HUMAN RESOURCES

SETON HALL UNIVERSITY

Employee Tuition Remission: Application Guidelines

Purpose

This guide outlines the process University employees must follow to receive the Tuition Remission benefit for their own coursework.

Step 1: Meet Eligibility Requirement

Eligibility for employees begins with the semester or session following three (3) months of continuous full-time employment or five hundred (500) hours of continuous part-time employment. All part-time employees hired after January 1, 2015 must work a minimum of nine hundred and ten (910) hours annually to maintain eligibility.

Step 2: Register

Employees must be registered for all courses for the applicable semester before submitting the Tuition Remission online application. Admissions and course registration are administered outside of the Department of Human Resources:

Undergraduate courses: Contact Undergraduate Admissions at https://www.shu.edu/undergraduate-admissions/

Graduate courses: Contact the Admissions representative for the applicable school or college listed at https://www.shu.edu/graduate-affairs/contact-us.html

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., Fall 2026).
6. Choose Apply Tuition for **Self**.
7. Select all eligible courses.
8. Click Submit.

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Step 3: Determine Whether Graduate Courses Are Job-Related

Job-Related means the employee and supervisor have reviewed the course against the employee's job responsibilities and determined that it directly relates to the position. When applicable, submitting the Job-Related Form, along with course descriptions, may exclude the employee from taxable income and the University's annual tax withholding process.

Note that the value of the tuition remission provided to spouses of employees for graduate level course work under the Tuition Remission policy will be added to employees' taxable wages.

Additional information is available by viewing the University's Tax Reporting and Withholding Requirements for Tuition Remission and Tuition Exchange Benefits:

https://www.shu.edu/policies/tax-reporting-tuition-remission-and-exchange-benefits.html

Important Information

- The Tuition Remission benefit covers tuition costs only and is limited to eight (8) credits during each fall and spring semester and 21 credits per academic year. During intersessions and summer sessions, no class dates may overlap among sessions by more than three (3) days.
- Online applications must be submitted by the Add/Drop deadline for each semester.
- In the event of a grade of D or F or late withdrawal from any course(s), the employee shall pay the cost of full tuition for such course(s) to the University.
- Tuition remission will not cover the cost of any Continuing Education classes or other similar such non-degree earning offerings.

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