



Employee Self Service Job Aids

Employee Self Service: Tuition Assistance

How to initiate a Tuition Assistance Request using the Tuition Assistance tile in Employee Self Service: This job aid outlines the process for FTE, Research Grant, and Time Limited employees to request Tuition Assistance. This process is governed by policy [HR 1.61](#).

Navigation: Employee Self Service > Tuition Assistance tile

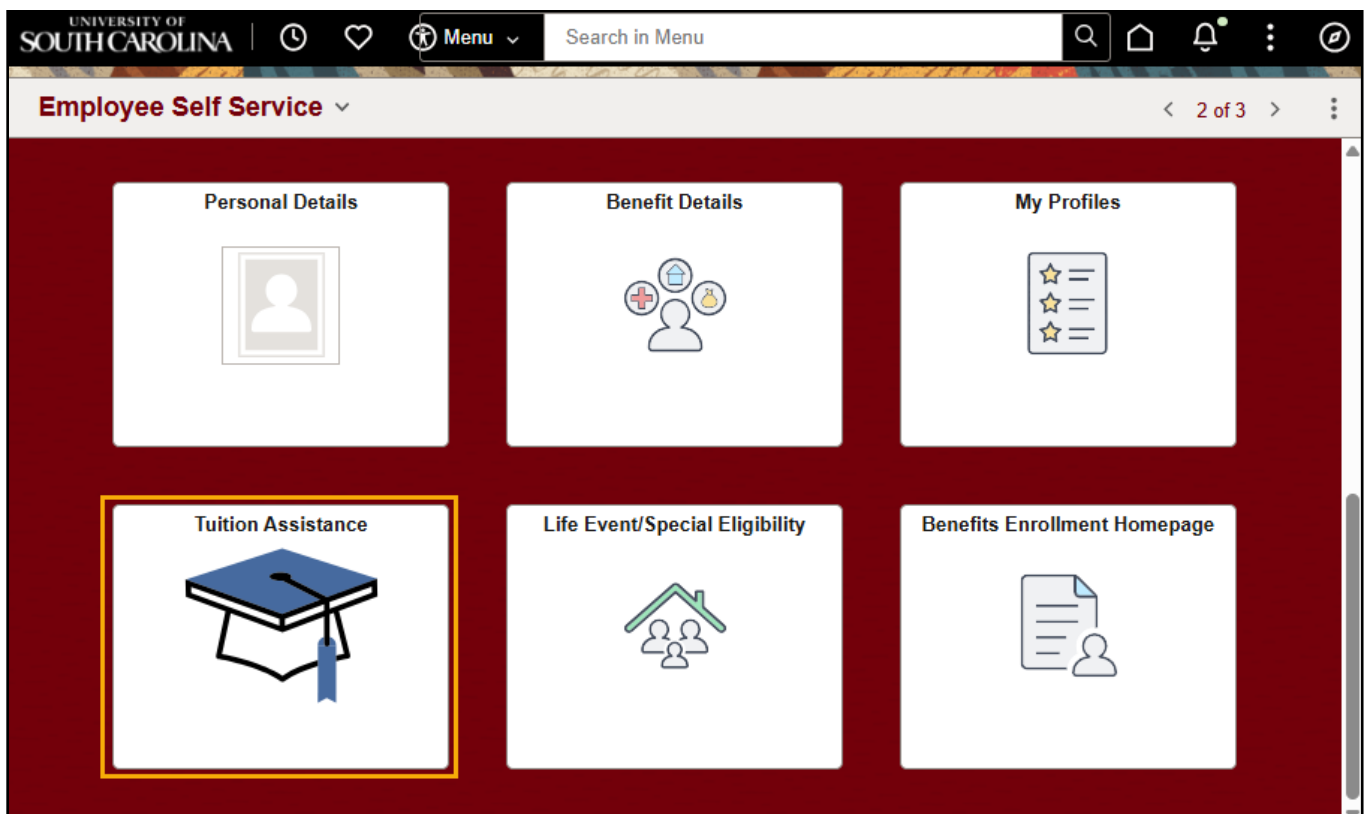
NOTE: If you have the **Tuition Assistance** tile saved as a favorite, you can navigate directly there using your favorites and skip the basic navigation steps below.

