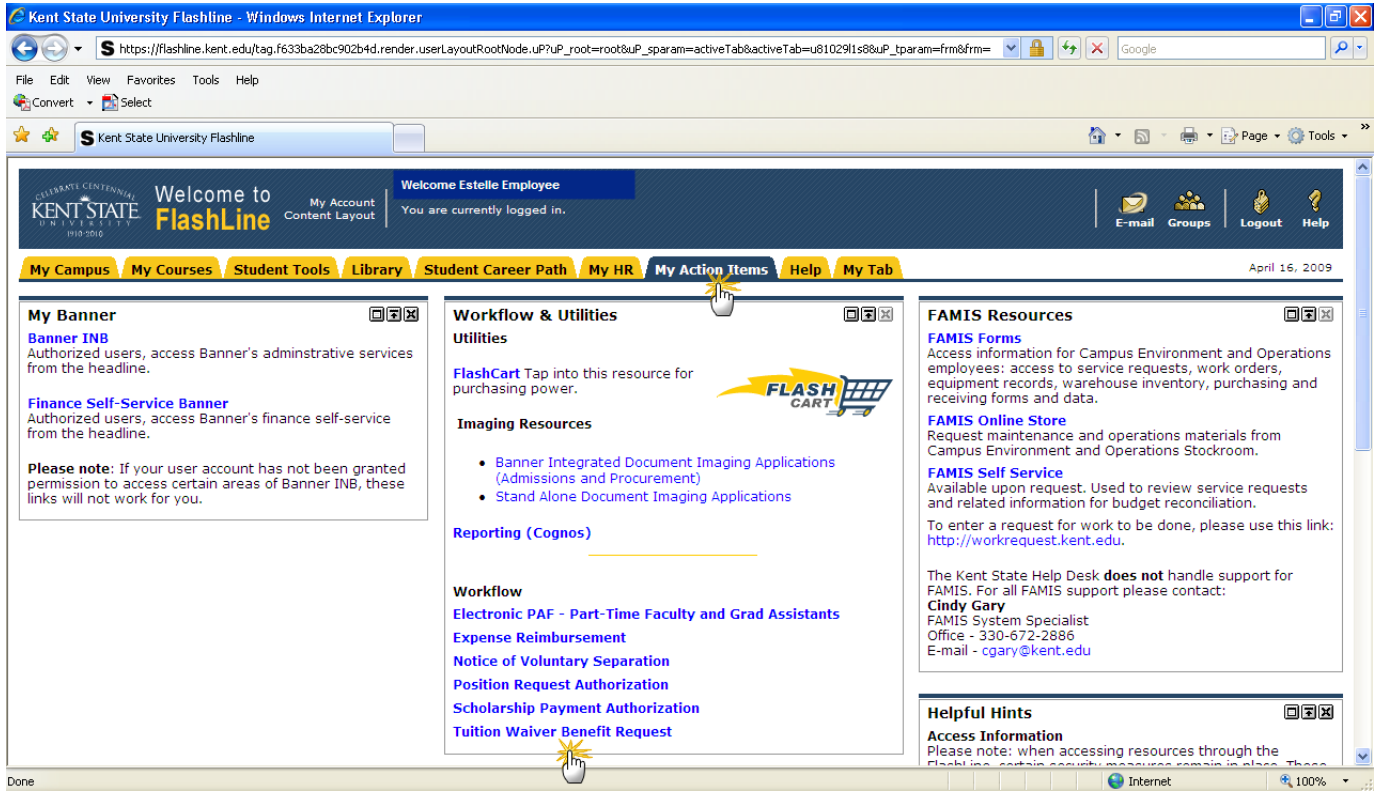Follow these steps to submit a Tuition Fee Waiver Workflow:

1.   Open a web browser
2.   Go to www.kent.edu

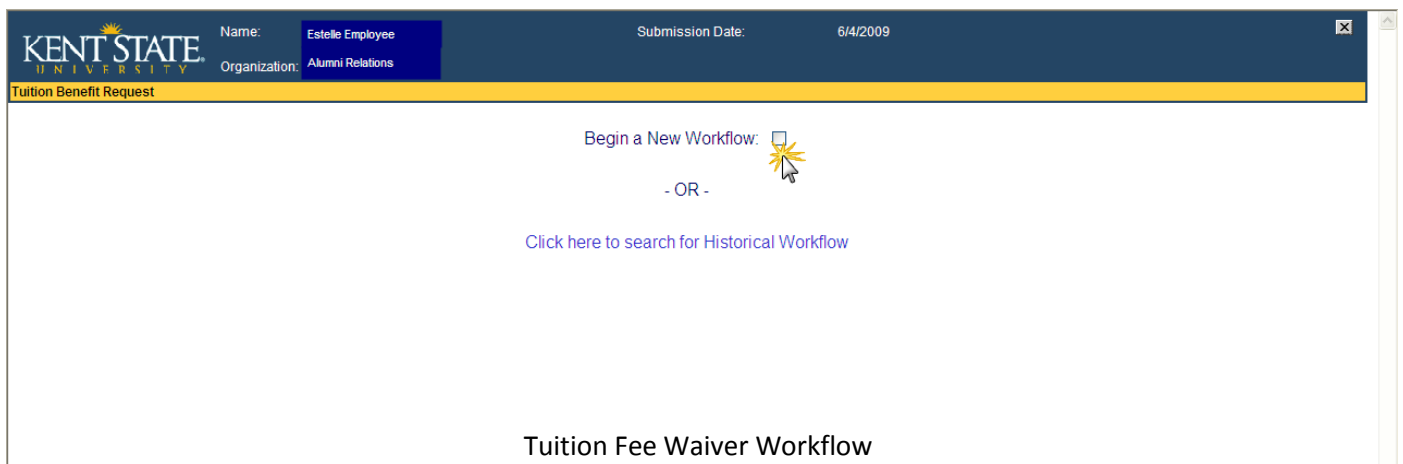3.   Enter your FlashLine User Name and Password
4.   Click the **Login** button

