

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 Staff/Admin tab.
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.
8. When you complete Sections I – IV, click Save, and follow the instructions that appear on the screen. 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.
10. Access your email account to retrieve your confirmation email. Follow the instructions in the email to complete the Tuition Waiver process.