Tuition Assistance Eligibility: To be eligible for Tuition Assistance, faculty and staff must be: Employed for at least 30 hours per week in an **FTE, RGP, or TL** position **OR** have an appointment as an **ROTC affiliate**. Additionally, they must have successfully completed six months of employment at USC, and have been admitted to the University of South Carolina through the appropriate admission process.

NOTE: The Tuition Assistance tile will not appear for all employees. Only eligible employees will be granted access to the Tuition Assistance tile.

Take the following steps to complete a Tuition Assistance Request using the Tuition Assistance tile in Employee Self Service:

- 1) Begin on the Employee Self Service homepage. Scroll to the My Self-Service section and click the **Tuition Assistance** tile. This tile will only appear for eligible employees based on the above listed criteria.



2) Click the **Create New Tuition Asst Form** option from the left-hand menu.

NOTE: If you have not yet completed the admissions process and are not registered for classes through Self Service Carolina **OR** if you registered for classes on the same day that you are initiating the Tuition Assistance Request form, you must certify that you have completed the admissions process.

The screenshot shows the 'My Tuition Assistance Forms' page. On the left, there is a sidebar menu with the following options: 'Tuition Assistance', 'Create New Tuition Asst Form' (highlighted with a red box), 'Update My Tuition Asst Form', and 'View My Tuition Asst Form'. The main content area is titled 'USC Tuition Assistance' and includes a section 'Become a Lifelong Learner!' with text about accessing up to 16 credit hours. Below this is a 'How to Apply' section with three steps: 1. Complete a free application to the program of your choice at USC. 2. Once accepted, register for the class(es) via Self Service Carolina (SSC). 3. Complete a tuition assistance request form and submit it for approval. At the bottom, there is a 'Learn More Details' section with a link to the 'Tuition Assistance' webpage.

The Tuition Assistance Request Form auto-populates Employee Information based on the primary job in HCM and pulls in Enrollment Data from Banner. Enrollment data feeds into the HCM system nightly from Banner for actively enrolled students.

NOTE: The Tuition Assistance Request Form has a built-in AI assistant (eForms Assistant) to help complete your request. You can access this assistant by clicking the orange chat icon in the bottom right.

The screenshot shows the 'My Tuition Assistance Forms' page with the 'Create New Tuition Asst Form' option highlighted in the left-hand menu. The main content area is titled 'Employee Information' and displays the following data:

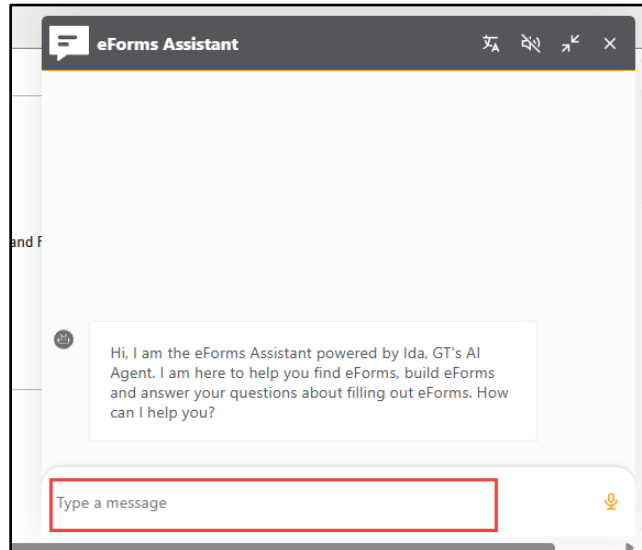
Employee Information	
Empl ID	000000
First Name	John
Email ID	john.doe@usc.edu
Responsibility Code	CL016 Division of Administration and Finance
Employee Classification	FTE Full Time Equivalent
HR Status	A
Empl Record	0
Last Name	Doe
Business Unit	SCCOL USC Columbia
Department	620133 DHR Service Center
Job Code	000000

Below the 'Employee Information' section is the 'Enrollment Data' section, which displays the following data:

Enrollment Data	
Term Description	Fall 2025
Student Classification	Graduate
Start Date	08/16/2025
Term Code	202508
Hours Enrolled	3.000000
End Date	12/31/2025

In the bottom right corner, there is an orange chat icon with a speech bubble. A red arrow points to this icon, and a text box next to it says 'Hi, I'm the eForms Assistant here to help.'

