Employee Portable Tuition Benefit

The Employee Portable Tuition Plan pays benefits toward the cost of tuition and eligible fees for undergraduate or graduate job-related courses eligible employees take at an accredited, FAFSA-approved college or university other than Northwestern University.

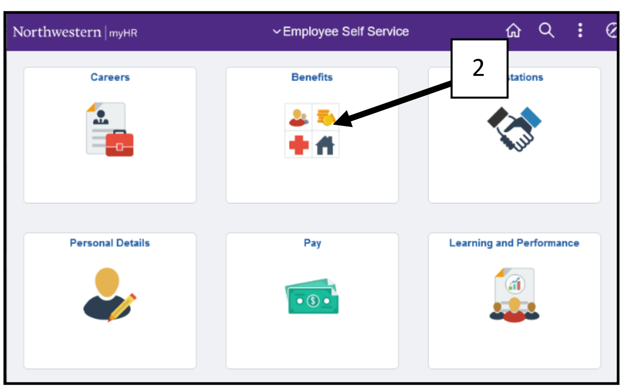
Once you complete a course – with a letter grade of “C” or higher (or a letter grade of “P” for “Pass” or “S” for “Satisfactory”), you must complete an Employee Portable Tuition Benefit Application online, not before.

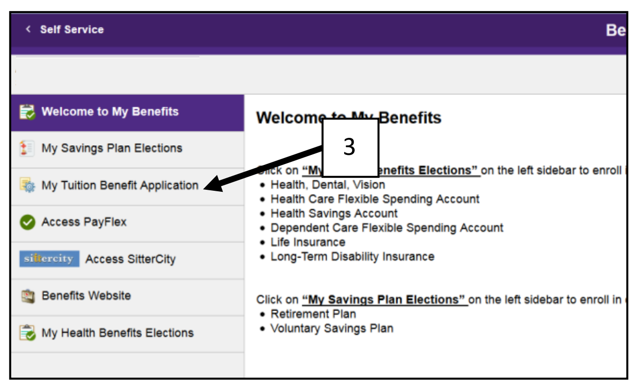
Accessing Benefits Enrollment Portal

1. Login to myHR at [http://www.northwestern.edu/myhr/.](http://www.northwestern.edu/myhr/)

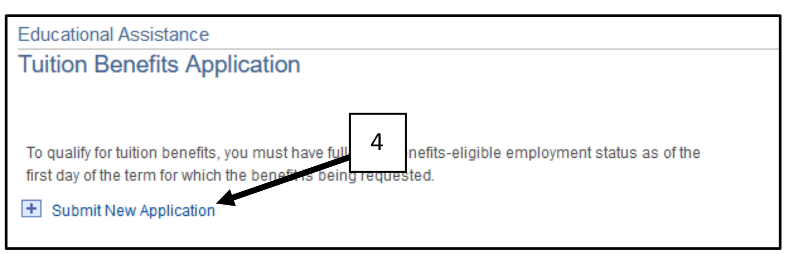
2. Select the **Benefits** tile in myHR Self Service.

