# Completing the Online Tuition Benefit Form for Dependent/Spouse

| To Access the Online Tuition Form | |
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| Website https://wise.unh.edu/ | Go to WISE and log into your account |
| Employee Services | Click on "Employee Services" |
| Tuition Benefit Form | Click on "Tuition Benefit Form" |

| Applying for a Tuition Benefit for Dependent/Spouse | |
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| Tuition Benefit Form Entry | Click on "Tuition Benefit Form Entry" |
| Applying for my Dependent | Click on "Applying for my Dependent/Spouse" |
| Submit | Click on "Submit" |
| Dependent Terms and Conditions of USNH Tuition Benefit Plan | You must read this document before you click on "I Agree." To read this document click on the link |
| I Agree | Click on I "Agree" if you agree to the Terms and Conditions |
| USNH Institution of Course | Click on the down arrow to see and select the Institution where your dependent is taking classes |
| Continue | Click on "Continue" |
| Semester/Term | Click on the down arrow to see and select the semester/term that the Tuition Benefit is being applied for |
| Student ID | Enter your dependent's Student ID (This is not the SSN) |
| Student First Name | Enter your dependent's first name as recorded in the Student system |
| Student Last Name | Enter your dependent's last name as recorded in the Student system |
| Student MI | Enter your dependent's middle initial as recorded in the Student system |
| Student Relationship | Select either "Spouse" or "Dependent" |
| Student Date of Birth | If this is a dependent (not a Spouse), enter the Student's Date of Birth |
| Is this Student an IRS Dependent? | If this is a dependent (not a Spouse), select either Yes – this student is your IRS dependent or No – this student is not your IRS dependent |
| Employee Contact Daytime Phone | You may either select a phone number from the drop-down list or enter a new contact phone number |
| Employee Contact E-Mail | You may either select an email from the drop-down list or enter a new e-mail address. |
| I Agree Submit/I Disagree Exit | Click on "I Agree Submit" to submit your form for approval. Click on "I Disagree Exit" to exit the form (nothing is saved) |
| Confirmation Statement | You will see a confirmation statement and receive a copy via email if the Tuition Benefit Form passed all validations |
| Exit | Click on "Exit" |