



PEOPLESOFT

Waiver of Fees

Applicant Guide

Version 1.5 · August 2026

About This Guide

This guide explains how staff members apply for a waiver of student fees in PeopleSoft, track the request and review the result after approval. Screens may vary slightly following system updates.

Document	PeopleSoft: Waiver of Fees
Version	1.3
Last updated	July 2026
Audience	Staff applicants
System	PeopleSoft

Before you begin

- Use your Office 365 username and password to sign in to PeopleSoft.
- Have the relevant Student ID available before beginning an application.
- For a new dependent, prepare the required proof of relationship and identity documents before submission.

NAVIGATION NOTATION

A path such as Self Service > Benefits > Request Waiver of Student Fees shows the order in which menu items should be selected.

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PRIVACY

Screenshots in this guide use sample or partially redacted personal information. Do not distribute screenshots containing employee or student data outside authorised channels.

1. Sign In and Navigate to the Application

1. Open the PeopleSoft portal.
2. Enter your Office 365 username and password.
3. Select Sign In.



Figure 1. PeopleSoft sign-in page.

NAVIGATION

Self Service > Benefits > Request Waiver of Student Fees

After signing in, use the navigation path below. The Main Menu and the menu side panel both lead to the same Waiver of Fees Application page.

1. From the **Main Menu**, locate **Self Service**.
2. **Select Self Service** to open the available self-service options.
3. Under **Benefits**, select **Request Waiver of Student Fees**.
4. If you are using the menu side panel instead, expand **Self Service**, then **Benefits**, and select **Request Waiver of Student Fees**.
5. **Wait** for the Waiver of Fees Application page to open before continuing.

