

Tuition Remission Form Submission Instructions

1. Log in to MYRIDER by going to myrider.rider.edu or by going to Rider University's Website and log into myrider using the Quick links drop down. (See Screen #1)
2. Click on the employee Information Tab (See Screen #2)
3. Click on "Benefits and Deductions" link, located under Employee Information, then you will see the menu item that you are looking for. (See Screen #3)
4. Go into the "Tuition Remission" link and proceed by entering in the requested information. You will then be able to keep track of your various Tuition Remission forms throughout the approval process, by using this link to look at all existing requests.
5. **For external remission**, the following documents must be submitted to the Human Resources Office, LIB108, before your online request can be processed:
 - a. Financial Aid Award Letter (you will need to file the FAFSA and any additional documents required by the outside school in order to generate a Financial Aid Award Letter -- requirements vary with different schools).
 - b. Two copies of a billing for the term of the request from the outside school, showing separate detail of all charges including tuition, incidental fees, and financial aid. Please note that the billing must show the name of the student, the term of the billing and the due date.

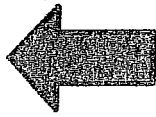
If you have any questions regarding any of the above information or need to contact us please email us at tuitionremission@rider.edu. If you prefer you can call Mona M. Marder (x.7286) or Susan Hewins (x. 7281).



Secure Access Login

User Name:

Password:



This service uses Rider EasyPass authentication.
 Need Help? Change Your Password

Rider University - OIT Applications/Web Services

"PLEASE NOTE:"
 myRider and Gmail use two different passwords. myRider uses your EasyPass password for authentication and Gmail uses the password you were required to create when you logged into Gmail for the first time.

For EasyPass password assistance, please visit ... www.rider.edu/passwords.

For Gmail password assistance or general help, please contact the OIT Help Desk at [609-219-3000](tel:609-219-3000) or email helpdesk@rider.edu.

Screen 1



My Account Content Layout
 Welcome Diane Salita
 You are currently logged in.

Webmail Canvas Library Logout Help

Welcome Finance Employee Information

July 26, 2014

Announcements
 There are no announcements

Human Resources

- Guide for New Hires
- Benefits
- Policies
- Forms
- HR Directory
- Holiday Calendars
- Meet the Staff
- Anniversary Employees
- Employee Handbook
- Position Management
- myRider Display Options
- HR Home

My Personal Information

- Manage MyID
- View Brnc Bucks & Meal Plan Balance
- View Address & Phone Numbers
- View Email Addresses
- View Emergency Contacts
- View Ethnicity
- Update RiderAlert

My Employee Information

- Benefits & Deductions
- Pay Information
- Tax Forms
- Job Summary
- Leave Balances

Payroll/Disbursements

- Bi-Weekly Payroll Calendar
- Direct Deposit Information
- Purchase Order & Check Request
- Student Payroll Calendar
- Travel & Business Related Expense Policies
- Overtime Calculation
- Links to IRS Forms

Screen 2

Benefits and Deductions

- Retirement Plans
- Health Benefits
- Other Benefits and Deductions
Group Life, Short-Term and Long-Term Disability, Worker's Compensation
- Beneficiaries and Dependents
- Tuition Remission

RELEASE: 5.10
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