You can ask the eForms Assistant questions regarding the Tuition Assistance Request form by typing in the provided chat box. If you encounter any issues, please reach out to your HR Contact for additional support.



- 3) If you need to certify your participation in the admission process, Click the **I Certify I have completed admissions process** drop-down menu and select **Yes**. No enrollment data will appear on your request form, but you can proceed with the request.

A screenshot of a form section titled "Admissions Requirement". It contains a label "*I certify I have completed admissions process" followed by a drop-down menu. A red arrow points to the drop-down menu. The menu is open, showing two options: "Yes" (highlighted in blue) and "No". Below this section is a "File Attachments" section.

NOTE: If you select **No**, the form will not allow you to add course information as noted in the steps below. Attempting to submit the form after selecting **No** to this question will present the error message shown here:

A screenshot of an error message box. It has a white background and a thin black border. The text inside reads: "You must have been admitted to the University through the regular admissions process. Before submitting a tuition assistance request, complete the admissions process." At the bottom center of the box is a blue button with the text "OK".

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- 4) Click the **Requested Semester** drop-down menu and select the applicable semester. Once you have selected the semester, the remaining fields in the Request Period section of the form will auto-populate.

The screenshot shows the 'Request Period' section of the form. The 'Requested Semester' dropdown menu is open, displaying four options: 'Fall 2025', 'Spring 2026', 'Summer 2025', and 'Summer 2026'. A red arrow points to the dropdown menu. Below the dropdown, the 'Semester' field is populated with 'Spring 2026', and the 'Start Date' field is populated with '08/16/2025'. The 'Academic Year' field is populated with '2025/2026', and the 'End Date' field is populated with '08/15/2026'.

- 5) Enter all fields in the course information section. **Course #**, **Title of Course**, **Credit Hours**, **Course Start Date**, and **CRN** are all required fields.

NOTE: If requesting tuition assistance for more than one course in the semester, click the plus (+) button and complete all information for the additional class(es)

NOTE: The Tuition Assistance program offers eligible faculty and staff free tuition for **up to 16 credit hours per academic year** (8/16/XX - 5/15/XX)

The screenshot shows the 'Course Information' section of the form. It contains a table with one row of course data. The table has five columns: '*Course #', '*Title of Course', '*Credit Hours', '*Course Start Date', and '*CRN'. The data in the row is: 'ECON 720', 'Managerial Economics', '3.00', '03/18/2026', and '47946'. A red box highlights the course information fields, and a red plus button is visible next to the row.

*Course # ↑↓	*Title of Course ↑↓	*Credit Hours ↑↓	*Course Start Date ↑↓	*CRN ↑↓
ECON 720	Managerial Economics	3.00	03/18/2026	47946

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- 6) Click the **Course will be taken for** drop-down menu and select the appropriate option. Next, click the **Will course be taken during work hours?** drop-down menu and select the appropriate option.

Working Time Impact

*Course will be taken for:

Academic Credit

*Will course be taken during work hours?

Yes

Tuition Assistance Tracking - Current Academic Year

NOTE: Selecting **Yes** for the *Will course be taken during work hours?* drop-down menu will open an additional field to provide details about making up hours missed from work.

*If yes, how do you plan to make up time missed from your job?

I will work through lunch on Mondays, Tuesdays, and Wednesdays to make up time missed for this class.

The **Tuition Assistance Tracking – Current Academic Year** section of the form shows all initiated Tuition Assistance Request forms and will calculate the total for requested credit hours to assist with tracking the 16 credit hour limit.

Tuition Assistance Tracking - Current Academic Year											
1 row											
Form ID	Academic Year	Semester	Course	Title of Course	Credit Hours	Course State Date	CRN	Start Date	End Date	Empl ID	
1 888292	2025/2026	6	MKTG 701, M00	Marketing Management	3.00	08/27/2025	21042	08/16/2025	08/15/2026		
Total Hours Requested in Academic Year 6.00											

There are no required attachments for this form.

