

Undergraduate tuition waiver forms for dependent children, employees, and spouses are now completed & submitted through SoftDocs.

Step 1: The dependent child, employee, or spouse must first apply for admission to the university. See the Admission home page for information. For dependent children, application to the university includes filing the FAFSA.

Step 2: Once admitted, the dependent child, employee, or spouse will be issued a Student ID.

Step 3: The dependent child, employee, or spouse must enroll in classes through the Registrar's office.

Step 4: Complete the [Wittenberg Tuition Waiver form](#) through SoftDocs; sign-in using your Wittenberg credentials.

- The link will take you to a SoftDocs form pre-populated with your employee name and ID.
- Once on the form, select the appropriate option from drop-down menu:



The image shows a screenshot of a web form interface. At the top, there is a navigation bar with the text "WITTENBERG UNIVERSITY" on the left and "Home" on the right. Below the navigation bar is a large dropdown menu. The first option selected is "Undergraduate Tuition Waiver: Employee". Below this dropdown is a horizontal line. Below the horizontal line is another dropdown menu. The first option selected in this second dropdown is "Undergraduate Tuition Waiver: Dependent Child attending Witt".

- If completing the form for you spouses or dependent child, you will need their Student ID number received from the Admission Office.
- Complete the form electronically then **click the 'Submit' button** to route the form to the appropriate HR and Financial Aid signers.