

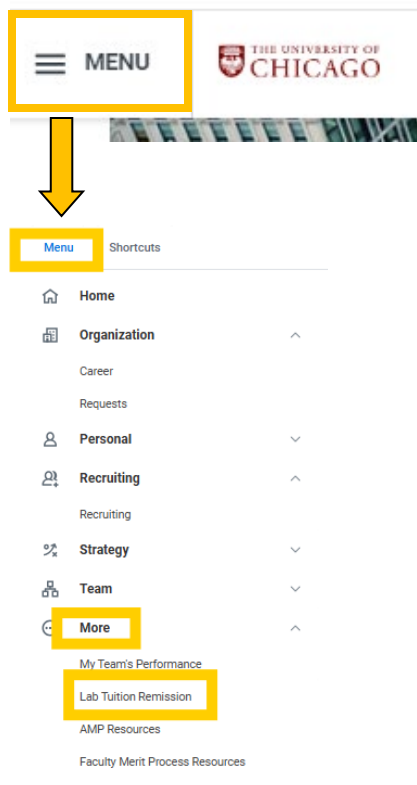
Quick Reference Guide: Request Lab Tuition Remission

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. Open the MENU on the top, left of the status bar.



3. Select "Lab Tuition Remission".

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.

- Next, under “Complete a Request” select “Submit for Tuition Remission”.

Complete a Request

Submit for Tuition Remission

- 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.

Create Request

Request Type *

- 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.
 - Acknowledge that you read the introductory text.
 - Select “Yes” to indicate you are applying for the tuition remission benefit for academic year 2025-2026.
 - If you are a Lab Schools head teacher employed on a rolling or probationary 12-month contract with a standard full-time week, select “Yes.” If not, select “No.”

- Indicate the type of remission you are requesting:

Search 

- ☐ 50% tuition remission for each child attending Lab
- ☐ Greater than 50% enhanced tuition remission benefit (for households with total AGI of less than \$250,000)
- ☐ Multiple child discount for families with more than one child attending Lab

- DO NOT** select both “50%...” and “Greater than 50%...”
- DO** select **BOTH** “Multiple child discount” **AND** either “50% ...” or “Greater than 50%...” if you have more than one child attending Lab. *Please note, you will not receive the multiple child discount if this option is not requested.*
- If you answered “Yes” to the question about being a Lab Schools head teacher, select “50%...” You do not need to select Multiple child discount and you do not need to submit tax documents, regardless of the number of children you have attending Lab or your AGI.

- Enter the information requested for each of your children who attend Lab.

- Each child’s individual billing number is found in PowerSchool or on your Lab Tuition invoice from a previous year.

b. Indicate the appropriate relationship to you for each child:

The child named above is (check one): (Required)

☐ my unmarried natural/biological child, step child, or adopted child and under age 25.

☐ the unmarried natural/biological child, step child, or adopted child of my civil union partner or of my University-approved domestic partner and under age 25.

☐ an unmarried child under age 25 for whom I am legal guardian.

c. Select the appropriate tax-dependency status for each child:

The child named above is (check one): (Required)

☐ eligible to be claimed as a dependent on my federal income tax return.

☐ eligible to be claimed as a dependent on my civil union partner's or University-approved domestic partner's federal income tax return (but not on my tax return)

☐ NOT eligible to be claimed as a dependent on my, my civil union partner's, or my University-approved domestic partner's federal income tax return.

d. Acknowledge your understanding that falsely certifying a child's tax-dependency status may result in termination of the benefit, and that you will promptly notify the Benefits Office if the status as a tax-dependent changes. You also have the option of cancelling your application at this step.

I understand that falsely certifying the above-named child's tax dependency status could result in termination of the benefit. I further agree to p

☐ I acknowledge that I have read, understand, and agree to the above statement.

☐ I do not acknowledge and wish not to proceed.

e. Enter the first and last name of the child's other custodial parent. If you are the sole custodial parent, enter "None." In this case, you will be asked to provide one of the following:

- A complete court order granting you sole legal custody of the child, such as a divorce decree or other custody order.
- A certified copy of the child's birth certificate or adoption decree listing you as the only parent.
- A certified copy of the judicial declaration of incompetence of the other parent.
- A certified copy of the death certificate of the other parent.

f. Enter contact information (preferably email address) for the child's other custodial parent.

8. If you requested a Lab Tuition Remission benefit of greater than 50%, attach pages 1 and 2 of your 2024 Federal Tax Return, and the 2024 Federal Tax Return of the other custodial parent, if they file separately from you.
9. If your child's dependent status has not previously been verified (is a new enrollee at Lab or is not a dependent on your health benefits), attach proof of dependent status, such as a birth certificate.
10. Once you have completed the application, and if required, attached supporting documentation, press "Submit".

11. If you have more than four (4) children attending Lab, please submit a second request for the additional children.
12. 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.
13. With questions, contact the Benefits Office at benefits@uchicago.edu or (773) 702-9634.