

## Instructions to Process a Tuition Discount Request by Employee

Complete and submit the [online tuition discount form](#) at least two weeks prior to registration.

Employees will need their UAMS domain login and password. All students will need their student ID and course information (course prefix, course number, course name, CRN#, credit hours, days/times of classes). This information can be found in the course schedule.

Go to the Tuition Discount Page <https://tuitiondiscount.uams.edu/>.

This screen will display. Click Employee to Login. If Spouse or Dependent Click Spouse & Dependent of Employee

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Tuition Discount  
Apply for discount

### Apply for Tuition Discount

Select a tuition discount request form:

Spouse & Dependent of Employee Employee

Use your UAMS domain login ID and Password to login into the tuition discount system.

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### Tuition Discount

Please use your UAMS login credentials

Username


Password

Login

Name, SAP#, Title, Campus, Division, Email Address, and Phone Number will automatically populated. *If this information is incorrect please contact your supervisor or department HR Representative to update SAP.* Complete the form in its entirety including the class schedule at the bottom (course prefix, course number, course name, CRN#, credit hours, days/times of classes). This information can be found in the course schedule. Then click  at the bottom of the screen.

The form is then automatically emailed to your supervisor for approval. The employee receive an email with the status.

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Tuition Discount

Apply for discount

My requests

Supervisor queue

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Admin

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Activity log

Set employee home campus

### Apply for Tuition Discount

#### Tuition Discount Request for Employee

**Employee Name \***  
Telettha | Leonard

**Employee ID \***  
00015513

**Employee Title \***  
HR Director HR Business & Employee Svcs

**Employee Campus \***  
UAMS

**Designated employee home campus \***  
UAMS - Little Rock

**Enrollment requested at \***  
Select a campus

**School Session \***  
 Fall  Spring  Summer

**Total credit hours completed \***

**School Session \***  
 Fall  Spring  Summer

**Total credit hours completed \***

**Degree Program \***  
 Undergraduate  Graduate

**Student ID \***

**Work Schedule \***  
e.g. M-F 7-4 or M-Th 7-6

**Employee College/Division \***  
VCF HR Business & Employee Services

**E-Mail Address \***  
LEONARDELETHAI@UAMS.EDU

**Employee Work Phone # \***  
5016866807

**Academic Year \***

**Major/Minor \***

**Major/Minor \***

**Note**  
Limitations exist on which courses/degrees/programs are eligible for discount. Dependents and spouses are not eligible for tuition discount for graduate courses.

Course Prefix	Course Number	Course Name	CRN#	Credit Hours	Days and Times of Class Meeting
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I certify that I am eligible under existing university policy for the tuition discount requested. I pledge that I shall not permit participation in this course to interfere with the performance of my regular duties. I understand that any change to my course schedule will require that I submit another tuition discount form for approval in order to avoid being administratively withdrawn.