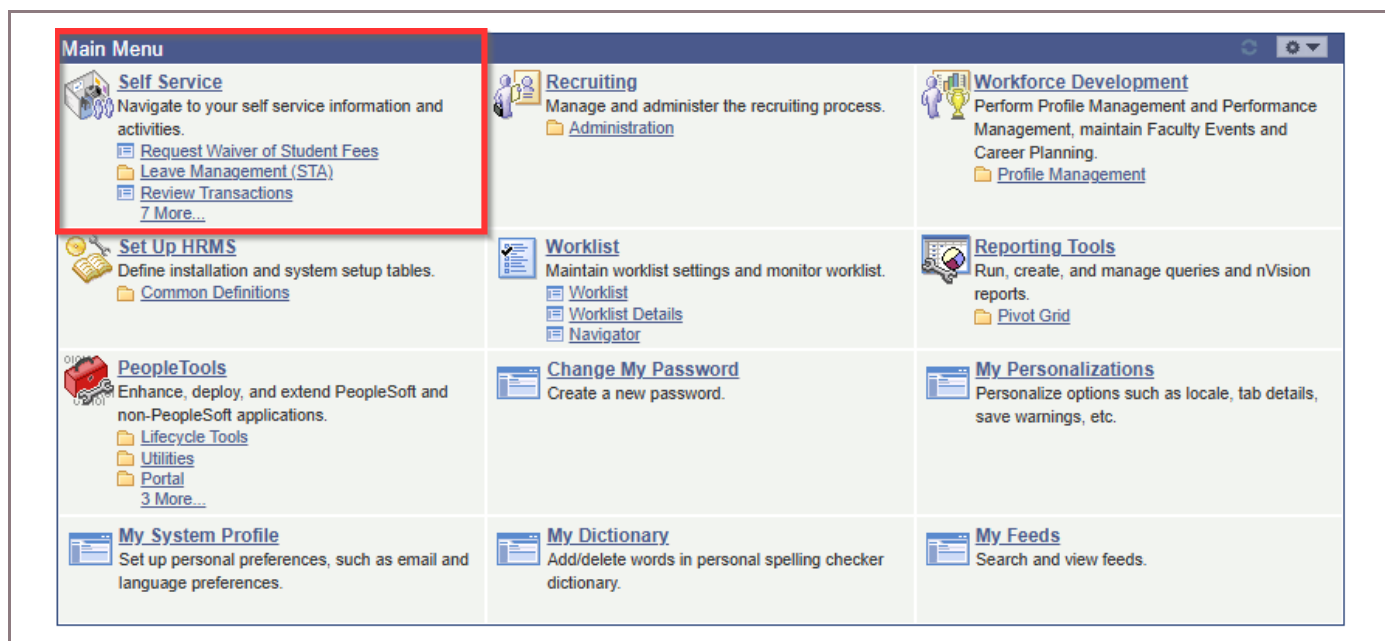


Figure 2. Select Request Waiver of Student Fees from the Self Service area.

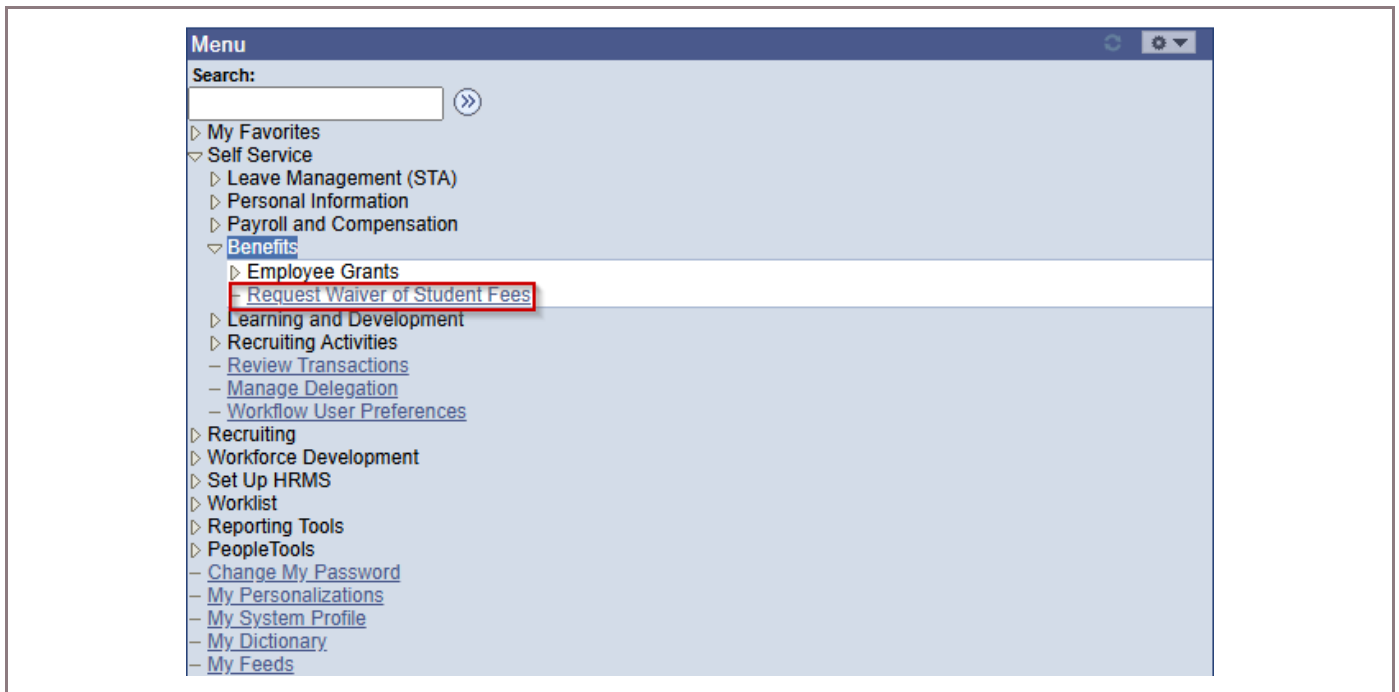


Figure 3. Menu side-panel route to Request Waiver of Student Fees.

2. Understand the Application Page

Before starting an application, become familiar with the four areas on the Waiver of Fees Application page.

