

Dependent Portable Tuition Benefit

The Dependent Portable Tuition plans pays benefits toward the cost of tuition for eligible spouse/partner and eligible dependent child(ren) enrolled in courses at Northwestern University. A list of some eligible Northwestern programs can be found in the Professional Development section of our [website](#).

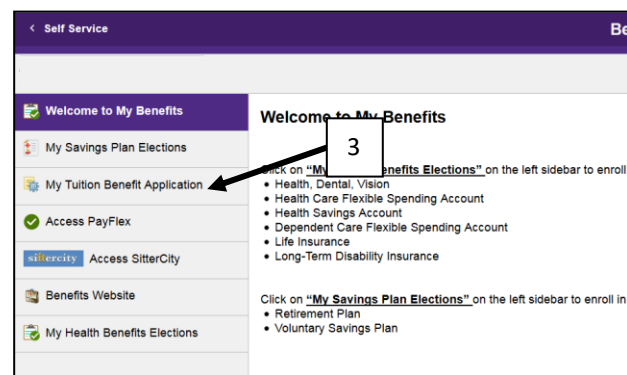
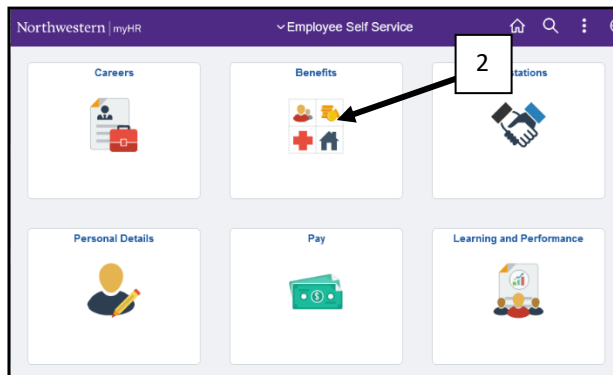
The Dependent Reduced applications are completed for each term.

Accessing Benefits Enrollment Portal

1. Login to myHR at <http://www.northwestern.edu/myhr/>.

2. Select the **Benefits** tile in myHR Self Service.

3. Select **My Tuition Benefit Application** from the left-hand menu.



4. Select **Submit New Application** from the center of the page.



Completing the Application

5. Enter the year in which the term took place.
6. Input Plan ID DP1. If hired prior to 1/1/2000, you are eligible for DP0 – Dependent Portable. This benefit might not be as generous as DP1 so please review the [website for more information](#).
7. Select the term, first day of class, school, and class. Note: you can select the magnifying glass to look up your dependent's school
8. You can either search for your dependent by selection the magnifying glass or typing in their name, DOB, SSN and student ID. Note: if you input the wrong student ID this could delay Student Finance applying the credit to your account.
9. Upload the following documents (see page 3 for more help with uploading documents):
 - a. An itemized tuition bill clearly showing the tuition cost for the term, listing all financial assistance received from other sources (for example, scholarships, grants or programs for educational funding), and
 - b. Proof of payment of tuition (if the benefit will be paid to the employee).
10. Read the disclaimer, select the check box, and click Save and Submit.

Eligibility Information (Subject to verification)

Qualified Hire Date: 5/2016 Service Years: 6.0 As of: 11/28/2022

Tuition Benefit Year: 2022 Plan ID: DP1 Dependent Portable - 5 Year

School Information

Academic Calendar Term: Qtr - Fall First Day of Class: 11/28/2022

School ID: 218 UNIVERSITY OF ILLINOIS @ URBANA-CHAMPAIGN

Class: 1| Freshman

Dependent Information

Dependent ID: Select Dependent ID or enter name below

Last Name: Test First Name: Test

Dep DOB: 01/01/2000 Dependent SSN: 999-99-9999 Student ID Number: 2583763

Attachments

Attachment Type	Attached File	Add Attachment	View Attachment	Delete Attachment
		Add Attachment	View Attachment	<input type="checkbox"/>

Itemized Tuition Bill
Tuition Payment Proof

Distribution

Payable to: Employee Institution

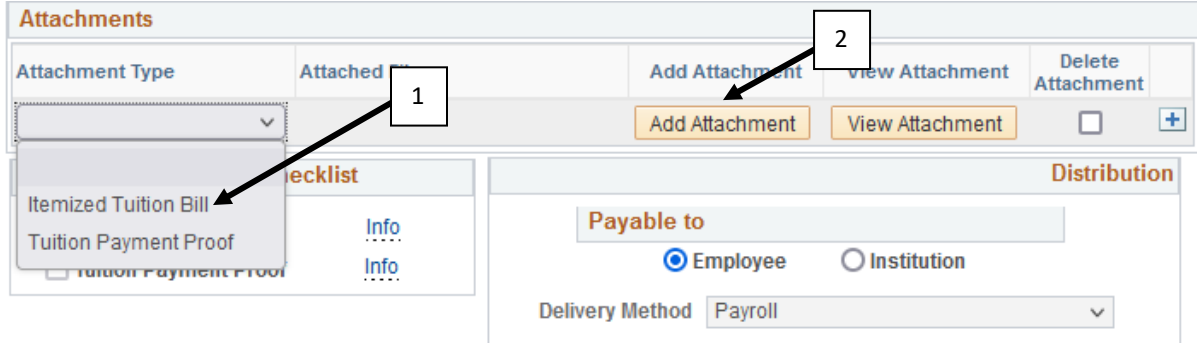
Delivery Method: Payroll

I certify that the information provided is correct. I agree to comply with the provisions of the Northwestern Educational Assistance plan as described in the plan document. I agree to pay, at the latest, by the due date on the student's account for all tuition, fees, and other related educational costs that are not covered by this benefit plan. (For student account questions, contact Student Finance.)

Save Save and Submit Cancel App

Additional Information on Attachments

1. From the drop-down menu, Itemized Tuition Bill. We only need the page that shows your dependent is a tax dependent.
2. Then select Add Attachment.



3. Click on Browse and locate where you have the PDF of your invoice saved. Then select Upload.



4. To add additional documents, select the + to the right.