Locating the Tuition Fee Waiver Workflow

5.   FlashLine will open
6.   Click the **My Action Items** tab
7.   Under the **Workflow** tab, click the **Tuition Waiver Benefit Request**

Tuition Fee Waiver Workflow

8.   Click the **Begin a New Workflow** checkbox

Submitting a Tuition Fee Waiver Workflow for a Family Member

9.   Select the family member from the **Tuition Benefit For** pull-down list

Employee Status: Unclassified Full Time
Tuition Benefit For: Employee-Daughter

Tuition Benefit > Employee-Daughter   *Indicates Required Field

Name Of Student To Receive This Tuition Benefit

*Last: Student   *First: Sally   Middle:

*Student Banner ID 888888888   Student's DOB: Month AUG   Day 26   Year 1990

Employee Name

Last: Employee   First: Estelle   Middle: M

Position Information

Department: Alumni Relations   Date Of Hire: 4/26/1999
Type Of Position: Unclassified Full Time

I certify that I am a Full-Time employee or retired Full-Time employee of Kent State University. The above named person is a dependent of mine, and is applying for Tuition Benefit for the following Semester

Year: 2009   ○ Fall ○ Spring ⊙ Summer

Submit

10.   Fill in the required information as indicated by the asterisk*
11.   Select the **year** and **semester**
12.   Click the **Submit** button

Need help?

You have successfully submitted this Tuition Benefit Request.

To return to your "My Action Items" window, you must close this window.

To view or track the progress of this document, it can be retrieved from the historical documents view. The historical view can be accessed by selecting the application from the "Workflow & Utilities" channel on the "My Action Items" tab in Flashline.

13.   A message will appear that the workflow has been successfully submitted

How to Locate a Student ID Number

1. Have the student sign into his or her FlashLine account
2. Click the **Student Tools** tab
3. Click on the **Print Student Schedule** link
4. The **Student ID Number** is located in the upper-right-hand corner of the page

Submitting a Tuition Fee Waiver for an Employee

1. Follow steps 1 - 8 as listed above
2. Select **Employee-Self** from the **Tuition Benefit For** pull-down list

3. Select the **Year** and **Semester**
4. Click the **Submit** button

Need help?

You have successfully submitted this Tuition Benefit Request.

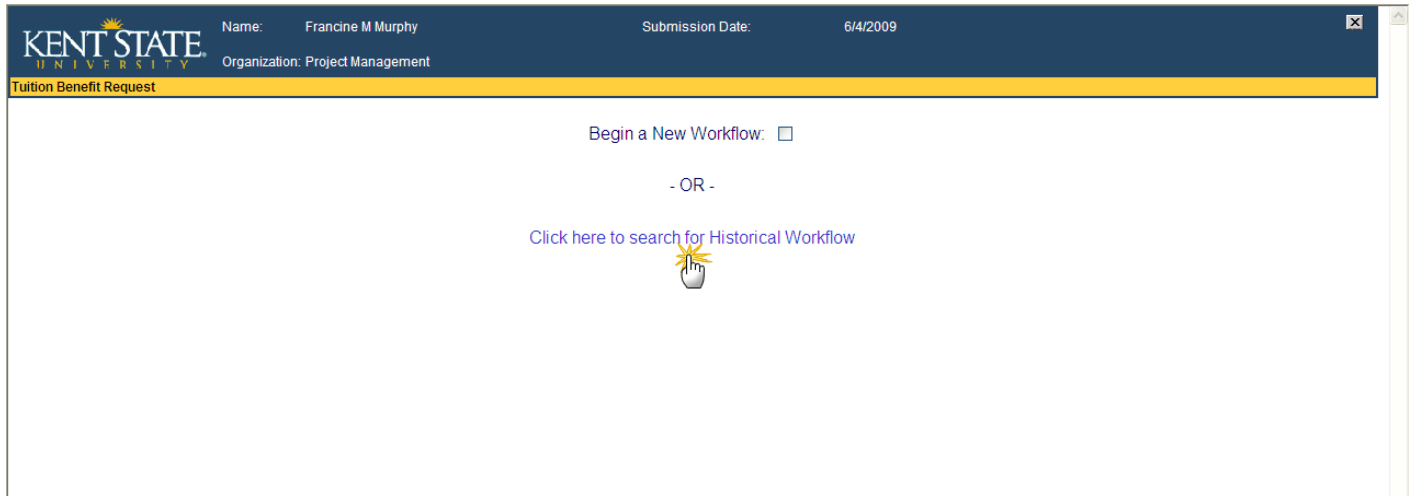*To return to your "My Action Items" window, you must close this window.*

