

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](#).

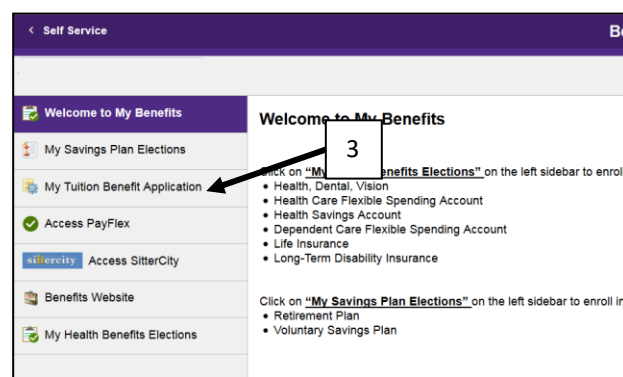
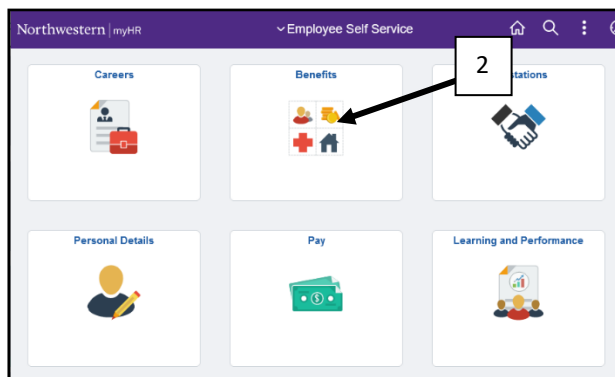
The Dependent Reduced applications are completed for each term.

Accessing Benefits Enrollment Portal

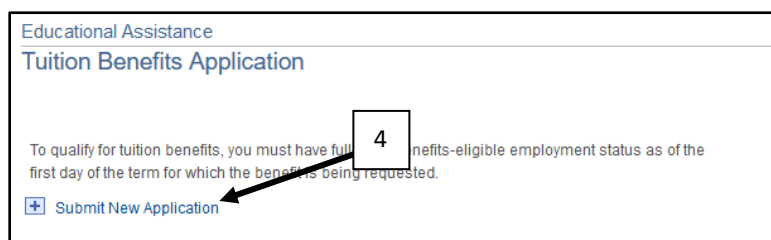
1. Login to myHR at <http://www.northwestern.edu/myhr/>.

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: Service Years: 6.0 As of: 11/28/2022

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

School Information

Academic Calendar Term: First Class:

School ID: UNIVERSITY OF ILLINOIS @ URBANA-CHAMPAIGN

Class:

Dependent Information

Dependent ID: Select Dependent ID or enter name below

Last Name: First Name:

Dep DOB: Dependent SSN: Student ID Number:

Attachments

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

Checklist

- ☐ Itemized Tuition Bill
- ☐ Tuition Payment Proof

Distribution

Payable to: ☐ Employee ☐ Institution

Delivery Method:

☐ I certify 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.)

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.

Attachments

Attachment Type	Attached	Add Attachment	View Attachment	Delete Attachment
<div>▼ Itemized Tuition Bill Tuition Payment Proof</div>		Add Attachment	View Attachment	<input type="checkbox"/>

Checklist

- ☐ Itemized Tuition Bill [Info](#)
- ☐ Tuition Payment Proof [Info](#)

Distribution

Payable to

☒ Employee ☐ Institution

Delivery Method Payroll ▼

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

File Attachment

Browse... No file selected.

Upload Cancel

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

Attachments

Attachment Type	Attached File	Add Attachment	View Attachment	Delete Attachment
<div>▼ Itemized Tuition Bill Tuition Payment Proof</div>		Add Attachment	View Attachment	<input type="checkbox"/> +

Checklist

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