Area	Page section	Use this when...
1	Apply for Registered Dependents	The dependent already appears in the certified list.
2	Apply to waive your own tuition fees	You are applying for a waiver on your own behalf.
3	Register and apply for a new dependent	The dependent does not appear in the certified list.
—	Waiver Application History	You need to review, edit or track an existing request.

**CHOOSE
THE
CORREC
T OPTION**

Using the correct option prevents duplicate dependent records and reduces delays in processing .

3. Apply for a Registered Dependent

1. Under Option 1: **Apply for Registered Dependents**, locate the correct dependent in the list.
2. Select **Start Application** beside that dependent.
3. Carefully review the dependent's name, relationship and date of birth.
4. Enter the dependent's **Student ID** in the **Enter Student ID** field.
5. Select **Save and Submit**. Select **Save as Draft** only when you need to finish the application later.
6. Confirm that the **Status** shows **Submitted**, then review the **Administrative Approval** area to see the current workflow stage.

Augustine

Person ID:

Waiver of Fees Application 2024/2025 Semester II

Option 1: Apply for Registered Dependents

The dependents listed in the grid directly below are already certified by the University. To apply for a fee waiver for a registered dependent, click "Start Application". Spouses and children under the age of 25 years are eligible.

Start Application	Last Name	First Name	Relationship to Employee	Date of Birth
Start Application	AUGUSTINE		Spouse	/1971
Start Application	Augustine		Child	/1996
Start Application	Augustine		Child	/2002

Figure 4. Registered dependents available for application.

Waiver	101222	Status
Tracking No		
Employee Name	Augustine	ID
*Relationship to Employee	Child	
*Last Name	Augustine	
*First Name		
Middle Name		
*Enter Student ID		
*Student Date of Birth	/2002	

Save and Submit

Save as Draft

OK

Cancel

Apply

Figure 5. Enter the dependent's Student ID and submit the application.

SAVE AS DRAFT

Use Save as Draft only when you need to return later. A draft is not routed for approval until Save and Submit is selected.

Waiver Tracking No 101222 Status Submitted

Employee Name [REDACTED] Augustine ID [REDACTED]

Relationship to Employee Child

Last Name Augustine

First Name [REDACTED]

Middle Name [REDACTED]

Enter Student ID 8 [REDACTED]

Student Date of Birth [REDACTED]/2002



Student Registration			
Term	Student Level	Faculty	Programme
2024/2025 Semester II	Undergraduate	[REDACTED]	[REDACTED]

Administrative Approval



Figure 6. Submitted application and administrative approval workflow.

SUCCESSFUL SUBMISSION

Your application has entered the approval workflow when the status shows Submitted and the workflow displays a pending approval stage.

4. Apply for Your Own Tuition Fees

1. Under Option 2: **Apply to waive your own tuition fees**, select **Apply for myself**.
2. **Review** the employee and personal information displayed on the form.
3. **Enter** your **Student ID** in the **Enter Student ID** field.
4. **Select Save and Submit**. **Select Save as Draft** only when you need to return to the application later.
5. **Confirm** that the **Status** shows **Submitted** and review the **Administrative Approval** area for the current workflow stage.

Option 2: Apply to waive your own tuition fees

Staff members of the University are also eligible to apply for waivers of fees on their own behalf. Click the link "Apply for myself" to begin your application.

[Apply for myself](#)

Figure 7. Select Apply for myself under Option 2.

Waiver	101231	Status	
Tracking No			
Employee Name	Gay	ID	
*Relationship to Employee	Self		
*Last Name	Gay		
*First Name			
Middle Name			
*Enter Student ID			
*Student Date of Birth	/1986		

Save and Submit

Save as Draft

OK

Cancel

Apply

Figure 8. Self-application form.

SUBMISSION

Selecting Save and Submit routes the application for approval. Save as Draft does not start the workflow.

