Tuition Benefit Program

1. Log into CIS, and click on the “Graduate Tuition Benefit Approval” link.

   Graduate Tuition Benefit Approval –
   Direct Access through CIS

2. Make sure ALL the information is correct. If any information is incorrect please email Marcie Leek.
   • The Health Insurance Declaration form you turned into Marcie is reflected under “Hlth Ins”

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>GA %</th>
<th>GF %</th>
<th>RA %</th>
<th>TA %</th>
<th>Anticipated Amount</th>
<th>Hlth Ins</th>
</tr>
</thead>
<tbody>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>100</td>
<td>6,750</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

N = No, you **decline** Health Insurance
Y = Yes, you **accept** Health Insurance
3. **Everyone should “Accept” his/her Tuition Benefit**
   - By clicking the “Accept” button, you are agreeing to all the rules and guidelines that apply to the Tuition Benefit Program. Click “Accept” to provide your electronic signature.
   - You are not accepting or declining Health Insurance.

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<th>Hlth Ins</th>
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<tbody>
<tr>
<td>00717520</td>
<td>SCHLEIFFARTH, NANCY JOLYN</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
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4. Tuition Payment Information:
   - You will receive a conditional tuition credit within six or seven days after the semester begins.
   - *Know that your tuition will be paid once you complete the “Graduate Tuition Benefit Approval.”*
   - The benefit will apply to your account only after you have electronically signed. The system updates overnight so please give it a day or so.
   - You can check your Tuition Benefit status in CIS, directly above the “Graduate Tuition Benefit Approval” link. (Finance – Tuition & Loans – Tuition Bill / Pay Tuition).

5. Subsidized Insurance Premium Payment Information:
   - The student portion of the subsidized insurance premium for the 2013-14 academic year is $348 which is paid at $174 each semester.
   - **PAYMENT IS ACCEPTED BETWEEN: February 3-14, 2014 ONLY!!!**
• Online payment for both Health Insurance and extra tuition fees can be accessed through CIS, directly above the “Graduate Tuition Benefit Approval” link (Finance – Tuition & Loans – Tuition Bill / Pay Tuition), or paid in person at Income Accounting (Student Services Building Room 165).