

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”

Student ID	Name	GA %	GF %	RA %	TA %	Anticipated Amount	Hlth Ins
		0	0	0	100	6,750	N

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.

Student ID	Name	GA %	GF %	RA %	TA %	Anticipated Amount	Hlth Ins	Signed
00717520	SCHLEIFFARTH,NANCY JOLYN	0	100	0	0	0	N	N



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).