File Attachments

1 row

Status	Upload	Description	File Name	Delete
1	Upload			Delete

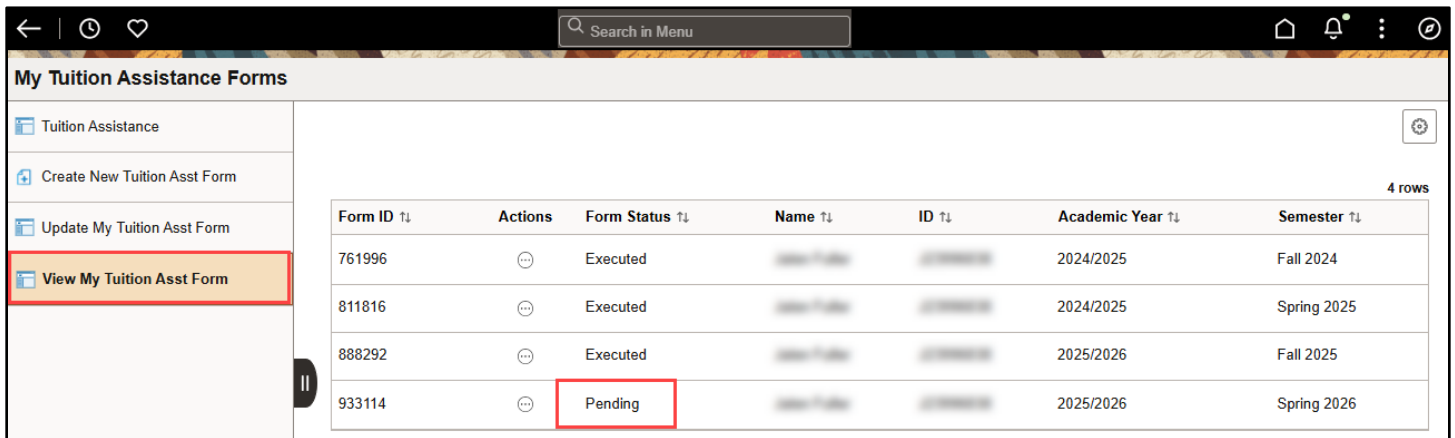
Add

7) Click the **Submit** button to route this request to your supervisor for approval.

8) Click the **View Approval Route** button to confirm the request is with your supervisor for approval. If your Tuition Assistance Request form is pending supervisor approval 5 calendar days after submission, system logic will automatically rote the request to your area's College/Division or Campus HR Team for review and approval. Once your supervisor or HR Contact approves the request, it is routed to the campus Bursar's office for final approval.

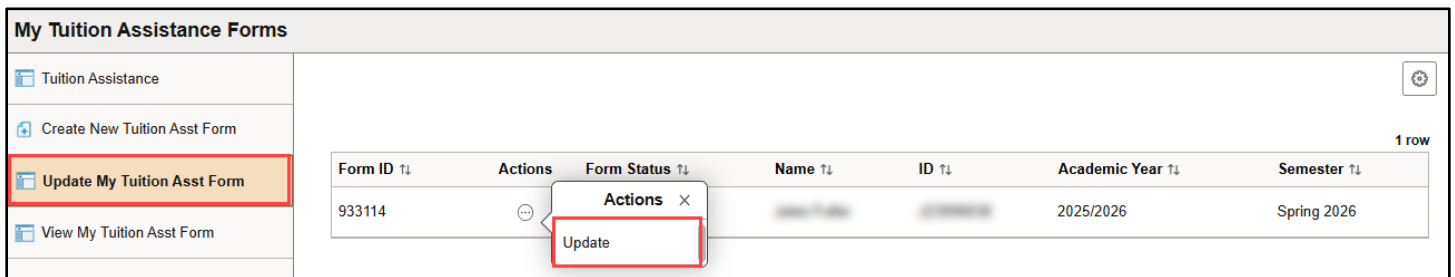
9) Click the **Done** button.

- 10) To check the status of your submitted Tuition Assistance requests, select the **View My Tuition Asst Form** option from the left-hand menu.



