

NOTE: This guide only discussed reduced tuition benefits for SPS schools ONLY.

Dependent Reduced Tuition Benefit

The Dependent Reduced 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](#).

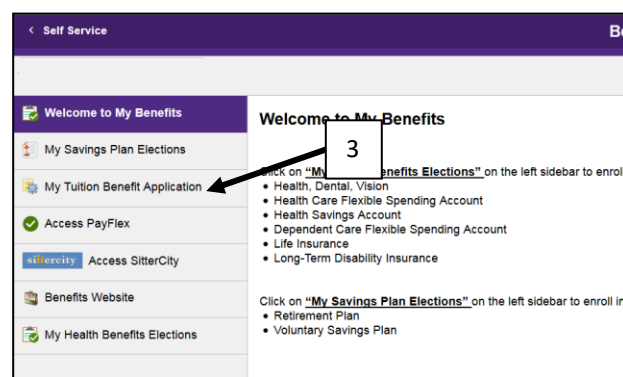
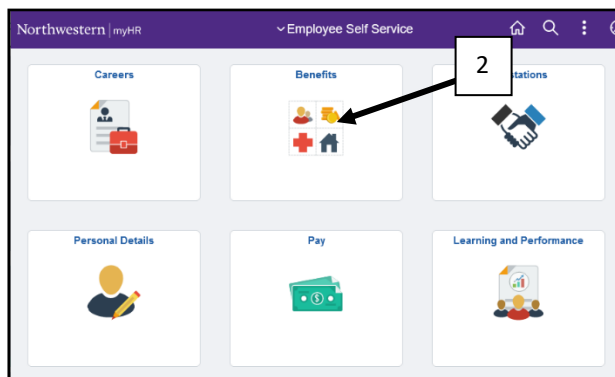
This application only needs to be submitted once per **calendar year**, not academic year. If course of study starts in the Fall, you will complete one application in the fall, then another in January for Winter. Now you will only need to submit the application in January for every year.

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 for the first term of the calendar year (not academic year).
6. Input Plan ID DRU2. If hired before 1/1/2000 use Plan ID DRU0. If taking classes at SPS, use Plan ID DRU1.
7. Select the first term of the calendar year (not academic year) and 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. Read the disclaimer, select the check box, and click Save and Submit.

Eligibility Information (Subject to verification)

Qualified Hire Date: 01/19/2016 **5** Service Years: 5 **6** As of: 01/03/2022

Tuition Benefit Year: 2022 Plan ID: DRU2 **6** Dependent Reduced Undergrad - 5 Years

School Information

Academic Calendar Term: Qtr - Winter **7**

NU School: Bienen School of Music **7**

Dependent Information

Dependent ID: **8** Select Dependent ID or enter name below

Last Name: Test First Name: Test

Dep DOB: 01/01/2000 **8** Dependent SSN: 999-99-9999 Student ID Number: 2583763

Distribution

Delivery Method: Student Accounts

Benefits Use Only

Benefit Percent: 50 Qtr Ben Recd: Sem Ben Recd:

Eligible Tuition/Fees:

Benefit Approved:

Approved Date: Tuition Benefit Year: 2022

9 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