



MAPE Professional Development Tuition Waiver Application Instructions

MAPE Bargaining Agreement July 1, 2017 – June 30, 2019

XV. Profession Development language (effective 7/1/18)

Upon completion of one (1) year of continuous employment (without a break in service) in the Minnesota State system, full-time unlimited, full-time seasonal, part-time unlimited, and part-time seasonal employees, classified and unclassified, may for the purpose of professional development, be permitted to enroll on a space-available basis in credit courses at any Minnesota State college and/or university without payment of tuition. Such enrollment is at the discretion of the Appointing Authority and shall not exceed eight (8) credits per academic year (the academic year runs from the beginning of the fall semester through the end of the summer session). The employee shall pay all applicable fees.

When the employee has completed three (3) years of continuous employment (without a break in service) in the Minnesota State system, and becomes eligible for tuition waiver under Part VII of this supplement, credits taken under this section shall be deducted from the credits allowed per year under Part VII of this supplement.

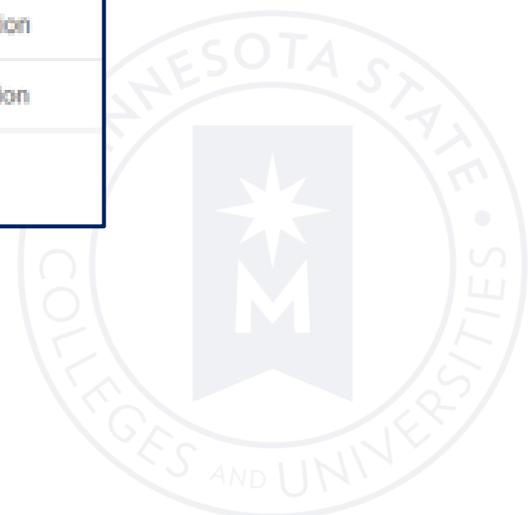
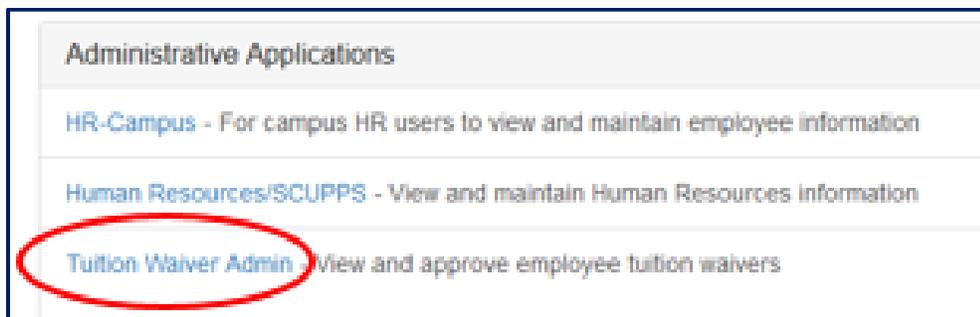
Spouses and dependents are not eligible for credits under this section.

Instructions

Employees with HR_TW_PROCESSOR have the ability to create a tuition waiver on behalf a MAPE employee. Before processing the HR department will need to verify that they are creating a waiver for an eligible employees. Please note the tuition waiver application will allow an entry for a spouse or dependent – this benefit is for the employee only.

Steps:

1. Log into "[Tuition Waiver Admin](#)" from Employee Home page



2. Select “Apply for Waiver” and search for employee by Tech ID or name. When employee is found click “Apply” box.

MINNESOTA STATE

Apply for Tuition Waiver on Behalf of an Employee

Search for an employee

Tech Id:

-- OR --

First Name:

Middle Name:

Last Name:

Tech Id	Full Name	Separation Info
13777444	Flowers, Jim	<input type="button" value="Apply"/>

3. Apply – All Minnesota State schools were listed for HR to choose from in *Courses registered through* drop-down menu.

Apply for Tuition Waiver

Employee Home | Jame Eccard

Employee Information

Tech ID	Name
13777444	Echerd, Neely Florence Jr

Tuition Waiver Application for Echerd, Neely Florence Jr

This waiver request will be reviewed by the HR office at **System Office**.
 You cannot submit a request for yourself using this software. To submit a request for yourself, please use the employee tuition waiver software.

*Relationship to Employee:

*Courses registered through:

*Student ID:
 (Student ID at the institution where courses are registered through.)

*Academic Term:

*Bargaining Unit Code:

Undergraduate Credits: credits

Graduate Credits: credits

Doctoral Credits: credits

*For audit purposes, please provide the reason why you are requesting this as a proxy request:

426 characters remaining

4. After clicking the “Next” button, confirm tuition waiver information.

5. System will display a message stating the employee does not have 3 years of service (which would be expected for this group). Add notes describing why this is being allowed. Recommended language: “Manual entry until system is programmed. See file for completed application”.

6. After approving the credits the tuition waiver home page will show all waivers being processed.

Enter search criteria to narrow the results

Credit Year: 2019 | Term: | Waiver Status: | Employee Tech ID: | Search

Total Results: 5

Status	Credit Year	Term	Tech ID	Employee	Student	Institution	Credits		Details
							Req *	Apr *	
Submitted	2019	Fall 2018	12812334	Barrasa, Courtney	Daghlian, Russ	QA-Alexandria Tech and Comm College	2	0	Details
Submitted	2019	Fall 2018	12812334	Barrasa, Courtney	Daghlian, Russ	QA-Alexandria Tech and Comm College	3	0	Details
Processed	2019	Fall 2018	13777444	Echerd, Neely	Echerd, Neely	QA-Metropolitan State University	4	4	Details
Submitted	2019	Fall 2018	10556402	Freibert, Magaly	Bertz, Tuan	QA-Metropolitan State University	3	0	Details
Submitted	2019	Fall 2018	11931109	Ude, Odis	Ude, Odis	QA-Metropolitan State University	2	0	Details

* Totals shown do not include canceled amounts. Please see details for more information.

Following is an example of a system error you may receive. Depending on 'home' school type and waiver school will cause an error. In this example the statue university employee is requesting credits at a community college institution. The tuition waiver policy does not allow this, but the new language for professional development does.

The request can be processed by following the steps outlined. Please include the recommend language in the notes box: *“Manual entry until system is programmed. See file for completed application”*.

Saved waiver request.

Employee Tuition Waiver Request Details

[Process Waiver](#) [Other 2019 Waivers](#)

Tuition Waiver Application for Wlazlo, Rubin Mike

Credit Year:	2019
Bargaining Unit:	214
Academic Term:	Fall 2018
Institution:	QA-Normandale Community College
Student ID at Selected Institution:	14037526
Student Name:	Wlazlo, Rubin Mike
Relationship of the Student to the Employee:	Employee
Employee Name:	Wlazlo, Rubin Mike
Employee Tech ID:	13735095
Employee Work Phone:	(999) 575-7559
Employee E-Mail Address:	rubin.wlazlo@test.textcaster.com

Credits

Status	Status Date	Credit Type	Requested Credits	Approved Credits	Fees Waived?
Submitted	08/13/2018	Undergraduate	2.00		<input type="checkbox"/>

System Recommendation

Credit	Institution	Student	Eligibility	Overall
●	●	●	●	●

Credit

- Credit amount OK.

Institution

- The student institution type (Community College) is not allowed for this bargaining unit.

Student

- No applicable evaluation rule.

Eligibility

- The employee does not have three years of service.
- At least one assignment found with the bargaining unit code 214.
- Fee waived value OK.

Prior to approval, verify the [assignment details](#) below.