DEPENDENT CHILD TUITION WAIVER

FOR UHP MEMBERS, FACULTY, AND MANAGERIAL/CONFIDENTIAL EMPLOYEES

In order to utilize the on-line dependent child tuition waiver system, employees will need to have the following information readily available:

- Employee's NetID (for assistance with your University NetID please visit netid.uconn.edu)
- Employee's NetID Password
- Dependent Child's 7-Digit Student ID Number
- Dependent Child's Date of Birth

INSTRUCTIONS

Access the on-line system by clicking on the following link:
https://eaforms.uconn.edu/dtwaewebweb/beginDtwProcess

- This brings you to the Introduction page; click to begin the tuition waiver request
- This brings you the NetID Single Sign-On Page (Enter your NetID and Password)
- Click "LOGIN"
- Enter the dependent child's 7-Digit Student ID Number and Date of Birth
- Read agreement terms and click "I AGREE"
- Click "SUBMIT"

NOTIFICATION PROCESS
- Employee will immediately receive an e-mail notification acknowledging the request that will provide the employee with a link to be able to check on the status of the request.
- The request is initially routed to Human Resources, and then to the Bursar's office at Storrs.
- Once Storrs approves the request, the employee will receive another e-mail.