Form ID ↑↓	Actions	Form Status ↑↓	Name ↑↓	ID ↑↓	Academic Year ↑↓	Semester ↑↓
761996	...	Executed	...	...	2024/2025	Fall 2024
811816	...	Executed	...	...	2024/2025	Spring 2025
888292	...	Executed	...	...	2025/2026	Fall 2025
933114	...	Pending	...	...	2025/2026	Spring 2026

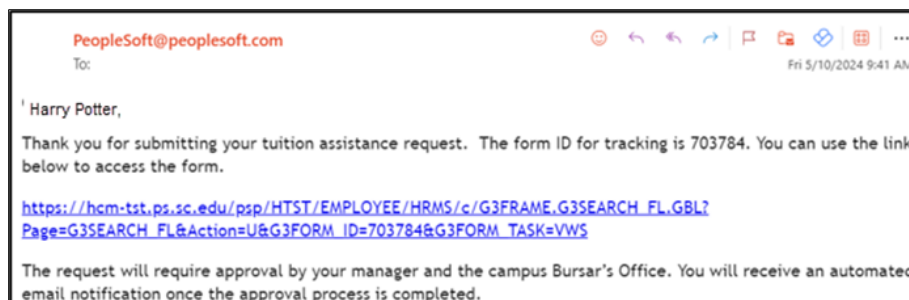
If you received an email alerting you that your form was Recycled from someone in the approval workflow, select the **Update My Tuition Asst Form** option to review and resubmit as applicable.



Form ID ↑↓	Actions	Form Status ↑↓	Name ↑↓	ID ↑↓	Academic Year ↑↓	Semester ↑↓
933114	Actions Update		...	...	2025/2026	Spring 2026

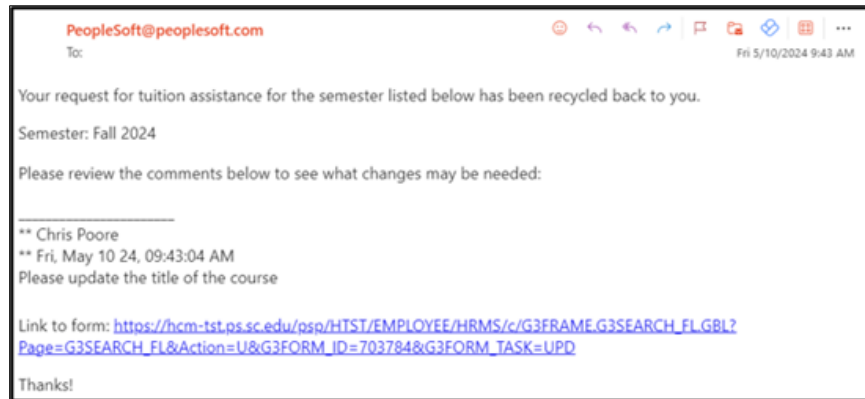
You will receive automated email notifications during the workflow. Sample emails are shown here for the following actions:

Initial Submission confirmation:

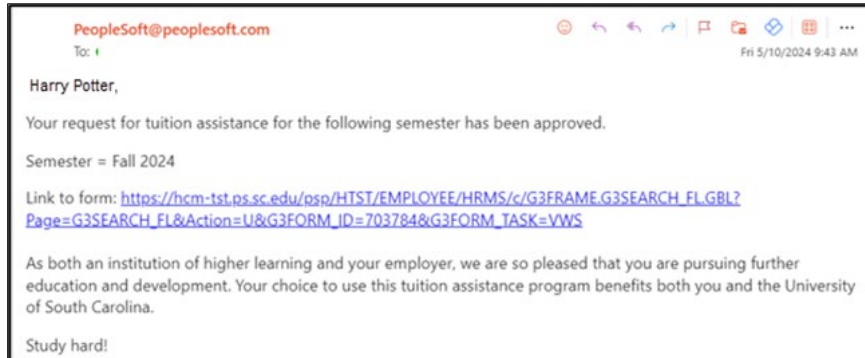


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Your Tuition Assistance request has been recycled back to you for edits (be sure to review the comments to see what edits are needed):



Final approval by your Campus Bursar's Office:



**You have successfully initiated a Tuition Assistance Request!
Cheers to being a lifelong learner!**