Quick Reference Guide: Request Lab Tuition Remission

Purpose

This Quick Reference Guide provides information for eligible UChicago employees about how to request Lab tuition remission in Workday.

Requesting Tuition Remission

1. Log into Workday (https://workday.uchicago.edu)

2. Under “Quick Tasks”, select “View All Apps”.

3. Navigate to the Lab Tuition Remission application.

Keep in Mind

- Please see the University’s Educational Assistance Plan for tuition remission eligibility information.

- Lab tuition benefits and billing info can be found at https://www.ucls.uchicago.edu/admissions/tuition-benefits-and-billing.

- Your child’s enrollment at Lab for the coming academic year must be confirmed prior to completing the tuition remission benefits form.
4. Next, under “Complete a Request” select “Submit for Tuition Remission”.

5. You are now on the “Create Request” landing page. In the “Request Type” field, enter “Lab Tuition Remission” and press OK. Alternatively, one could make this selection by viewing “All” selections in the “Request Type” field.

6. You have now arrived at the application for Lab tuition remission benefits. The introductory text explains how to complete your application for Lab tuition remission. Once you have completed the application, and if required, attached supporting documentation, press “Submit”.

7. Your tuition remission request will route to the Lab team and Benefits team for approval. Once approved by each team, you will receive a notification in Workday and a system generated email that will provide you with an update.

8. With questions, contact the Benefits Office at benefits@uchicago.edu or (773) 702-9634.