

SUPERVISOR

Academic Release and Tuition Support Form User Guide

This guide focuses on navigating the supervisor through the request form workflow for the Academic Release and Tuition Support form.

Rev. 3.2020

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Getting Started

Approval Screen

Academic Release and Tuition Support

Name	Mr. Bobcat Bob		
Student ID	A00999999	Employee Group	Staff
Job Title	Coordinator		
Department	Spring Lake		
Division	Information Technology		1200
Requested on:	03/13/2020		

Paid Time off for class release not to exceed 3 class hours per week.

Opting-out of Fee Waiver

Requesting waiver opt-out

Reason for opting-out:
I am receiving Financial Aid

Departmental Reimbursement of Tuition

Reimbursement for tuition if approved by department head

Cost Center: 999999999

Enrollment Information

Seeking Degree ? No

Degree Program

Reimbursement for (Term and Year) Spring 2020

Enrollment
Texas State University

Course Name this is for the course name and course number please enter all cl

Course Schedule (date/time) THIS IS FOR THE COURSE DATE AND TIME ENT

Approval Section

Approver: Denny Lair
Supervisor of Spring Lake

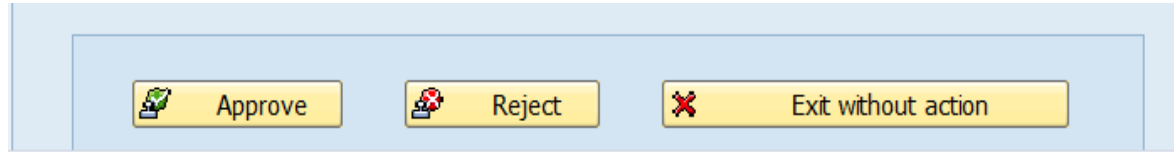
Maximum reimbursement amount and/or reason for rejection

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Approve Reject Exit without action

Getting Started

Approval Screen: Actions



Approve: Use this to approve the request. Once all levels have approved the request, the initiator will receive an email.

Reject: Use this to decline the request. The screen will require a rejection reason before leaving the screen to complete the task.

Exit without action: Use this to leave the task and come back to it later. It will stay in the worklist, but now that the task has been viewed, it is now reserved and no one else will be able to see it.

What to Expect

Email Communications

1. When Employee Applicant Submits a Form (email sent to applicant with cc to supervisor)

Dear Mr. Bobcat Bob,

Thank you for your submission! Your request to participate in our Academic Release and Tuition Support Program has been successfully received. Further review is required by your immediate supervisor and/or account manager. You will receive an email notifying you of your supervisor's decision.

If you have not received an email notification with a final decision before the 12th class day (or 4th class day for the summer semester), please follow up with your supervisor.

Thank you!

TEXAS ★ STATE
UNIVERSITY

***This also includes an attachment in Adobe format of the form submitted.*

2. When the Request is Approved (email is sent to the applicant with cc to supervisor)

Dear Mr. Bobcat Bob,

Thank you for submitting your Academic Release and Tuition Support request. Congratulations! Your submission request was approved by your supervisor.

No further action is required by you at this time.

Good luck with your academic goals this semester! For questions please contact our Organizational Development & Communications team at hr_odc@txstate.edu.

Form Information

Term/Year: Summer / 2020
Requested on: 03/13/2020

What to Expect

Email Communications

3. When the Employee Applicant Chooses to Opt-out of Fee Waiver (email sent to Cashiers Office and cc to applicant)

Greetings,

The employee listed below has requested to opt-out of the Designated tuition and fee waiver.

For questions please contact Organizational Development & Communications team at hr_odc@bxstate.edu.

Form Information

Term/Year: Summer / 2020
Requested on: 03/13/2020

Requested by: Bobcat Bob
Job Title: Coordinator

4. When the Request is Denied (email sent to applicant with cc to supervisor)

Dear Mr. Bobcat Bob,

Thank you for submitting your Academic Release and Tuition Support request. Unfortunately, your request has been declined at this time for the reason(s) listed below. Please contact your immediate supervisor for complete details.

Reason for Rejection:

Example of email for rejection.

Resubmission is permitted after resolution.

Form Information

Term/Year: Fall / 2020
Requested on: 03/13/2020

Requested by: Bobcat Bob
Job Title: Coordinator

This completes the user guide for the supervisor.

