

Employee Reduced Tuition Benefit

Both the Employee Reduced Tuition Plan and Enhanced Employee Reduced Tuition Plan provide financial assistance to full-time, benefits eligible Northwestern employees. This assistance can be applied toward the cost of undergraduate or graduate courses taken at the University, as well as non-credit, on-campus Professional Development Programs through the School of Professional Studies.

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

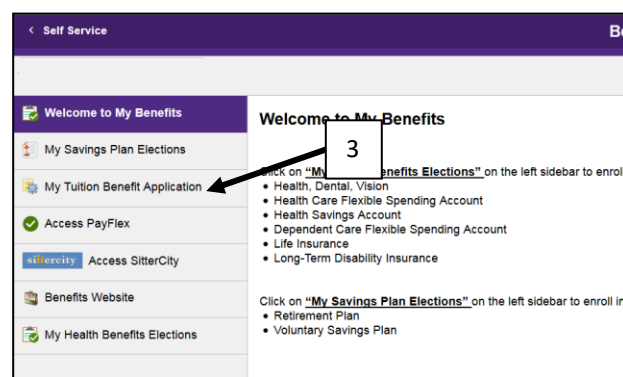
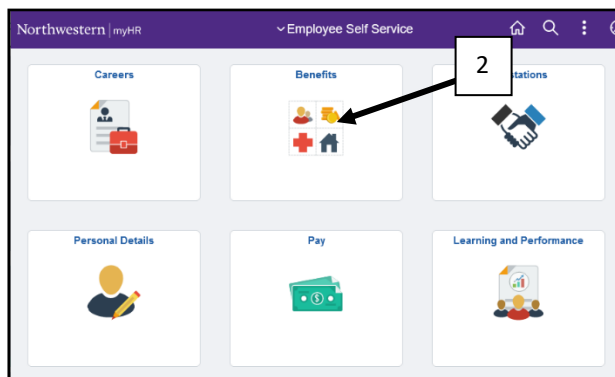
This application only needs to be submitted once per **calendar year**, not academic year. If course of study starts in the Fall, you will complete one application in the fall, then another in January for Winter. Now you will only need to submit the application in January for every year.

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 EER if your salary is under \$100k or ER if your salary is over \$100k.
7. Select the first term of the calendar year (not academic year), student ID, school, program of study, and class. Note: if you input the wrong student ID this could delay Student Finance applying the credit to your account.
8. Read the disclaimer, select the check box, and click Save and Submit.

The screenshot shows the 'Eligibility Information' section of the application. It includes fields for 'Qualified Hire Date' (09/19/2016), 'Service Years' (6), and 'As of' (09/20/2022). The 'Tuition Benefit Year' is set to 2022, and the 'Plan ID' is ER. Below this is the 'School Information' section with dropdown menus for 'Academic Calendar Term' (Qtr - Fall), 'NU School' (Bienen School of Music), 'Program of Study' (MUSIC STUDY), and 'Class' (2| Sophomore). A 'Student ID #' field contains 999999. The 'Distribution' section shows 'Delivery Method' as Student Accounts. The 'Benefits Use Only' section includes 'Benefit Percent' (90), 'Eligible Tuition/Fees', 'Benefit Approved', 'Approved Date', 'Qtr Ben Recd', 'Sem Ben Recd', and 'Tuition Benefit Year' (2022). At the bottom, a disclaimer is preceded by an unchecked checkbox, and three buttons are visible: 'Save', 'Save and Submit', and 'Cancel App'.