Tuition Remission Electronic Process  
Employee Instructions

If you are Adjunct Faculty/ROTC/FIT Aviation please use a paper Tuition Remission form

1. Go to Access on www.fit.edu

2. Log into Access using your Tracks information
3. Click on PAWS

4. Click on the Employee tab

5. Click on the Tuition Remission tab
6. Use the drop down box to select the term you want Tuition Remission for

   
   **Select Term:** 201783, Summer 2017 (8-Week Term 1)

   **Submit**

7. Click Submit

   
   **Select Term:**
   - 201783, Summer 2017 (8-Week Term 1)
   - 201705, Summer 2017
   - 201784, Summer 2017 (8-Week Term 2)
   - 201708, Fall 2017

   **Submit**
8. **Select Self**

Are you applying to use tuition remission for:

- Self
- Spouse
- Dependent Child

Submit

If you have any questions about the FL Tech Employee Benefit Policy go to [http://www.flt.edu/hr/policies](http://www.flt.edu/hr/policies)

9. **Click Submit**

Are you applying to use tuition remission for:

- Self
- Spouse
- Dependent Child

Submit

If you have any questions about the FL Tech Employee Benefit Policy go to [http://www.flt.edu/hr/policies](http://www.flt.edu/hr/policies)
10. After submission you should receive the confirmation below

11. Your supervisor will receive the below email notification that you are requesting tuition remission

(Florida Tech employee name) has requested employee tuition remission for (selected term). The employee should be connecting with you as their supervisor to work out any scheduling accommodations that may be required for this course. For a full view of the TR policies, please see the following link to the HR website: http://www.fit.edu/hr/policies/

Sincerely,
Office of Human Resources
hr@fit.edu
321-674-8100

For additional questions or issues, please use the contacts below.

Tuition Remission Policy Questions
Human Resources
hr@fit.edu or 321-674-8100

Financial Aid Questions
321-674-8070 or finaid@fit.edu