To view or track the progress of this document, it can be retrieved from the historical documents view. The historical view can be accessed by selecting the application from the "Workflow & Utilities" channel on the "My Action Items" tab in Flashline.

5.   A message will appear that the workflow has been successfully submitted

Viewing Tuition Fee Waiver History
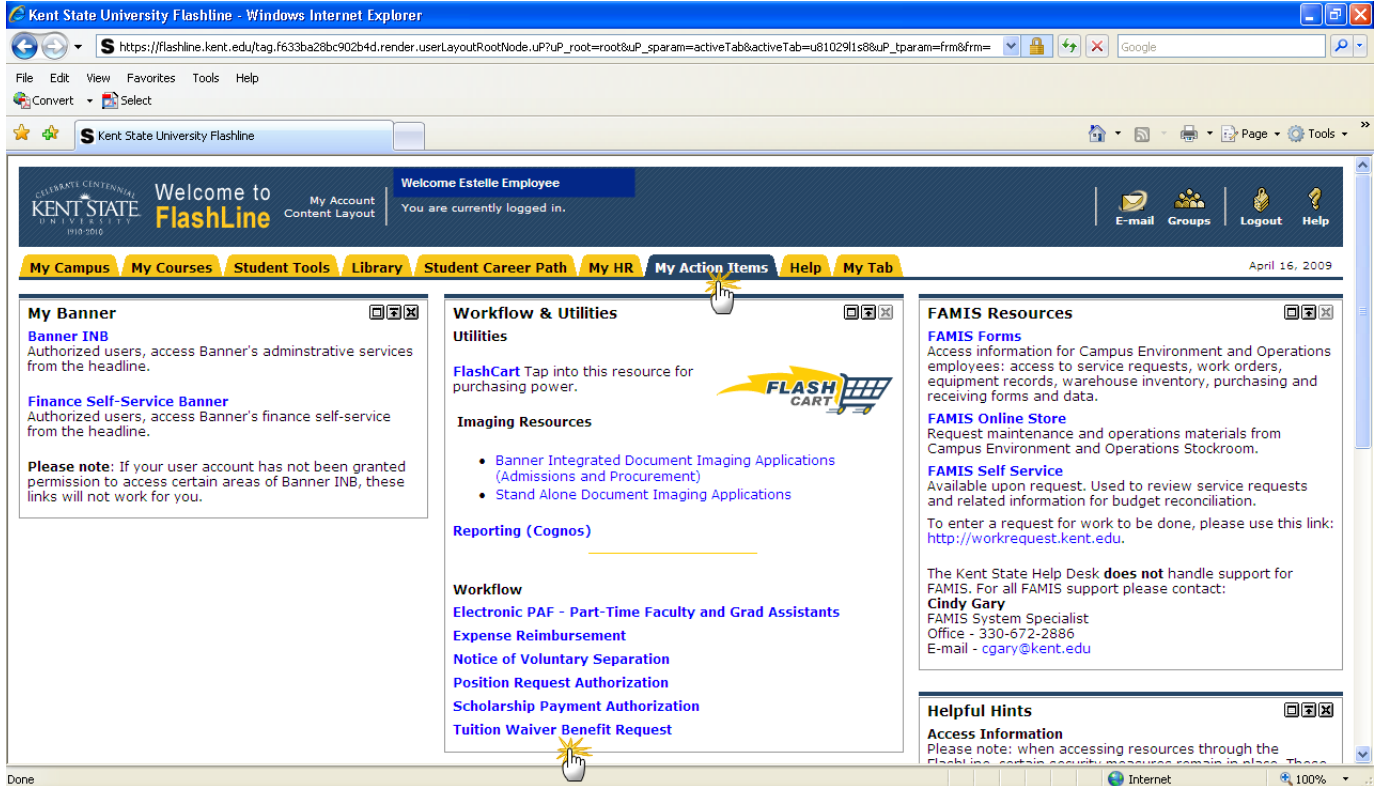
1. Open FlashLine
2. Click the **My Action Items** tab
3. Under the **Workflow** tab, click the **Tuition Waiver Benefit Request**

4. Select the **Historical Workflow** link

5.   Enter your search criteria; use the **wildcard (%)** if necessary
6.   Select the **Search** button
7.   When the record(s) are returned, click the **Select** link for the record you want to view

8.   View your history