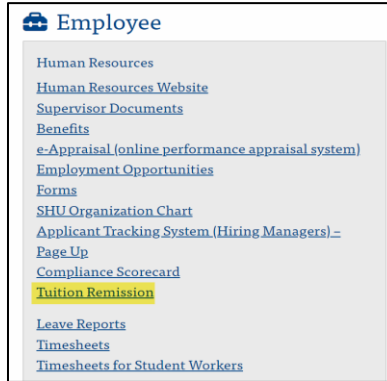# Submitting A Tuition Remission Application

1. Log into **PirateNet**.
2. Click the **Banner Self Service (SSB)** app, then **Employee Dashboard**.
3. Click **Tuition Remission**.

4. Select the semester and dependent to apply Tuition Remission. Click **Submit**.

5. Review the courses listed and select the boxes to apply **Tuition Remission**, **Job Related Indicator**, or **Lunch Hour Approval Indicator** where applicable. Click **Save**.

6. A pop-up will appear, click **OK**.
7. A confirmation page will load confirming the courses that were included in the application. A confirmation email will also be sent.
8. If an application needs to be submitted for additional dependents, click **Go back to Tuition Remission Application**.