3. Select **My Tuition Benefit Application** from the left-hand menu.

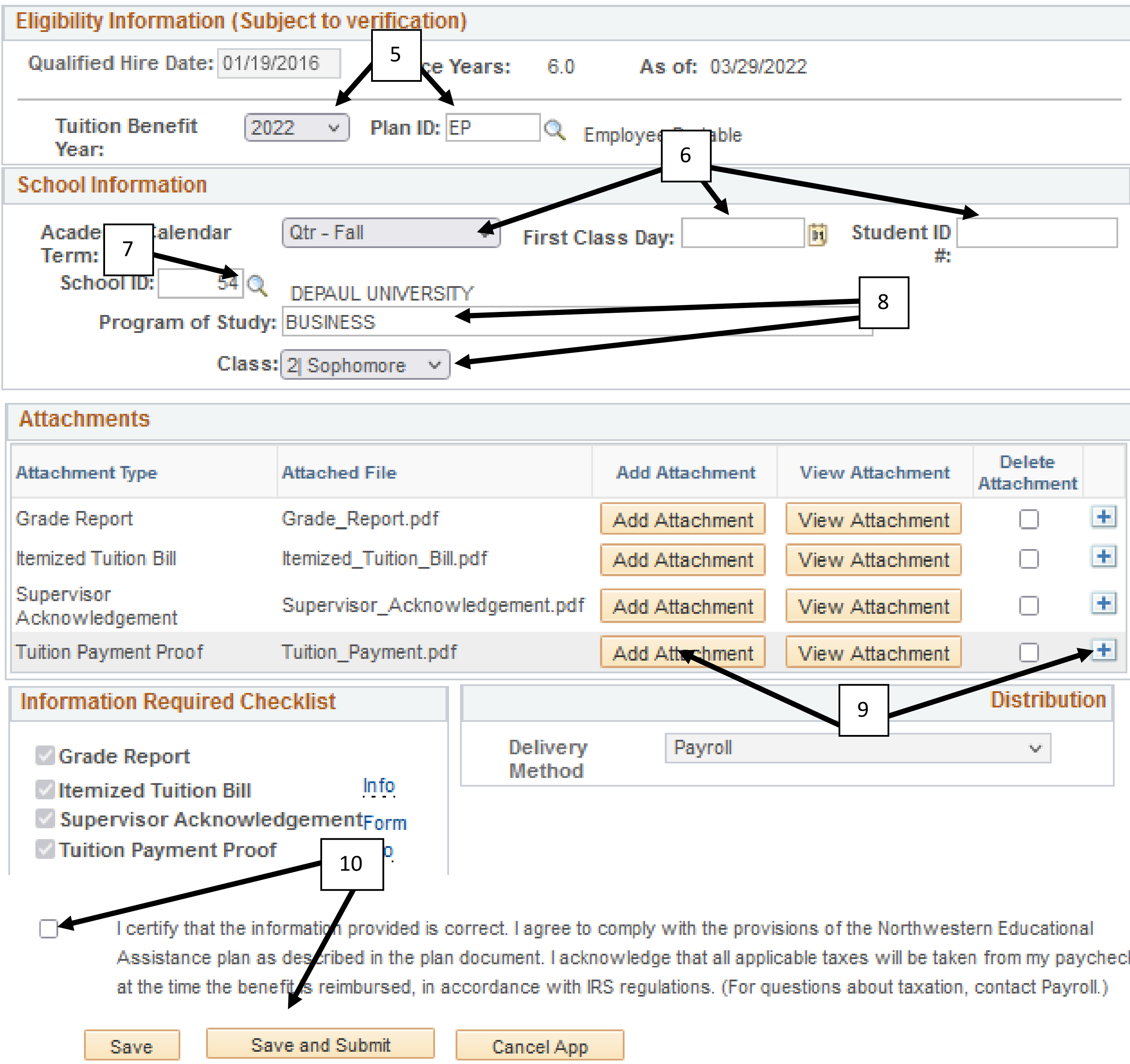




4. Select **Submit New Application** from the center of the page.



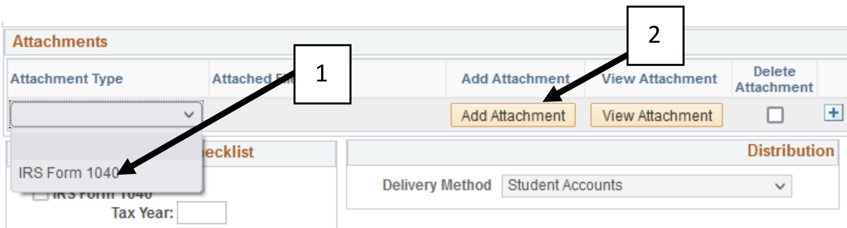
5. Enter the year in which the term took place and input Plan ID EP.
6. Enter the term, first day of class, and your student ID.
7. Use the magnifying glass to look up your school.
8. Enter your program of study and class (see page 2 for more uploading help).
9. Upload your grads, tuition bill, supervisor acknowledgment form, and proof of payment.
10. Read the disclaimer, select the check box, and click Save and Submit.



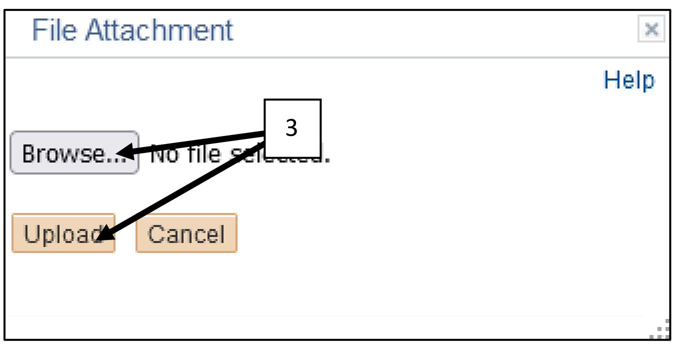
Additional Information on Attachments

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.



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



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