Waiver Tracking No 101231 **Status** Submitted

Employee Name [REDACTED] Gay **ID** [REDACTED]

Relationship to Employee Self

Last Name Gay

First Name [REDACTED]

Middle Name

Enter Student ID [REDACTED]

Student Date of Birth [REDACTED] 1986

Student Registration			
Term	Student Level	Faculty	Programme
2024/2025 Semester II	Graduate	Food & Agriculture	Agricultural Economics PHD S

Administrative Approval



Figure 9. Submitted self-application and workflow progress.

5. Register and Apply for a New Dependent

1. Under Option 3: **Register and apply for a new dependent**, select **My dependent is not listed**.
2. **Select** the dependent's **Relationship to Employee**.
3. **Enter** the dependent's name exactly as it appears on the supporting documents.
4. **Enter** the dependent's **Student ID** and **Student Date of Birth**.
5. In the **Attachments** section, select **Add New Attachment** and upload each required document.
6. **Review** the information and attachments, then select **Save and Submit**.

Option 3: Register and apply for a new dependent

If your dependent is not already registered, please use the link below to add a waiver request for a new dependent. Please note that additional documentation may be required.

[My dependent is not listed](#)

Figure 10. Option 3 for a dependent who is not listed.

Supporting documents may include:

- Birth certificate.
- Marriage certificate.
- Legal guardianship documents, where applicable.
- For non-nationals of Trinidad and Tobago: National ID or passport.

Waiver 101235 Status
Tracking No

Dear Candidate,

If your dependent was not listed, your submission is incomplete without the appropriate attachments

In the grid provided below, ensure that you submit scans of your original documents for proof of relation where applicable:

- Birth Certificate
- Marriage Certificate
- Legal documents if Guardian

For Non-Nationals of T&T, please submit a scan of any one (1) of the following for proof of nationality:

- National ID
- Passport

Thank you

Employee Name  Gay ID 

*Relationship to Employee

*Last Name

*First Name

Middle Name

*Enter Student ID

*Student Date of Birth 

Attachments					Personalize Find  	First  1 of 1  Last
	Attached File	*Attachment Type	Description	View		
☐				View		

[Add New Attachment](#)

[Delete Selected Attachments](#)

Save and Submit

Save as Draft

OK

Cancel

Apply

Figure 11. New-dependent application and attachment area.

INCOMPLETE SUBMISSIONS

A new-dependent application is incomplete without the appropriate supporting documents.

6. Track the Status of an Application

The Waiver Application History section appears at the bottom of the application page. Use it to review submitted requests, view the current approval status and edit requests that have not yet been submitted.

1. **Scroll** to the **Waiver Application History** section at the bottom of the page.
2. **Locate** the correct request by checking the **Waiver No**, **Term Description** and applicant name.
3. **Select View/Edit** beside the request you want to review.
4. **Check** the **Approval Status** column. **Draft** requests have not entered the approval workflow; **Submitted** or **Pending** requests are still being processed.
5. If the request is a **Draft** and is ready for approval, open it and select **Save and Submit**.

Waiver Application History

Review or Edit Waiver Requests

Click the "View/Edit" hyperlink below to review the status of a Waiver request or edit unsubmitted Waivers.

View/Edit	Waiver No	Last Name	First Name	Relationship to Employee	Term Description	Approval Status
View/Edit	101106	Gay		Self	2024/2025 Semester II	Approved
View/Edit	101231	Gay		Self	2024/2025 Semester II	Submitted

Figure 12. Waiver Application History.

Status	Meaning
Draft	Saved but not submitted for approval.
Submitted	Submitted and awaiting workflow processing.
Pending	Waiting for action at the current approval stage.
Approved	All required approval stages have been completed.
Financial Hold	The request requires financial review or action.
Waiver Not Granted	The request was not approved.

7. After Approval: Confirmation and Receipt

After the application has been processed, you will receive an email showing the current waiver status. Select the PeopleSoft link in the message to open and review the approved application. You may be asked to sign in again.

