HUMAN RESOURCES

SETON HALL UNIVERSITY

Dependent Tuition Remission (Employee Child) Instructions

Purpose

This guide outlines the steps required to establish eligibility and apply for the Tuition Remission benefit on behalf of an employee's dependent child or the brothers, sisters, nieces, and nephews of priests, religious brothers, and religious sisters assigned to Seton Hall University.

Step 1: Complete Dependent Verification

Before a dependent child can receive Tuition Remission, Human Resources must verify eligibility.

- Copy of the dependent's Birth Certificate
- Copy of most recent federal tax return showing household dependency
- Completed and signed HR Affidavit Form
- Dependent's CWID (Campus Wide ID Number)

Documents may be emailed to Human Resources or delivered in person to:

SHU Department of Human Resources
366 South Orange Avenue
South Orange, NJ 07079

Note: Dependent verification is only required once per child unless updated documentation is requested.

Step 2: Wait for HR Approval

Once the dependent has been approved, Human Resources will notify you that you may submit the online Tuition Remission application in the University Portal. Please ensure the dependent is registered for all classes before submitting the application.

Step 3: Submit the Online Tuition Remission Application

1. Log into PirateNet.
2. Open the University Portal app.
3. Select Employee from the top navigation.
4. Under the Human Resources card, select Tuition Remission.
5. Select the appropriate semester (e.g., Spring 2027).
6. Choose Apply Tuition for Child/Relative of Clergy.
7. Select all eligible courses.
8. Click Submit.

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Important Information

Dependent children are eligible for up to 120 undergraduate credits under the Tuition Remission benefit. The following may count toward the 120-credit limit and could result in future tuition expenses.

- Late course withdrawals
- Repeated courses
- Changes in major
- Courses that do not earn applicable credit/grade of D or F

Transfer credits do not count toward the 120-credit maximum.

Tuition Remission Policy

For complete eligibility requirements and program details, please refer to:
https://www.shu.edu/policies/tuition-remission-benefit.html

Questions?

Please contact Human Resources at HRTuitionBenefits@shu.edu or the following HR contacts if you have any questions regarding eligibility, dependent verification, or the Tuition Remission application process.

Stephanie Macias-Arlington, Manager, Training and Organizational Development, at 973-761-9606 and Stephanie.MaciasArlington@shu.edu

Mickey Thornton, HR Coordinator, at 973-761-9621 and Mekallah.Thornton@shu.edu