Tuition Waiver: MyRIC Online Request Process

1. Enter www.ric.edu in the address bar of your browser.
2. Click on MyRIC Online Services.
3. Log in with your User ID and Password.
4. Click on the RIC Employee Homepage.
5. Click on RIC Tuition Waiver to access the RIC Tuition Waiver page.
6. Click the Add a New Value tab to access the Tuition Waiver Entry form. Your personal information appears at the top of the form.
7. Complete Sections I – IV. Please note, when completing your tuition waiver:
   - Section II – The Student ID may be found on the appropriate institution's tuition bill.
   - Section III – If the waiver is being submitted after the first day of class, please enter the date you are submitting the waiver under the "Course Start Date" field.
8. Once Sections I – IV have been completed, scroll down to the bottom of the page and click Save (this step is important prior to submitting the waiver). A popup box will appear. Submit document and print the certification. If you do not have access to a printer, the Office of Human Resources has a printer available for your use. You can re-access the form via the Find an Existing Value tab on the RIC Tuition Waiver page.
9. When you have completed the above steps, you will have a hard copy of the Certification for Tuition Waiver form. Please sign and date this form prior to submitting to Human Resources.
10. Follow the instructions in the confirmation email to complete the Tuition Waiver process.