

Employee Certificate Tuition Benefit

The Employee Certificate Tuition Benefit Plan pays benefits for job-related, short-term, non-credit certificate courses taken at Northwestern University and **billed outside of CAESAR**. Courses billed through CAESAR, such as SPS post baccalaureate programs, are covered under the [employee reduced tuition plans](#).

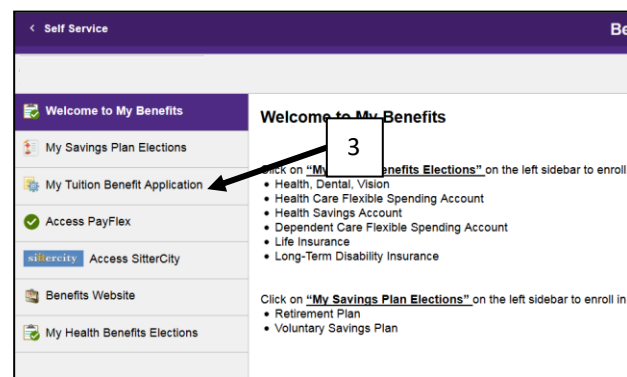
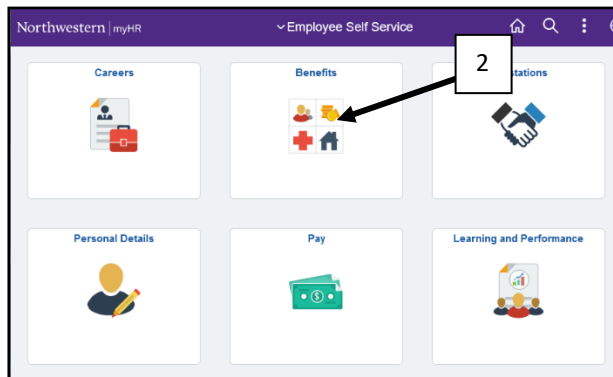
A list of some eligible Northwestern programs can be found in the Professional Development section of our [website](#).

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 and input Plan ID EC.
6. Enter the term, first day of class, and your program of study.
7. Upload copy of certificate, tuition bill, supervisor acknowledgment form, and proof of payment (see page 2 for more uploading help).
8. Read the disclaimer, select the check box, and click Save and Submit.

Eligibility Information (Subject to verification)

Qualified Hire Date: 01/19/2016 **5** Years: 6.0 As of: 03/29/2022

Tuition Benefit Year: 2022 **5** Plan ID: EC **5** Employee Certificate

School Information

Academic Calendar Term: Qtr - Fall **6** First Class Day: 03/29/2022 **6**

Program of Study: CERTIFICATE **6**

Attachments

Attachment Type	Attached File	Add Attachment	View Attachment 7	Delete Attachment
Copy of Certificate	Copy_of_Certificate.pdf	Add Attachment	View Attachment 7	<input type="checkbox"/> +
Itemized Tuition Bill	Itemized_Tuition_Bill.pdf	Add Attachment	View Attachment	<input type="checkbox"/> +
Supervisor Acknowledgement	Supervisor_Acknowledgement.pdf	Add Attachment	View Attachment	<input type="checkbox"/> +
Tuition Payment Proof	Tuition_Payment.pdf	Add Attachment	View Attachment	<input type="checkbox"/> +

Information Required Checklist

- Copy of Certificate
- Itemized Tuition Bill [Info](#)
- Supervisor Acknowledgement Form [Info](#)
- Tuition Payment Proof [Info](#)

Distribution

Delivery Method: Payroll

Benefits Use Only

Benefit Percent: 100 Qtr Ben Recd: Sem Ben Recd:

Eligible Tuition/Fees:

Benefit Approved:

Approved Date: Tuition Benefit Year: 2022

8 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 acknowledge that all applicable taxes will be taken from my paycheck at the time the benefit is reimbursed, in accordance with IRS regulations. (For questions about taxation, contact Payroll.)

Save Save and Submit Cancel App

Additional Information on Attachments

1. From the drop-down menu, select IRS Form 1040. We only need the page that shows your dependent is a tax dependent.

2. Then select Add Attachment.

The screenshot shows the 'Attachments' section of a web application. It features a table with columns for 'Attachment Type' and 'Attached File'. A dropdown menu is open under 'Attachment Type', with 'IRS Form 1040' selected. An arrow labeled '1' points to this selection. Below the dropdown, there are fields for 'IRS Form 1040' and 'Tax Year:'. To the right, there are buttons for 'Add Attachment', 'View Attachment', and 'Delete Attachment'. An arrow labeled '2' points to the 'Add Attachment' button. Below the table, there is a 'Distribution' section with a 'Delivery Method' dropdown set to 'Student Accounts'.

3. Click on Browse and locate where you have the PDF of your 1040 saved. Then select Upload.

The screenshot shows a 'File Attachment' dialog box. It has a title bar with 'File Attachment' and a close button. There is a 'Help' link in the top right. The main area contains a text field with the placeholder 'No file selected.' and a 'Browse...' button. An arrow labeled '3' points to the 'Browse...' button. Below the text field are 'Upload' and 'Cancel' buttons.

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

This screenshot is similar to the first one, showing the 'Attachments' section. The dropdown menu is still open, and 'IRS Form 1040' is selected. An arrow labeled '4' points to the '+' button in the bottom right corner of the table, which is used to add additional documents.