

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](#).

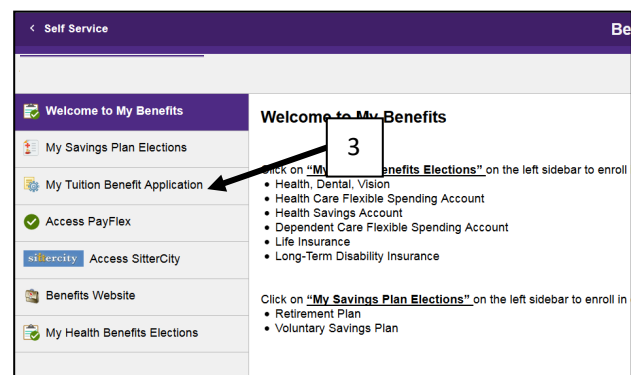
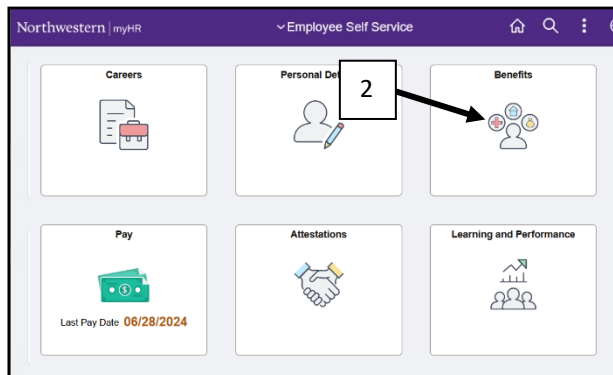
This application only needs to be submitted once per **calendar year**, not academic year. If course of study starts in the Fall, you will complete one application in the fall, then another in January for Winter. Now you will only need to submit the application in January for every year.

Accessing Benefits Enrollment Portal

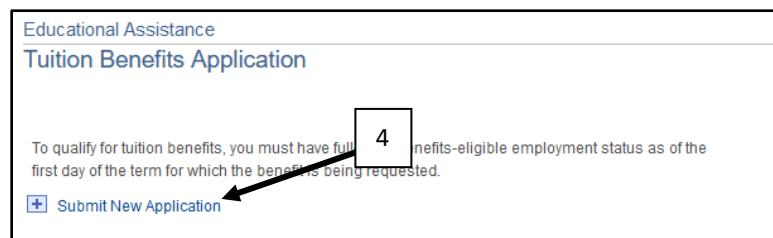
1. Login to myHR at <https://myhr.northwestern.edu/>

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.



5. Enter the year of the first term in the calendar year (not academic year).
6. Input Plan ID EER if your salary is under \$100k and you have 3 or more years of continuous, full-time benefits-eligible employment immediately prior to starting the course otherwise enter ER.
7. Select the first term of the calendar year for which you are taking courses. For the Employee Reduced tuition benefit you only need to complete the application once per calendar year, not academic year. Select the first quarter of the calendar year in which you are taking courses.
8. Enter your student ID. It is important that you use the correct student ID, otherwise it will cause a delay in processing your benefit with Student Finance. The student ID is always a seven-digit number and does not include any alpha characters. Typically, your student ID is the seven digit number on the front of your Wildcard. Occasionally, your student ID is different from this number. To verify your student ID, you can check the ID in [CAESAR](#) or by contacting [Student Finance](#).
9. Enter the school at which you are taking courses. If you do not see the school listed, and you are taking undergraduate courses, select Evanston Undergraduate.
10. Type in the name of the program for which you are taking courses.
11. Select your class level. If you don't know or are uncertain, select whichever level you feel best fits your situation.
12. Finally, read the disclaimer at the bottom of the application and click the radio button to certify you agree with the statement.

Eligibility Information (subject to verification)

Qualified Hire Date: 01/19/2016 Service Years: 6 As of: 09/20/2022

Tuition Benefit Year: 2022 Plan ID: ER Employee Reduced

School Information

Academic Calendar Term: Qtr - Fall Student ID #: 999999

NU School: Bienen School of Music

Program of Study: MUSIC STUDY

Class: 2 | Sophomore

Distribution

Delivery Method: Student Accounts

Benefits Use Only

Benefit Percent: 90 Qtr Ben Recd: Sem Ben Recd:

Eligible Tuition/Fees:

Benefit Approved:

Approved Date: Tuition Benefit Year: 2022

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 my student account for all tuition, fees, and other related educational costs that are not covered by this benefit plan. I acknowledge that all applicable taxes will be taken from my paycheck(s), in accordance with IRS regulations. (For student account questions, contact Student Finance. For questions about taxation, contact Payroll.)