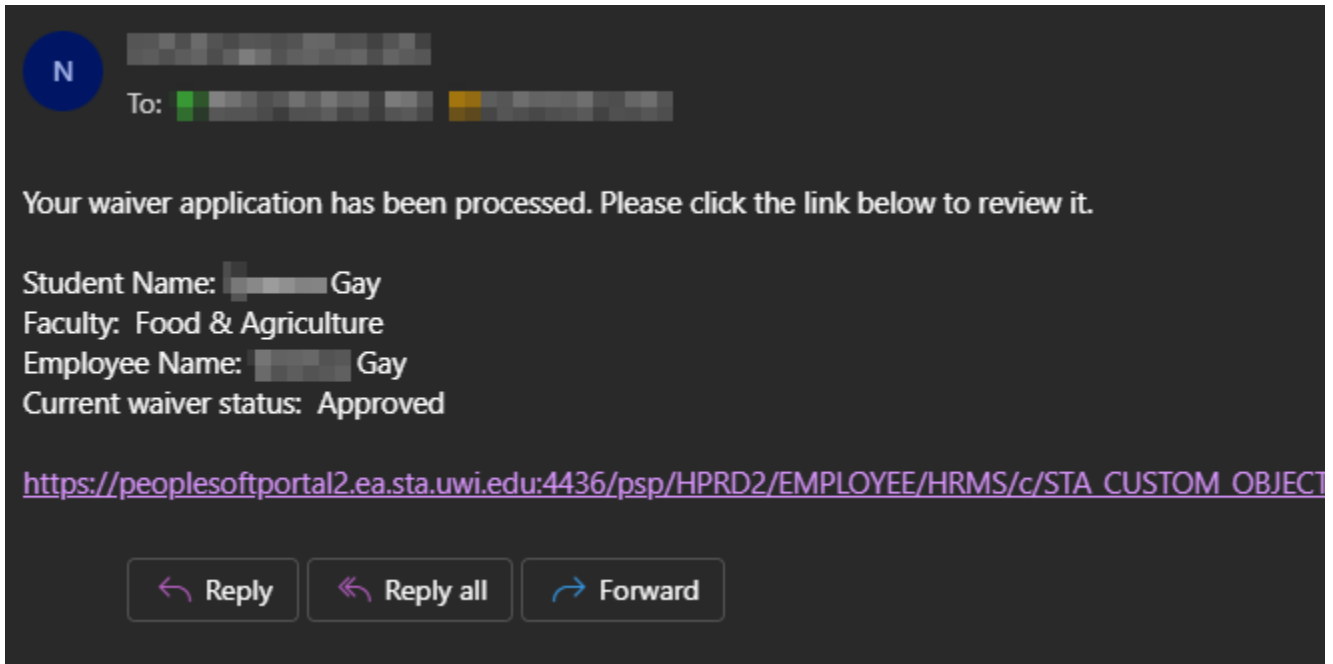


Figure 13. Example of an approved-waiver email notification. Personal information has been redacted.

APPROVAL EMAIL VERSUS RECEIPT

The email confirms that processing is complete. The downloadable waiver receipt is obtained from the approved application in PeopleSoft.

1. **Open** the **PeopleSoft** link in the approval email.
2. Sign in, if prompted.
3. **Locate** the approved request in **Waiver Application History**.
4. **Open** the approved request and select **Download Waiver Receipt**.
5. Save or print the receipt for your records.

Quick Reference and Troubleshooting

Common issues

Issue	Recommended action
The waiver option is not visible	Confirm that you are signed in with the correct role and contact the PeopleSoft support team if access is missing.
The request remains a draft	Open the draft and select Save and Submit when it is ready for approval.
A dependent is not listed	Use Option 3 and provide the required supporting documents.
The request is on financial hold	Open the request, review the comments and follow the required financial action.
No approval email was received	Check the application status in Waiver Application History and verify the email address associated with your account.

SUPPORT

When reporting an issue, include the waiver tracking number, the current status and a description of the step that could not be completed. Do not send passwords or unredacted student information by email.