Completing the Online Tuition Benefit Form for Yourself (Employee)

To Access the Online Tuition Form	
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 Yourself (Employee)	
Tuition Benefit Form Entry	Click on "Tuition Benefit Form Entry"
Applying as an Employee	Click on "Applying as an Employee"
Submit	Click on "Submit"
Employee Terms and Conditions of USNH Tuition Benefit Plan	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 the course is being taught
Continue	Click on "Continue"
Semester/Term	Click on the down arrow to see and select (by highlighting with the mouse pointer) the semester/term that the course is being taught.
Continue	Click on "Continue"
Credit/Non-credit	Click on the down arrow and select Credit or Non-Credit
Number of Courses Requested	Enter the number of courses being applied for with this Tuition Form (the maximum number of courses per fiscal year is 5)
Number of courses applied for and approved Fiscal Year to Date	This is information only and will indicate the number of Credit and/or Non-Credit courses approved Fiscal Year to Date
Is course being taken during scheduled working hours?	Select by clicking the appropriate radio button.
Supervisor's Email Address	Enter your Supervisor's email address if the course(s) is during your scheduled work hours
Student ID	This will automatically be filled in with your Employee ID. If this is not your Student ID, replace it with your Student ID (not your SSN)
Student First Name	This will automatically be filled in with your First Name. If this is not what is recorded in Student, then replace it with your First Name as recorded in Student
Student Last Name	This will automatically be filled in with your Last Name. If this is not what is recorded in Student, then replace it with your Last Name as recorded in Student
Student MI	This will automatically be filled in with your Middle Initial. If this is not what is recorded in Student, then replace it with your Middle Initial as recorded in Student
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"

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Tuition Benefit Form Status	
Tuition Benefit Form Status	Click on "Tuition Benefit Form Status"
Statuses:	**Definition**
Approved	Tuition Benefit information has been or will be sent to the Student Billing Office for Processing
Not Auto Approved	Tuition Benefit information has been submitted with validation errors and will need action by the Campus HR Office to approve and change the status
Pending	Waiting for the Supervisor's approval to move forward
Denied	Tuition Benefit information was submitted but not approved
Cancelled	Tuition Benefit was never used
Dropped	Course was dropped, and Tuition Benefit was not needed