

### On-line Application

Application for Tuition Remission benefits must be made on-line through the My.Scranton portal once each academic year for each student applying for the benefit.

Step-by-step instructions are listed below:

1. Log into my.scranton
2. Click on "Self Service"
3. Click on the "Employee Menu" tab
4. Click on "Benefits and Deductions"
5. Click on "Tuition Remission Application"
6. Select the semester for which you are applying from the drop down menu
7. Click submit and follow the prompts.

### Tuition Remission Policy

The full Staff Tuition Remission Policy is located in the Employee Handbook and can be accessed on-line directly at [www.scranton.edu/hrtuitionremission](http://www.scranton.edu/hrtuitionremission).

If you have questions, please contact Human Resources at 941-7767 or [hr@scranton.edu](mailto:hr@scranton.edu).