Tuition Remission Electronic Process
Spouse/Dependent Instructions

If you are Adjunct Faculty/ROTC/FIT Aviation please use a paper Tuition Remission form

1. Go to Access on www.fit.edu

2. Log into Access using your Tracks information
3. Click on PAWS

4. Click on the Employee tab

5. Click on the Tuition Remission tab
6. Use the drop down box to select the term you want Tuition Remission for

Select Term: 201783, Summer 2017 (8-Week Term 1)

Submit

7. Select Spouse or Dependent Child

If you have any questions about the FL Tech Employee Benefit Policy go to http://www.fit.edu/hr/policies
8. **Enter Spouse or Dependent Child 900 number**

![Tuition Remission Form]

- Enter Spouse or Dependent Child 900 number
- Click Submit

9. **Click Submit**

![Tuition Remission Form]

- (Student Name) is the student with ID# (900 number). Please click Submit to continue if this is correct.
10. After submission you should receive the confirmation below

[Image of Tuition Remission Form]

For additional questions or issues, please use the contacts below.

**Tuition remission policy Questions**
Human Resources
hr@fit.edu or 321-674-8100

**Financial Aid Questions**
321-674-8070 or finaid@fit.edu