



Tuition Remission Application Instructions

You must utilize UNM's VPN to access the online form. If you do not have the VPN client installed on your computer, access the UNM SSL VPN portal at: <https://unmvpn.unm.edu/global-protect/portal/portal.esp>

Sign in with your NetID in full LoboMail email format, even if you don't have one (e.g. NetID@unm.edu NOT just the NetID)

Follow these steps to access the Tuition Remission form:

1. Navigate to the "Go to URL" chevron (top-right toolbar).
2. Select the chevron to open the URL address input field.
3. Enter https://lobowebapp.unm.edu/apex_ban/f?p=188:1 into the address input field and select "Go".

Login to the Tuition Remission Request form using your UNM Net ID and Password

To Submit an Academic Tuition Remission Request:

1. Once logged in, select **My Requests** tab at the top of the page to begin the process
2. Select **Create New Academic Request** button to enter a request for Academic courses
3. Selection in #2 presents the **New Request** form. On this form, select the Tuition Remission Request Term from the drop-down list and verify that the information contained in the blue boxes are correct. Select Submit button to start request
4. Selecting **Submit** in #3 returns you to the **My Requests** page. You will be presented with a list of Tuition Remission requests created and their statuses. The newly created request will be the 1st item in your list with a status of Enter Request Information
5. Select Edit (the **pencil icon**) next to the request and fill out the Tuition Remission request
6. Select courses you've already registered for from the 'Registered Courses' section, then select 'Add to Request'. If you've not yet registered, you can select 'Add Course' and search UNM's Schedule of Classes.
7. Select **Save Request (not Completed)** button to save the request without submitting it for processing.
8. Select **Submit Request** button when you have completed your portion of the request
9. After selecting Submit Request, you will be presented with the option to request Supervisor Approval, if needed for your request. In this section, you can change the supervisor by keying in the Net ID and selecting the Override Supervisor button. Select Request Supervisor Approval button. This will send an email to the supervisor requesting that they review the request and select an approval/disapproval status. Request status will change to *Awaiting Supervisor Approval*. When your supervisor is done, an email will be sent to you letting you know supervisor is done. If your supervisor approves the request (status changes to *Submitted for Processing*), it will automatically be sent on to the Bursar's Office for processing. If the request is rejected, status will be changed to *Rejected by Supervisor*.
10. If Supervisor Approval is not needed for your request, select **Supervisor Approval Not Required** button. Request status will change to *Submitted for Processing* and your request will automatically be sent on to the Bursar's Office for processing.
11. When Bursar's Office has processed the request, status will change to *Processed by Bursar's Office*.

To Submit a Non-Academic Tuition Remission Request:

1. Once logged in, select **My Requests** tab at the top of the page to begin the process
2. Select **Create New Non-Academic Request** button to enter a request for Non-Academic courses
3. Selection in #2 presents the **New Request** form. On this form, select the Tuition Remission Request Term from the drop-down list and verify that the information contained in the blue boxes are correct. Select Submit button to start request
4. Selecting **Submit** in #3 returns you to the **My Requests** page. You will be presented with a list of Tuition Remission requests created and their statuses. The newly created request will be the 1st item in your list with a status of Enter Request Information
5. Select Edit (the **pencil icon**) next to the request and fill out the Tuition Remission request
6. Click **Add Professional Development Course, Add Health and Fitness Course, and/or Add Personal Enrichment Course** button
7. Enter Course Title, Course No, Cost, and Day/Time
8. Click **Create** button
9. Complete **Section 3: Employee Certification**
10. Select **Save Request (not Completed)** button to save the request without submitting it for processing
11. Select **Complete Request / Proceed to Supervisor Approval** button when you have completed your portion of the request
12. After selecting **Complete Request / Proceed to Supervisor Approval**, you will be presented with the option to request Supervisor Approval, if needed for your request. In this section, you can change the supervisor by keying in the Net ID and selecting the Override Supervisor button. Select Request Supervisor Approval button. This will send an email to the supervisor requesting that they review the request and select an approval/disapproval status. Request status will change to *Awaiting Supervisor Approval*. When your supervisor is done, an email will be sent to you letting you know supervisor is done. If your supervisor approves the request status changes to *Submitted for Processing*, if the request is rejected, status will be changed to *Rejected by Supervisor*.
13. If Supervisor Approval is not needed for your request, select **Supervisor Approval Not Required** button. Request status will change to *Submitted for Processing*
14. Once completed, Print the form (a **Print Form** button will be available when the request is completed)
15. Completed forms for Professional Development and Personal Enrichment through UNM Continuing Education should be submitted to UNM Continuing Education: ceregistration@unm.edu
16. All other completed forms should be submitted to the department offering the course(s) being taken.