HUMAN RESOURCES
SETON HALL UNIVERSITY

Dependent Tuition Remission (Employee Spouse) Instructions

Purpose
This guide outlines the steps required to establish eligibility and apply for the Tuition Remission benefit on behalf of your dependent spouse.

Step 1: Complete Dependent Verification

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

- Copy of the dependent's Marriage Certificate
- Completed and signed HR Affidavit Form
- Dependent Spouse's CWID (Campus Wide ID Number)

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

Human Resources
366 South Orange Avenue
South Orange, NJ 07079

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

Step 2: Wait for HR Approval

Once your spouse has been approved in Banner, Human Resources will notify you that you may submit the online Tuition Remission application in the University Portal. Please ensure your spouse 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., Fall 2026).
6. Choose Apply Tuition for Spouse
7. Select all eligible courses.
8. Click Submit.

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Important Information

Dependent spouses are eligible for tuition remission to cover 100% of undergraduate courses and 50% of graduate courses. PhD and J.D. coursework is not eligible under the tuition remission benefit. Spouses must also be fully matriculated in the college/school of the degree program they are seeking.

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 and 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